

# BOARD OF THE FACULTY OF ORIENTAL STUDIES

Standing Orders revised to 1 October 2011

## I. Chair and Vice-Chair of the Board

### (i) *Chair - election*

The Chair shall hold office for three years from the first day of Michaelmas Full Term, having been elected at the second meeting of the preceding Hilary Term. The incumbent Chair shall be eligible for immediate re-election for up to one further year, in exceptional circumstances, subject to re-election in Hilary Term. Nominations for the Chair shall be submitted to the secretary by the first Saturday of the term in which the election is to be made. The Chair in office shall be responsible for ensuring that at least one nomination is received, after appropriate informal consultation.

### (ii) *Chair - duties and powers*

(a) The Chair shall have power to approve grants up to £750, provided that they fall within the board's guidelines. There is an overall limit of £5,000 on the amount which may be approved by Chair's action in any one year (excluding trust funds).

(b) When examiners' reports for the MLitt or DPhil are received during a vacation, the chair may accept the reports on the board's behalf provided the examiners are in agreement, the report is unambiguous and the recommendation does not preclude the award of the degree for which the candidate has submitted the thesis. In cases where further consultation is required, the chair may consult the Graduate Studies Committee. All such reports shall be circulated to the board for its information at its next meeting.

(c) The Chair, on receipt of a report from the Graduate Studies Committee of an excessive delay in the examination of a student for DPhil or MLitt, shall investigate the reason for the delay and report to the board.

(d) The Chair shall consult an Advisory Group comprising the Vice-Chair and Secretary; Directors of Graduate and Undergraduate Studies, Director of Research and one or two co-opted members on matters of business that fall between meetings or outside the remit of the Faculty Board, including the nomination of new officers, the budget and the co-ordination of responses to Divisional projects, audits and reviews).

### (iii) *Chair elect - duties and powers*

The Chair elect shall assist the chair in handling board matters and shall be *ex officio* a member of the standing committees of the board of which the chair is an *ex officio* member. He or she may act for the Chair if the latter cannot attend a meeting or is absent from Oxford. The Chair elect will attend an Oxford Learning Institute recruitment training session during the term preceding his first term of office or before.

### (iv) *Vice-chair - duties and powers*

The Vice-chair shall hold office for a period of not more than two years from the first day of Michaelmas Term, having been elected at the second meeting of the preceding Trinity Term. The vice-chair may represent the chair at any meeting of any committee of which the chair is an *ex officio* member. The Vice-chair shall act on behalf of the Chair when the latter is unavailable. The Chair elect shall have precedence over the Vice-chair at times when both offices are filled. The Vice-chair elect will attend an Oxford Learning Institute recruitment training session during the term preceding his first term of office. The Vice-chair shall be nominated for election as chair at the end of the Chair's period of office.

## II. Board Procedure

(i) *Meetings*

Unless the chair for urgent reasons shall order otherwise, the meetings of the board shall be held at 2.15 p.m. on Thursday in the second week and 2.15 p.m. on Thursday in the seventh week of Full Term.

(ii) *Quorum*

Ten members of the board (including the chair) shall constitute a quorum.

(iii) *Suspension of Standing Orders*

No motion for the suspension of Standing Orders shall be carried unless three-quarters of the members present vote in favour of it.

(iv) *Motions*

Members of the board must give notice in writing to the Secretary before a meeting of matters which they wish to raise and no motion or amendment to a motion shall be put to the vote unless it has been proposed and seconded.

(v) *Any other business*

Matters not on the agenda may be taken under *Any Other Business* if two-thirds of the members present vote in favour of doing so.

(vi) *Elections for membership*

The electors to the board of the faculty shall be all the members of the faculty. The Faculty Board shall consist of:

- (1) - (2) Chair and Vice-Chair of the Board;
- (3) - (5) Chair of each of the three Sub-faculties;
- (6) Director of Research;
- (7) Director of Graduate Studies;
- (8) Director of Undergraduate Studies;
- (9) – (13) Five elected members;
- (14) – (17) Up to four co-opted members.

## III. Business of the Board

(i) *Papers*

Official papers concerned with the business of the board are confidential. Members of the board should exercise the utmost care in discussing them with those who are not members. Papers which are marked 'strictly confidential' should not be discussed with anyone who is not a member of the board.

(ii) *Appointments and reappointments in Oriental Studies*

Before the first meeting of the board in each Michaelmas Term, the secretary shall circulate as an appendix to the Standing Orders a list of all University Readers in the subjects under the supervision of the board and of University Lecturers appointed by the board, with the dates on which their appointments terminate.

(iii) *Procedures for (re)appointment*

The procedure for appointments or reappointments to university lecturerships held under the board or readerships in subjects under the direction of the board shall be as follows:

- (a) At the first meeting of Michaelmas Term the board shall give preliminary consideration to all appointments terminating during the following twelve months;

- (b) The board shall appoint a committee to deal with each vacancy arising by retirement, death, or the creation of a new post; in appointing such a committee, and in appointing members of the Board of Electors, the board shall take fully into account the qualifications, both linguistic and non-linguistic, which it considers that the next holder of the post should possess;
- (c) When a vacancy through retirement occurs in a readership other than a statutory readership, the board shall specifically consider whether to recommend the continuation of the post as a readership;
- (d) During the initial period of appointment, the chair of the board will provide general advice to each new university lecturer. The board shall nominate to the Division an assessor and a subject-specific mentor. In the course of the second year of appointment, the assessor shall conduct a confidential review (covering such matters as teaching performance, teaching load, research plans) and report to the faculty board chair, who shall normally oversee the process except if (s)he is a close colleague of the person being reviewed, in which case the vice-chair shall supervise the review. The Faculty Board Chair (or, where appropriate, the Vice-chair) shall report the outcome of the review to the faculty board. Reviewees shall be able to talk separately to the assessor and to the [Vice-]chair. In the case of permanent posts the committee shall, by the beginning of the year in which reappointment is due to take place, satisfy itself with regard to the post holder's competence in teaching skills, with a view to reporting to the board at the second meeting of Michaelmas Term in that year; the assessment at the end of the five-year period shall normally include reference to two external assessors, one nominated by the lecturer and one of the board's own choice. The reports shall be circulated in the strictest confidence to all members of the faculty board.
- (e) When an appointment or reappointment to one of the following posts is being considered, the board shall invite the body specified below to appoint a representative or representatives to serve on the committee:
  - University Lecturer in the Modern History of the Middle East:* Board of the Faculty of Modern History;
  - University Lecturer in Turkish History:* Board of the Faculty of Modern History;
  - University Lecturer in Chinese History:* Board of the Faculty of Modern History;
  - Sheikh Zayed University Lecturer in Islamic Studies:* Board of the Faculty of Theology;
  - Nissan Instructor in Japanese:* St Antony's College (Nissan Benefaction Management Committee)
- (f) When an appointment or reappointment to the Numata Chair in Buddhist Studies is being considered, the board shall consult the Oxford Centre for Buddhist Studies.

The Chair of the Faculty shall normally approve the recommendations of selection committees on behalf of the Board, and shall be required to report the outcome of each recruitment exercise to the Board.

- (iv) *Applications to supplicate for the D.Litt.*  
When the board receives applications for permission to supplicate for the Degree of D.Litt., they shall be dealt with in accordance with the following procedure, having first been notified to the Higher Degrees Office in the Examination Schools:

Consideration of applications shall be a matter for the Committee for Special

Appointments in the first instance, which shall recommend to the board whether the application should proceed to the next stage. For such cases, the following shall apply:

- (a) The names of all persons making application to be admitted as candidates shall be placed on the agenda paper.
  - (b) All publications submitted by any candidate shall be referred to a body of not fewer than two judges specially appointed by the board, of whom one shall normally be external to the faculty.
  - (c) The judges shall draw up and present to the board a report upon the nature and quality of the published work submitted. In making their report the judges shall state whether the evidence submitted constitutes an original contribution to the advancement of knowledge of such substance and distinction as to give the candidate an authoritative status in some branch or branches of learning.
  - (d) Each of the judges shall append to the report a statement of his or her opinion as to the sufficiency of the evidence by the candidate.
  - (e) The names of judges and their reports shall be treated as strictly confidential, but with their consent the substance of their report may, if the board considers it advisable, be communicated to the candidate.
  - (f) The reports of the judges shall be circulated with the agenda papers of the meeting at which they are to be considered.
  - (g) Applications from members of staff in the faculty may be given preliminary consideration by the Special Appointments Committee, and judges nominated, without the identity of the candidate being made known to the Board, provided the committee reports to the Board that such an application is under consideration.
- (v) *Research degrees*
- (a) The Board shall consider and approve the recommendations of examiners for the award of DPhil and MLitt
  - (b) The Board shall consider and approve the recommendations of supervisors for the appointment of examiners.
- (vi) *Examinations*
- (a) The board shall approve the nomination of (1) a chair of the examiners for the First Public Examinations in Oriental Studies and in joint schools in years where the Chair is appointed by the Faculty of Oriental Studies; (2) a chair of examiners for the Final Honour Schools of Oriental Studies and of joint schools in years where the Chair is appointed by the Faculty of Oriental Studies; and (3) a chair of examiners for graduate examinations, on the recommendation of the Graduate or Undergraduate Studies Committee, as appropriate.
  - (b) The board shall approve the nomination of examiners and assessors on the recommendation of the Graduate or Undergraduate Studies Committee, as appropriate.
  - (c) The board shall approve examining and marking conventions for examinations on the recommendation of the Graduate or Undergraduate Studies Committee, as appropriate.
  - (d) The board shall receive reports from the Graduate and Undergraduate Studies Committees on the conduct of the examinations under its supervision at the second meeting after the examinations have taken place. Chairs may be invited to the

meetings at which their reports are discussed.

The following procedure shall be adopted in connection with the reports of examiners on First and Second Public Examinations and graduate taught course examinations:

1. Chairs of Examiners shall be requested to submit to faculty boards as soon as possible after the completion of each First and Second Public Examination and graduate taught course examinations a written report in two parts. The first part will contain, as a minimum, certain basic statistical information. The second part will contain any additional observations or recommendations which the examiners wish to make concerning, for example, the way in which papers have been answered, standards, difficulties encountered, and recommendations for change.
2. In Michaelmas Term, the faculty board will forward to the Academic Committee of the Humanities Division Board the following:
  - 2.1 a record of any significant changes in examining procedures and methods (in *both* undergraduate *and* graduate examinations) which have been made in the preceding year, together with any observations on experience of their operation;
  - 2.2 an intimation of any such changes currently under discussion or contemplated for the future.

(vii) *Administration of funds*

The board shall administer the funds allocated to it by the Humanities Divisional Board for travel, research, teaching etc. and disburse them on the recommendation of the Planning and Resources Committee, or in exceptional circumstances directly.

(viii) *Election of Associate Faculty Members*

The board shall elect to associate membership of the Faculty those who teach or are otherwise closely associated with the activities of the collegiate university, for a fixed period of time, but are not appropriate to become full members of the Faculty or Congregation. Applications should be put forward by a member of the faculty with a letter of support and a brief *curriculum vitae*, or by the relevant sub-faculty Standing Committee.

#### **IV. The Sub-faculties**

(i) There shall be three sub-faculties:

(a) The sub-faculty of Near and Middle Eastern Studies shall consist of all members of the faculty holding posts in 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, Islamic World Studies, and Modern Middle Eastern Studies;

(b) The sub-faculty of East Asian Studies shall consist of all members of the faculty holding posts in the faculty of Oriental Studies in East Asian Studies, including Chinese, Japanese, Korean, and Tibetan; and

(c) The sub-faculty of Inner and South Asian Studies shall consist of all members of the faculty holding posts in the faculty of Oriental Studies in Inner and South Asian Studies, including Indology, Tibetan and Himalayan Studies, and South Asian Studies.

(ii) Each sub-faculty shall elect a chair, who shall hold office for two years from the date of election (except that casual vacancies shall be filled for the unexpired residue of the period of office of the member demitting office) and shall be re-eligible. The Chairs of the sub-faculties shall be *ex officio* members of the Faculty Board, the Planning and Resources Committee and the Research Committee. At the start of each academic year each sub-faculty shall elect two student representatives, one undergraduate and one graduate, to attend meetings of the

sub-faculty.

- (iii) The Directors of Graduate Studies and Undergraduate Studies shall be entitled to attend the meetings of the sub-faculties.
- (iv) The Sub-faculty shall meet once in each term.
- (v) The functions of the sub-faculty shall be:
  - (a) to make and review strategic plans for the sub-faculty, including the management of degree courses;
  - (b) to initiate proposals which shall be put to the faculty board.
  - (c) to discuss 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) consideration of proposals for the amendment of the *Examination Regulations*;
    - (iv) to consider the proposed lecture list for each ensuing term before it is submitted to the faculty board;
    - (v) in Hilary Term each year, to approve arrangements for study periods abroad;
    - (vi) to have oversight of teaching and timetabling arrangements for subsidiary subjects;
    - (vii) to draft the further particulars and to propose the membership of selection committees;
    - (viii) to nominate examiners and identify examination co-ordinators.
  - (d) to promote co-operation between the bodies concerned with the relevant fields in the University.
  - (e) to consider fund-raising efforts and priorities for development.
- (vi) The sub-faculties may propose persons to the faculty board for election to membership of the faculty who shall then also become members of the relevant sub-faculty.
- (vii) The Sub-faculty shall have the authority to confer the status of associate, visiting associate or research associate of the sub-faculty for up to two years. The status of Association may be conferred on any scholar of good academic standing who contributes substantially to the teaching programmes of the sub-faculty. The status of Visiting Associate may be conferred on a person from another academic institution who is visiting Oxford for teaching or research. The status of Research Associate may be conferred upon a person who is collaborating with a member of the sub-faculty in any form of research. Associate status carries no right to attend sub-faculty meetings. The Chair of the sub-faculty shall have the authority to remove the status of associate as a disciplinary measure.
- (viii) The Sub-faculty shall make recommendations to the faculty board on the entitlement of non-post holders to apply for faculty funds.
- (ix) The sub-faculties shall report to the board each term at its second meeting on their activities since the last meeting.

## **V. Committees of the Board**

### *Restrictions on membership*

Members of committees other than the Planning and Resources Committee need not be members of the board. The chair of the board shall be a member (but not necessarily chair) of all committees unless it is specifically decided otherwise. In all such cases, the vice-chair may represent the chair.

### **(i) Planning and Resources Committee**

The committee shall consist of the chair of the board (who shall be chair of the committee), the vice-chair, the Director of Research, the Directors of Graduate and Undergraduate Studies and the chairs of the three sub-faculties. The chair shall have power to invite other persons to attend specific meetings. The committee shall meet on the Monday of Weeks 1 and 6 each term; a budget meeting in the Easter Vacation and once during the Long Vacation.

The *duties of the committee* shall be:

- (a) to consider and advise the board on all matters of planning and resources;
- (b) to consider and advise the board on all matters relating to finance and financial accountability and risk;
- (c) Strategy, five year, business, etc. plans, size and shape
- (d) to make recommendations to the board on matters of posts and appointments;
- (e) to have oversight of all trust funds under the auspices of the Board of the Faculty of Oriental Studies;
- (f) to have oversight of all matters pertaining to fundraising, donations and the establishment of new trust funds;
- (g) to allocate budget for academic allowances and student funding;
- (h) to advise the Board on the resource implications of recommendations from the Research Committee regarding sabbatical and other leave;
- (i) to consider applications for the funding of casual teaching.
- (j) to present to the board at each meeting a report on its activities.

### **(ii) Graduate Studies Committee**

The committee shall consist of the chair of the board (who shall not be chair of the committee), the Director of Graduate Admissions, three members chosen in such a way as to give fair representation to the various interests of the Faculty of Oriental Studies, and members co-opted to represent the MPhil in Modern Middle Eastern Studies and the MPhil in Modern Chinese Studies. A representative of the graduate student body will also be invited to attend. Two of these four members shall be elected each year at the second meeting of the board in Trinity Term to hold office for two years. The chair of the committee shall be elected by the board at its second meeting in Trinity Term and shall act as Director of Graduate Studies. He or she shall have power to invite other persons to attend specific meetings. If any of the four ordinary members is unable to attend a meeting, he or she shall depute a teacher in his or her subject to attend in his/her stead.

The *duties of the committee* shall be:

#### **(a) Admissions**

- (i) To receive all applications for admission to read for the MSt, MLitt, MPhil, or DPhil degrees under the

board, to arrange, where necessary, for candidates to be interviewed, and to report to the board on such applications stating the subject for which approval has been asked and recommending whether or not they should be accepted, having first consulted members of the faculty concerned with the applicant's field of study and ascertained that supervisors will be available.

The Committee shall monitor the standards of English required from overseas applicants for courses of research, according to the following guidelines:

Candidates for the MPhil, MLitt, and DPhil, from universities where the medium of instruction is not English will normally be asked to take a test in English before being admitted to a course of research.

Wherever possible intending students should take the I.E.L.T.S. If this is not possible, then students should either apply to a British Council representative for a test or should take the test set by T.O.E.F.L. (Test of English as a Foreign Language, Box 899, Princeton, New Jersey 08540, U.S.A.) and achieve a standard satisfactory to the board.

(ii) To receive applications for the Graduate Studentships from suitably qualified candidates for graduate study in the faculty, to recommend awards to the faculty board and to report on the progress of those awarded a studentship to the second meeting of the Graduate Studies Committee in Hilary Term.

(b) *Appointment of supervisors*

To recommend the appointment of supervisors. Members of the academic staff appointed after 1 October 1985 are required to supervise graduate students if invited to do so by the body responsible for the graduate student in question, provided that 'good cause' cannot be shown why the invitation should not be accepted. The board has approved guidelines in this respect. In particular, the grounds on which an invitee may decline to supervise might include one of the following:

- number of students already being supervised - the board has agreed that 4 students should be the norm for supervision at one time but if a supervisor wishes to accept more it is his/her prerogative to do so;
- weight of other academic commitments;
- lack of expertise in the subject proposed by the student and accepted by the board;
- likelihood of a personality clash with the student;
- serious doubts about the suitability of the candidate's qualifications;
- the previous record of the student (where a change of supervisor is proposed).

(c) *Organisation and planning*

When necessary, to organise courses for MLitt and MPhil students, and, for those papers where a selection of specified texts not specified elsewhere is to be examined, to receive the lists of selected texts for approval at the appropriate stages of the academic year.

To produce and update annually course handbooks for all MSt and M.Phil courses and an information handbook for all graduate students in the faculty.

To produce and update annually Programme Specifications for all MSt and MPhil courses in the faculty, and to publish these on the faculty website.

To request from subject groups an annual review of all MSt and MPhil courses in the faculty.

To co-ordinate induction arrangements for new students at the start of each academic year.

To undertake an annual student number planning exercise and a review of admissions statistics under the direction of the Director of Graduate Admissions.

To consider issues relating to teaching norms and the workload model insofar as they relate to graduate teaching and supervision.

To have oversight of Special Tuition and to receive a report on the quantity and cost of such teaching by

course each term.

To monitor the quality and consistency of the information on graduate matters publicised on the faculty website. An annual printout of the materials on the website will be reviewed by the Graduate Studies Committee at the second meeting in Michaelmas Term.

To respond student feedback and reports from the Graduate Consultative Committee.

(d) *Approval of thesis subjects for MSt and MPhil*

To approve thesis subjects to be submitted for the MSt and MPhil on behalf of the board.

(e) *Examinations*

The Graduate Studies Committee shall be responsible for the conduct and formulation of policy regarding all graduate examinations under the aegis of the Oriental Studies Board.

To recommend to the board, on the recommendation of the supervisor, whether a student may be eligible for exemption from the qualifying examinations (which the *Examination Regulations* allow only in exceptional circumstances).

To review proposals from the Sub-faculties for amendments to the *Examination Regulations*, and make recommendations to the Faculty Board accordingly.

In 0th week of Hilary Term to review and approve on behalf of the Faculty Board revisions to the setting conventions for graduates for examinations, including qualifying examinations, in the current Hilary Term. This approval will be granted by action of the Chair of the Committee.

At its first meeting in Hilary Term to review and recommend to the Faculty Board revisions to the setting conventions for graduates for examinations, including qualifying examinations, in the following Trinity Term. Conventions will be sent to students by the Chair of the Graduate Studies Committee not less than five weeks before the start of the examination in question. The board has agreed that all proposed changes should come forward to it by the Monday of 0th Week of Hilary Term.

The Graduate Studies Committee shall be responsible for addressing comments in external examiners' reports and the corresponding responses from subject groups relating to syllabus, course structure and teaching, and any proposed changes in Examination Regulations arising from those comments. This shall be co-ordinated by the Chairs of Examiners, who shall also respond to matters relating to the examination as a whole.

(f) *Transfers of status*

To monitor and recommend transfers of status:

1. *MLitt in Oriental Studies*

The first year of graduate studies in the Oriental Faculty will be regarded as a qualifying period, during which the student shall be registered as a Probationer Research Student. This will culminate in a qualifying examination set by two assessors appointed by the board, with a view to assessing a candidate's application for admission to MLitt status.

The subjects or fields of study to be covered by the examination will be decided by the Graduate Studies Committee of the Oriental Studies Board by the end of the first term on the recommendation of the supervisor. All students will normally be required to submit a piece of formal written work relevant to the field of their research. Where it is felt necessary, particular subjects (up to a total of two) will in addition be examined orally or by written papers

The course of study for the qualifying examination in the field of Chinese Studies will be that required for the MSt in Chinese studies, and the examination will be set and examined by the examiners for the MSt at the end of each Trinity Term.

On the basis of the results of the examination the faculty board will decide whether the student should be accepted for admission to MLitt status.

Candidates who have successfully completed an MSt in Oriental Studies may be recommended for admission to MLitt status on the basis of the results of the examination, subject to the submission of a satisfactory outline (of not more than 500 words) of the proposed subject of the thesis.

In all cases, a written report on the candidate's performance in the examination will be requested from the examiners by the Director of Graduate Studies.

## *2. DPhil in Oriental Studies*

The first year of graduate study in the Oriental Studies Faculty will be regarded as a qualifying period during which the student shall be registered as a Probationer Research Student. At the end of the first year the student seeking admission to DPhil status will be set a qualifying examination by the supervisor which will be considered by two assessors appointed by the board.

The format of the examination, together with the subjects or fields of study to be covered by it, will be decided by the Graduate Studies Committee of the Oriental Studies Board by the end of the first term on the recommendation of the supervisor. All students will normally be required to submit a piece of formal written work relevant to the field of their research of between 5,000 and 10,000 words in length and attend a viva voce examination.

The course of study for the qualifying examination in the field of Chinese Studies will be that required for the MSt in Chinese Studies, and the examination will be set and examined by the examiners for the MSt at the end of each Trinity Term. On the basis of the results of the examination the faculty board will decide whether the student should be accepted for admission to DPhil status.

Candidates who have successfully completed an MSt in Oriental Studies may be recommended for admission to DPhil status on the basis of the results of the examination, subject to the submission of a satisfactory outline (of not more than 500 words) of the proposed subject of the thesis.

Candidates who have successfully completed the MPhil in Oriental Studies may be recommended for admission to DPhil status on the basis of the results of the examination, subject to the submission of a satisfactory outline (of not more than 500 words) of the proposed subject of the thesis. In exceptional cases, such candidates may be recommended for admission to confirmed DPhil status.

In all cases, a written report on the candidate's performance in the examination will be requested from the examiners by the Director of Graduate Studies.

The board requires from each applicant for confirmation of DPhil status a written statement of the manner in which he or she proposes to treat the subject. The board will approve such applications only if the assessors appointed by the board shall have certified that a piece of work written by the applicant (of 10,000-15,000 words in length) is of the requisite standard to justify the confirmation. Assessment of the application shall include a viva voce examination of the candidate by two persons appointed by the board.

### *(g) Appointment of Examiners*

To recommend the examiners to be appointed for the MLitt and DPhil

The supervisor of a graduate student applying for the appointment of examiners for the MLitt or DPhil shall be invited to suggest the names of possible examiners. He or she shall be entitled to discuss the matter with the candidate and to ask a potential examiner whether he or she would be willing to serve if invited to do so by the board.

Supervisors shall be eligible to act as examiners of the students whom they have supervised only in

exceptional circumstances.

When neither examiner of a candidate for the MLitt or DPhil holds a post within the University, the Graduate Studies Committee shall appoint an Internal Co-ordinator, who shall be responsible for all functions of an internal examiner other than examining, and shall ensure that he or she shall be available for consultation on the day of the oral examination.

(h) The committee shall report to the faculty board any excessive delay, which is brought to its attention, in the examination of a student for MLitt or DPhil.

(i) *Graduate matters in general*

To advise the board on graduate matters generally and to act on behalf of the board in such matters between the second board meeting in Trinity Term and the first board meeting in Michaelmas Term.

(j) *Quality Assurance and Quality Enhancement*

The committee shall ensure that all relevant responsibilities and appropriate measures under the QA/QE Calendar (Appendix 1) are carried out at the designated times.

(k) *Reports*

1) To present to the board at each meeting a report on matters dealt with by chair's action or by correspondence since the last meeting.

2) To present to the board each year a report reviewing:

- After the census date of 1 December, a review of annual admissions statistics and the quality of applicants for all postgraduate taught and research places, including consideration of studentships, fellowships and other sources of support for students.
- Annual submission and completion rates for research degrees
- Outcome of course experience questionnaires and the National Student Survey
- Statements of provision for graduate students.

3) To present to the board at its first meeting each term a report reviewing the return of supervisors' reports for the previous term.

### **Director of Graduate Admissions**

### **Graduate Course Co-ordinators**

### ***Graduate Research Training Co-ordinator***

### ***(iii) Undergraduate Studies Committee***

The committee shall consist of the chair of the board (who shall not be chair of the committee), all Undergraduate Course Co-ordinators, the Director of Undergraduate Admissions, the Chair of the Language Teachers' Committee, Chairs of FPE and Final Examinations and representatives of the Joint Committees with the Modern Languages Board for the joint degree in Middle Eastern and European languages, the Classics Board for the joint degree in Classics and Oriental Studies and the Theology board for the joint degree in Theology and Oriental Studies. A representative of the undergraduate student body will also be invited to attend. The chair of the committee shall have power to invite other persons to attend specific meetings. The chair of the committee shall be elected by the board at its second meeting in Trinity Term and shall act as Director of Undergraduate Studies. The Director shall be *ex officio* a member of the Faculty Board.

*The duties of the Undergraduate Studies Committee shall be:*

(a) *Tutorial arrangements*

To collate and approve the tutorial teaching arrangements at the first meeting of each term on behalf of individual colleges. To notify colleges of the approved teaching, which shall not exceed faculty norms unless agreed between the tutor and the college in advance. To also give colleges advance notice of teaching provided by ULNTFs for which payment should be made directly to the faculty.

b) *Examination Regulations and syllabus changes*

To consider proposals for syllabus changes and make recommendations to the board. The board has agreed that all proposed changes should come forward to it by the end of Michaelmas Term.

(c) *Texts not listed in Examination Regulations*

To ascertain, at the beginning of every Hilary Term, whether any changes are proposed in those parts of the syllabus which include texts not listed in *Examination Regulations*, and to ensure that the Faculty Office has an up-to-date list of all such texts (indicating which year they will be set in Finals) and a master copy of all such texts included in the list. For those papers where a selection of unspecified texts is to be examined, the selection of texts should be produced for the approval of the committee at the first year in which it is examined, and thereafter for the same meeting whenever changes are made in the texts.

(d) *Consideration of Special Subjects*

To give preliminary consideration to applications from candidates who desire to offer Special Subjects not listed in the regulations, and make recommendations to the board concerning these Special Subjects.

(e) *Liaison with colleges*

To provide liaison between the board and colleges on undergraduate matters; in particular, to write to colleges informing them of times when teachers of different subjects in the Oriental Faculty wish to meet the first year students before the beginning of Michaelmas Term.

To co-ordinate induction arrangements for new students at the start of each academic year.

To refer matters relevant to colleges to the Committee of College Representatives in Oriental Studies.

(f) *Convenors of joint consultative meetings*

To recommend to the board at its first meeting in Trinity Term the names of senior members responsible for convening joint consultative meetings.

(g) *Undergraduate Course Co-ordinators*

To ask Sub-faculties at the start of Hilary Term to provide nominations for the office of Undergraduate Course Co-ordinator in their subject(s) and to recommend to the board at its second meeting in Hilary Term the names of those Co-ordinators.

(h) *Year Abroad Co-ordinators*

To ask Sub-faculty groups at the start of Hilary Term to provide nominations for the office of Year Abroad Co-ordinator in their subject(s) and to recommend to the board at its second meeting in Hilary Term the names of those Co-ordinators.

(i) *Joint degrees*

To receive the minutes of the management committees for the joint degrees of European and Middle Eastern Languages, Classics and Oriental Studies and Theology and Oriental Studies.

(j) *Examinations*

The Undergraduate Studies Committee shall be responsible for the conduct and formulation of policy regarding all undergraduate examinations under the aegis of the Oriental Studies Board.

In 0th week of Hilary Term to review and approve on behalf of the Faculty Board revisions to the setting conventions for undergraduates for examinations in the current Hilary Term. Approval shall be granted by action of the Chair of the Committee.

At its first meeting in Hilary Term to review and recommend to the faculty board revisions to the setting conventions for undergraduates for examination in the following Trinity Term. Conventions will be sent to students by the Chair of the Undergraduate Studies Committee not less than five weeks before the start of the examination in question. The board has agreed that all proposed changes should come forward to it by Mon 0<sup>th</sup> week, Hilary term.

The Undergraduate Studies Committee shall be responsible for addressing comments in examination reports relating to syllabus, course structure and teaching, and any changes in Examination Regulations arising from those comments.

(k) *Undergraduate matters in general*

To advise the board on undergraduate matters generally.

(l) *Quality Assurance and Quality Enhancement*

The committee shall ensure that all relevant responsibilities and appropriate measures under the QA/QE Calendar (Appendix 1) are carried out at the designated times.

(m) *Admissions*

To undertake an annual student number planning exercise and a review of admissions statistics under the direction of the Director of Undergraduate Admissions.

(n) *Report*

To present to the board at each meeting a report on its activities since the last meeting.

To respond to national student surveys, feedback from students and the outcome of Joint Consultative meetings.

***Undergraduate Course Co-ordinators (previously Tutorial Secretaries)***

The Faculty Board shall appoint an Undergraduate Course Co-ordinator for each course in the BA in Oriental Studies and the joint schools: Arabic, Persian, Turkish, Chinese, Japanese, Egyptology and Ancient Near East, Hebrew and Jewish Studies and Sanskrit.

The duties of the Undergraduate Course Co-ordinator shall be as follows:

(a) *Teaching arrangements*

1. ensure that all undergraduates receive the necessary tuition both in their main languages and in additional languages and in other core, special and further subjects, including dissertation supervision;
2. record all tutorial arrangements with the faculty office and ensure that tutorial norms are not exceeded without the advance agreement of the colleges concerned;
3. co-ordinate with the relevant Undergraduate Course Co-ordinator for the joint school(s) and subsidiary languages;
4. notify students of their tutorial arrangements and co-ordinate the lecture list;
5. oversee collections and ensure that results are circulated to colleges;
6. co-ordinate reports to colleges on language classes for submission via OxCORT (one report per student per term);

7. circulate reminders to students regarding dissertation meetings, option meetings, JCC, etc.
8. convene dissertation and option meetings for students;
9. liaise with colleges about student problems/achievements;
10. convene regular meetings of the staff teaching for that course to discuss operational teaching matters and student progress;
11. manage the casual teachers (teaching hours, room bookings, etc.);
12. review course handbooks and information on faculty website;
13. oversee practical arrangements for teaching such as co-ordination of timetable and room bookings;
14. estimate additional annual teaching requirements for review by the Sub-faculty, including any arising from colleagues' actual or proposed sabbatical/research leave and other reasons for absence;
15. collate statistics or other information required by the faculty.

*(b) Examination arrangements*

16. compile the list of nominations for internal and external examiners and examination co-ordinators;
17. confirm dissertation titles and check examination entry forms;
18. review examination conventions in consultation with relevant colleagues;
19. maintain lists of set texts.

*(c) Syllabus management*

20. Co-ordinate proposals for changes to the course curricula;

*(d) Admissions*

21. co-ordinate admissions for their course, i.e. ensure that open days are covered; organise the admissions exercise and candidate interviews; deal with any prospective student queries; participate in outreach;
22. where applicable, organise Language Aptitude Tests and record scores.

*(e) New students*

23. confirm new student list and report any withdrawals to the faculty;
24. organise induction for Freshers in their subject.

***The Year Abroad Co-ordinator and the organisation of courses at other academic institutions***

/ Each course offering a year abroad shall have an appointed Year Abroad Co-ordinator, whose responsibility it shall be to act on behalf of the teachers in the subject as set out below and to implement the Oriental studies Statement of Period of Study Abroad (appended). The Year Abroad Co-ordinator shall also organise meetings with students, annually review and update the risk assessments, update course materials and provide an estimate of numbers and fee levels in Hilary term each year.

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.

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 Oriental Studies Academic Staff Handbook should be consulted for further information.

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.

*(i) Year abroad for those offering **Arabic** as their main language in the Final Honour School*

It shall be the duty of the teachers of Arabic to act as follows with regard to the year abroad:

(a) To make such arrangements as are necessary for them to be able to certify that the undergraduates concerned have attended an approved course or courses in the Arab world for not less than 30 weeks.

(b) To satisfy themselves that the undergraduates have successfully passed the end-of-course examinations.

(c) To inform colleges of such results not later than 30 June in any year.

(d) To arrange a second examination, to be set in the vacation preceding Michaelmas Term on the first Monday and Tuesday in October, to allow candidates who have been unsuccessful in the end-of-course examinations to reach the required level, and to report the results to the colleges.

(ii) *Period abroad for students of **Chinese***

It shall be the duty of the teachers of Chinese to act as follows with regard to the year abroad: compulsory period of four months on an approved course of language study in East Asia:

(a) To certify that the undergraduates concerned have attended such a course.

(b) To report to colleges at the beginning of Michaelmas Term on the progress made by their undergraduates while attending such courses.

(c) To provide the Head Clerk each year, by 1 November, with a certificate of those entitled to enter for the Final Honour School in Chinese.

(iii) *Year abroad for those offering **Persian** as their main language in the Final Honour School*

It shall be the duty of the teachers of Persian to act as follows with regard to the year abroad:

(a) To make such arrangements as are necessary for them to be able to certify that the undergraduates have attended an approved course of language study in Iran.

(b) To satisfy themselves that the undergraduates have successfully passed the end-of-course examinations.

(c) To report to colleges at the beginning of Michaelmas Term on the progress made by their undergraduates while attending the courses.

(d) To provide the Head Clerk each year, by 1 November, with a certificate of those entitled to enter for the Final Honour School in Persian.

(iv) *Year abroad for those offering **Turkish** as their main language in the Final Honour School*

It shall be the duty of the teachers of Turkish to act as follows with regard to the year abroad:

(a) To make such arrangements as are necessary for them to be able to certify that the undergraduates have attended an approved course of language study in Turkey.

(b) To report to colleges at the beginning of Michaelmas Term on the progress made by their undergraduates while attending the courses.

(c) To provide the Head Clerk each year, by 1 November, with a certificate of those entitled to enter for the Final Honour School in Turkish.

(v) *Period abroad for those offering **Japanese** as their main language in the First Public Examination*

It shall be the duty of the teachers of Japanese to act as follows with regard to the period abroad:

(a) To make such arrangements as are necessary for them to be able to certify that the undergraduates have attended an appropriate course of language study in Japan.

(b) To receive reports on the undergraduates' progress at the designated Japanese university.

(vi) *Period abroad for those offering **Modern Hebrew** as their main language in the Final Honour School*

It shall be the duty of the teachers of Modern Hebrew to act as follows with regard to the period abroad:

(a) To make such arrangements as are necessary for them to be able to certify that the undergraduates have attended an appropriate course of language study in Jerusalem.

(b) To receive reports on the undergraduates' progress at the designated Israeli university.

#### ***Director of Undergraduate Admissions***

There shall be a Director of Undergraduate Admissions who shall be elected by the board at its second meeting in Trinity Term and who shall normally serve for a minimum of two years. He or she shall be eligible for re-election, and shall *ex officio* be a member of the Faculty Board. The Chair shall arrange with each subject group the assistance and support required for the following activities:

- (a) coordinating responses to enquiries
- (b) providing admissions material
- (c) arranging entrance interviews and advising colleges on the acceptability of candidates for the Honour Schools of Oriental Studies and the joint schools
- (d) advising colleges and the Oxford Colleges Admissions Office on all other matters concerning admissions to read Oriental Studies
- (e) arranging Open Days for school children and teachers
- (f) reviewing the entry on Oriental Studies in the *Undergraduate Prospectus* and the faculty website
- (g) reporting to the board at its first meeting in Hilary Term on the entrance exercise

As part of (g), the Chair of Admissions will normally arrange for an open meeting to be held to discuss the exercise before preparing the report.

- (h) Annual student number planning exercise.

#### ***(iv) Standing Committee for Research***

The Research Committee shall comprise the Chair of the Faculty Board; the Vice-Chair of the Faculty Board; the Sub-faculty Chairs; up to four other members, selected by the Board for their experience and expertise in research matters (such as Research Excellent exercises, research project management and evaluating research funding applications); and the Divisional Research Facilitator. It shall meet once per term, normally at least 10 days before the second Planning and Resources Committee meeting. The Chair of the Committee shall be appointed to the position of Director of Research.

*The duties of the committee shall be to:*

- (i) develop the research strategy of the faculty for approval by faculty board, and keep that strategy under review;
- (ii) advise and oversee the preparations for the REF and subsequent research assessment exercises;
- (iii) consider the research proposals of all applications for research leave or sabbatical leave in advance of entitlement (but not standard sabbatical entitlement);
- (iv) consider all applications for research grant applications;
- (v) where possible, 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;

- (vi) oversee the organisation of and recommend a budget for faculty-wide research seminars, lectures, conferences etc.;
- (vii) receive termly report on use of research allowances
- (viii) oversee a regular review of the research undertaken by all staff of the faculty;
- (ix) oversee the development and maintenance of a database of the research undertaken by all staff of the faculty;
- (x) oversee the publication of an annual report or annual reports of the research undertaken by all staff of the faculty;
- (xi) allocate general research activity funding, including for graduate training, graduate research support, language study and proposals from non-postholders for research activity;
- (xii) consider applications for faculty association and faculty membership.

#### *Division of duties between Faculty Board Chair and new Chair of Research Committee*

The Director of Research shall have responsibility for reviewing and approving all grant applications, consulting with the committee on larger applications and in all cases with the Faculty Board Secretary about possible resource implications for the faculty. The Chair of the Faculty Board shall undertake the final budget check and sign the 'OG' forms.

When required, the Director of Research shall draft and sign the Head of Department statements.

#### *Research support*

Each post holder shall be entitled to claim an allowance to support their research activities. 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. The level of allowances shall be determined by the Planning and Resources Committee in Hilary Term of the preceding year.

All expenditure must be made in accordance with the University Financial regulations. 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. Claimants will be asked to indicate briefly in the annual research survey to what use the allowance has been put and how it has benefited their research. Allowances may not be carried forward from one financial year to the next (i.e. after the end of July) under any circumstances.

**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.**

For 2011-12, Professors, Readers, University Lecturers, Departmental Lecturers and Faculty Fellows may claim up to £800 per annum (*pro rata* for part-time staff). 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).

In addition to this allowance, post holders may apply to the Research Committee for funding to support general research activity that will be of benefit to the faculty that will not directly advance their own research (e.g. seminars, lectures, visiting academics). A list of non-post holders eligible to apply for this type of support will be published by the Faculty Board annually.

Research Officers are expected to use the funding provided by the external grant supporting their post, and are therefore not eligible to apply for general faculty support. They may, however, apply to the Research Committee for funding for projects that are for the general benefit of the faculty.

These arrangements are subject to review on an annual basis.

#### *Graduate Language and Research Support, and Research Training Support*

All taught graduate students attending language courses between the first and second years of their MPhil course requiring the study of a language shall be entitled to apply for up to £500 towards those costs.

All research students shall be 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.

The faculty board shall make provision for the appointment of Graduate Training Representatives and activities to enable research training. In addition, the faculty shall fund on-going seminar series provided they are advertised to all students as being part of the faculty's Graduate Research Training programme.

**(v) Curators of the Oriental Institute and the Chinese Institute**

The Curators shall consist of the chair of the board, the Director of the Institute for Chinese Studies, the Director of the Khalili Research Centre, the Curator of the Centre for Linguistics and Philology, the President of the Oxford Centre for Hebrew and Jewish Studies or his/her nominee, whilst he or she is part of the Oxford University Teaching and Research Unit in Hebrew and Jewish Studies, all *ex-officio*, and five other members who shall be appointed for five years and shall not be re-eligible until two years shall have elapsed from the expiry of their period of office. At least one member of the Curators shall be a member of the Faculty but not of the board of the faculty. One of the five shall be appointed at the second meeting of the board in Trinity Term each year. The chair of the Curators (who shall *not* be the chair of the faculty board) shall be appointed by the board at the same meeting for a period of one year, and shall be eligible for re-election as long as he or she remains a curator. The Librarian of the Oriental Institute Library shall attend meetings of the Curators. The Curators shall present to the board at each meeting a report on their activities since the last meeting. The duties of the Curators are set out in *Statutes* 2000, Ch.III, Sect.LXI, CII.2-7, p.317.

**(vi) Hebrew and Jewish Studies Unit**

The Unit shall be managed by the University's Board of the Faculty of Oriental Studies ('the Board') and housed in the University's Oriental Institute ('the Institute'). The Board will form a committee to assist in the management of the unit.

The Unit shall consist of:

- (a) a number of individuals holding the title or the equivalent of the title of University Research Lecturer, who shall be employees of the University;
- (b) The President of the Oxford Centre for Hebrew and Jewish Studies ('OCHJS'), if and for so long as he or she is also a member of a faculty within the University; if and for so long as the President is not a faculty member he or she shall have the right to nominate to the unit in his or her stead a person who is such a member: the President or such nominee shall be an *ex officio* member of the Curators of the Institute whilst he or she is part of the unit.
- (c) a secretary appointed by OCHJS, who shall be employed by OCHJS, seconded to the Unit, and required to comply with all safety and other regulations governing university staff working in the Unit; and
- (d) such other persons as may from time to time be agreed by the Board and OCHJS;
- (e) The committee will include the following:
  - (i) The President of the Oxford Centre for Hebrew and Jewish Studies;
  - (ii) The Regius Professor of Hebrew;
  - (iii) one representative of the Board of the Faculty of Oriental Studies;
  - (iv) one representative nominated by each of the other faculty boards associated with the members of the Unit; this could mean representatives from Anthropology and Geography, Modern History, Modern Languages, Oriental Studies, Theology (i.e. up to five members);
  - (v) one representative of the Governors of OCHJS; and
  - (vi) two members elected from amongst the members of the Unit.

The chair of the Committee for the first three years will be the President of the Oxford Centre for Hebrew and Jewish Studies. Thereafter the chairship of the committee will rotate and the chair will be elected by

the members of the committee. The period of office will be three years. The committee shall meet at least once in each term.

### **(vii) Buddhist Studies Unit**

The Buddhist Studies Unit ('the Unit') exists for the encouragement and promotion of Buddhist Studies in the University of Oxford. The Unit shall be managed by the University's Board of the Faculty of Oriental Studies ('the Board'). The Board will form a committee to assist in the management of the unit.

The Unit shall consist of:

- (a) The Academic Director of the Oxford Centre for Buddhist Studies ('OCBS'), if and for so long as he or she is also a member of a faculty within the University; if and for so long as the Academic Director is not a faculty member he or she shall have the right to nominate to the unit in his or her stead a person who is such a member.
- (b) such other persons as may from time to time be agreed by the Board and OCBS;
- (c) individuals holding the title or the equivalent of the title of University Research Lecturer in Buddhist Studies, who shall be employees of the University.
- (d) The management committee will include the following:
  - i The Academic Director of the OCBS;
  - ii The Boden Professor of Sanskrit or one representative of the Board of the Faculty of Oriental Studies;
  - iii The Shaw Professor of Chinese or one representative of the Board of the Faculty of Oriental Studies;
  - iv One representative of the Governors of the OCBS;
  - v-vi Two members elected from among the members of the Buddhist Studies Unit.

The chair of the committee for the first two terms will be the Chair of the Faculty Board. Thereafter the chairship of the committee will rotate and the chair will be elected by the members of the committee. The period of office for the chair will be two years and will not be immediately renewable. All other committee members will be elected for three years and will be renewable. The committee shall have the authority to co-opt one further member. The committee shall meet at least once in each term. The committee (and the Chair, by Chair's Action) shall have the power to award grants of up to £600, and any grant over this amount will require the approval of the Board.

### **(viii) Committee for Special Appointments**

The committee shall consist of the chair of the board and the professors (including any holders of personal chairs) on the board's establishment.

It shall be the committee's duty to advise the board on the handling of applications for the D.Litt. (see also III(iv), p.4). The committee may recommend that judges be appointed or, if it deems the evidence presented insufficient to merit this, it may recommend that the candidate be so advised. In the latter case, if the board and the candidate accept this advice, the candidate's fee shall be refunded. If the candidate nevertheless wishes judges to be appointed, the committee shall advise the board on the remaining stages in the procedure.

The committee shall also recommend to the board on any programmes for internal promotion such as *ad hominem* exercises, and on special lecturership schemes.

### **(ix) Joint Committee of the Oriental Studies Board and the Modern Languages Board**

There shall be a Standing Joint Committee of the Boards of the Faculty of Modern Languages and of Oriental Studies on the Honour School for European and Middle Eastern Languages. The committee shall consist of four members elected by the Oriental Studies Board and four members selected by the Modern Languages Board. The committee shall be chaired by one of these representatives and the period of office shall be two years, alternating between the two faculties. Members shall serve for three years and shall be re-eligible. The committee shall have power to co-opt additional members.

The duties of the committee shall be:

- (a) to have immediate oversight of the Honour School of European and Middle Eastern Languages including review of the handbook and the programme specification;
- (b) to make recommendations to the faculty boards for regulations in the Honour School of European and Middle Eastern languages. The boards have agreed that all proposed changes should come forward to it by the end of Michaelmas Term.
- (c) to receive and comment upon examiners' reports, and to forward comments to both Faculty Boards;
- (d) to report to the Undergraduate Studies Committees and thence to the two boards of the joint school.

**(x) Joint Committee of the Classics Board and the Oriental Studies Board**

There shall be a Standing Joint Committee of the Boards of the Faculty of Classics and of Oriental Studies on the Honour School for Classics and Oriental Studies. The committee shall consist of four members elected by the Oriental Studies Board and four members selected by the Classics Board. The committee shall be chaired by one of these representatives and the period of office shall be two years, alternating between the two faculties. Members shall serve for three years and shall be re-eligible. The committee shall have power to co-opt additional members.

The duties of the committee shall be:

- (a) to have immediate oversight of the Honour School of Classics and Oriental Studies including review of the handbook and the programme specification;
- (b) to make recommendations to the faculty boards for regulations in the Honour School of Classics and Oriental Studies. The boards have agreed that all proposed changes should come forward to it by the end of Michaelmas Term.
- (c) to receive and comment upon examiners' reports, and to forward comments to both Faculty Boards;
- (d) to report to the Undergraduate Studies Committees and thence to the two boards of the joint school.

**(xi) IT/AV Committee**

There shall be a committee to advise the board on IT and AV matters. The committee shall consist of up to four members. A representative of the student body will also be invited to attend. The Chair of the committee shall represent the faculty on the Divisional IT Committee.

**(xii) Language Teaching Committee**

The Language Teaching Committee shall consist of all language instructors for languages on courses offered by the Faculty of Oriental Studies. The purpose of the committee shall be 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. A member of the Language Teaching Committee shall be co-opted to the Faculty Board.

**(xiii) Management Committee for the MPhil in Modern Chinese Studies and MPhil Modern Chinese Art**

There shall be a Standing Committee of the Board of the Faculty of Oriental Studies for the MPhil degrees in Modern Chinese Studies and MPhil Modern Chinese Art. The committee shall consist of the teachers of the MPhil courses including at least one representative from the Faculty of Oriental Studies and one from the Interdisciplinary School of Area Studies, and the Chair of the Faculty Board or his or her representative. The committee shall nominate a co-ordinator for each course; the co-ordinator for Modern Chinese Studies shall chair the committee and shall be an *ex officio* member of the Graduate Studies Committee, and the co-ordinator for Modern Chinese Art shall be the vice-chair of the

committee. The committee shall have power to co-opt additional members. The duties of the committee shall be:

- (a) to have immediate oversight of the MPhil in Modern Chinese Studies and Modern Chinese Art including the organisation of teaching and admissions; review of the handbook and the programme specification; and selection of students for financial support;
- (b) to make recommendations to the Faculty Boards for regulations in the MPhil Modern Chinese Studies and MPhil Modern Chinese Art;
- (c) to receive and comment upon examiners' reports, and to forward comments to the Graduate Studies Committee of the Board of Oriental Studies;
- (d) to report to the Graduate Studies Committees of Oriental Studies and thence jointly to the Faculty Board of Oriental Studies and the School of Interdisciplinary Area Studies.

***(xiv) Management Committee for the MPhil and MSt in Modern Middle Eastern Studies***

There shall be a Standing Committee of the Board of the Faculty of Oriental Studies for the MPhil degree in Modern Middle Eastern Studies. The committee shall consist of the teachers of the MPhil course including at least one representative from the Faculty of Oriental Studies, and the Chair of the Faculty Board or his or her representative. The committee shall nominate a co-ordinator for the course who shall chair the committee and shall be an *ex officio* member of the Graduate Studies Committee. The committee shall have power to co-opt additional members. The duties of the committee shall be:

- (a) to have immediate oversight of the MPhil and MSt in Modern Middle Eastern Studies including the organisation of teaching and admissions; review of the handbooks and the programme specification;
- (b) to make recommendations to the Faculty Board for regulations in the MPhil and MSt. in Modern Middle Eastern Studies;
- (c) to receive and comment upon examiners' reports, and to forward comments to the Graduate Studies Committee of the Board of Oriental Studies;
- (d) to report to the Graduate Studies Committees of Oriental Studies and thence to the Faculty Board of Oriental Studies.

***(xv) Monograph Committee***

The board is responsible for two monograph series, issued by two different publishers. *Oxford Oriental Institute Monographs*, a series started in 1978, is published under the Ithaca Press imprint by Garnet Publishing Limited. A backlist of titles is still available, generating royalty payments, and occasional new titles appear in the series. *Oxford Oriental Monographs* is a series published by Oxford University Press under an agreement settled in February 1993. Both series make available the results of recent research by scholars connected with the Faculty. Their range of subject matter includes languages, literature, thought, technology and art, and their geographical scope extends from the Mediterranean and Caucasus to East Asia.

The board shall appoint an editorial board consisting of a minimum of four members and a maximum of six members, one of whom shall serve as executive chair. The membership of this editorial board shall, as far as possible, represent the different interests within the Faculty. Its responsibility shall include arranging the assessment of works submitted for publication, the formal submission of suitable titles to the publishers, the negotiating of contracts with publishers and, where appropriate, authors; it shall also be responsible, subject to the faculty board's approval of the contracts, for the business arising out of them. Funds shall be allocated to the editorial board by the faculty board, and the editorial board shall be empowered to expend amounts up to the maximum to be determined from time to time by the faculty board. The editorial board shall report to the faculty board at least once a year, normally in the Trinity Term.

***(xvi) College Representatives Responsible for Oriental Studies – CRROS***

CRROS shall meet 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 shall comprise the Tutorial Secretaries in Oriental Studies and the Chair of the Board of Oriental Studies. All other college tutors responsible for tuition in Oriental Studies and European and Middle Eastern Languages shall be invited to attend as full members of the Committee. A representative from the Senior Tutors' Committee shall also be invited to attend the meetings. The committee shall

be chaired by one member of the committee, elected by the committee and appointed by the Board of Oriental Studies.

**(xvii) Joint Committee of the Oriental Studies Board and the Theology Board**

There shall be a Standing Joint Committee of the Boards of the Faculty of Theology and of Oriental Studies for matters of common concern. The committee shall consist of five members elected by the Oriental Studies Board, four members selected by the Theology Board and the Theology Board Chair *ex officio*. The committee shall be chaired by one of these representatives and the period of office shall be two years, alternating between the two faculties. Members shall serve for three years and shall be re-eligible. The committee shall have power to co-opt additional members.

The duties of the committee shall be:

- (a) to have immediate oversight of the MPhil degrees in Eastern Christian Studies and Judaism and Christianity, including review of the handbooks and the programme specifications;
- (b) to advise on the delivery of the courses for the Track III course in the BA in Theology;
- (c) to make recommendations to the faculty boards for regulations in the MPhil degrees in Eastern Christian Studies and Judaism and Christianity; and
- (d) to report to the two boards, in the case of Oriental Studies via the Undergraduate and Graduate Studies as appropriate.

**VI Subject Groups**

There shall be 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 shall discuss, and report in writing to the appropriate committee, the following areas of faculty business:

- 1) the organisation of teaching;
- 2) to agree replacement and additional teaching needs, and to formulate proposals for the approval of the relevant Sub-faculty;
- 3) proposed amendments to the *Examination Regulations* for the approval of the relevant Sub-faculty;
- 4) review the lecture lists drafted by the Undergraduate Course Co-ordinator;
- 5) consideration of undergraduate and graduate Joint Consultative Committee feedback.

Each subject group may nominate a chair and a secretary. The responsibilities of the chair of the subject group are defined by the board as:

- to organise and chair regular meetings of the subject group;
- to ensure that the subject group fulfills the functions outlined above; and
- to act as a representative of the subject group for the purposes of communications to and on behalf of the group.

The responsibilities of the secretary of the subject group are defined by the board as:

- to communicate decisions and recommendations of the subject group to the relevant part of the faculty.

The timing of meetings should be such that the subject groups are able to report promptly to the relevant Sub-faculty.

## **VII Trust Fund Management Committees**

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.

### **(1) Boden Fund (B1048)**

The first charge upon the income of the Boden Fund shall be the payment of a contribution towards the cost of the Boden Professorship of Sanskrit. The second charge shall be the financing of the Boden Scholarship. The committee of management for the scholarship shall consist of the Boden Professor of Sanskrit *ex officio* and one or more other members appointed by the Board. The duties of the committee shall be:

- (a) to make recommendations on the stipend to be paid to the Boden Scholar.
- (b) to make or recommend grants for purposes connected with the advancement of Sanskrit studies in the University. The committee shall be empowered to make grants up to £600 provided that such grants are reported to the next meeting of the board. For grants of over £600 the committee shall submit recommendations for the board's approval.

The committee shall apply the income of the fund in accordance with *Statutes* 2000, Ch.XVI, Sect.VI1, pp.131-132.

### **(2) Davis Scholarships in Chinese (B1089)**

The committee shall consist of the Shaw Professor of Chinese *ex officio* and five other members.

The duties of the committee shall be, in accordance with *Statutes* 2000, Ch.IX, Sect.1, §73, p.618:

- (a) To make recommendations on the running of the Davis Scholarships Scheme.
- (b) To make or recommend grants for other purposes connected with the advancement of Chinese Studies in the University. The committee shall be empowered to make grants up to £600 provided that such grants are reported to the next meeting of the board. For grants of over £600 the committee shall submit recommendations for the board's approval.

### **(3) Chinese Professorship (B1090) – see Run Run Shaw (34)**

### **(4) Cowley Lectureship in Post-Biblical Hebrew (B1101)**

The committee shall consist of the chair of the board, the Regius Professor of Hebrew, the Reader in Jewish Studies and the President of the Oxford Centre for Hebrew and Jewish Studies, all *ex officio*. It shall recommend to the faculty board on the appointment to the lectureship, which shall be held in conjunction with the fellowship at the Hebrew and Jewish Studies Centre. The term of office of the lectureship shall be five years, and the lecturer will be eligible for reappointment for further periods of five years. Should the Cowley Lecturer's appointment at the Hebrew and Jewish Studies Centre cease, so too will his or her tenure of the Cowley Lectureship cease. (See *Statutes*, 2000, Ch.VII, Sect.III, §111, p.431.)

### **(5) Clough Travel Fund (B1110) and Japanese Studies Fund (S1803)**

The committee shall consist of the chair of the board *ex officio* and three other members. The chair of the board shall not be chair of the committee. The duties of the committee shall be to make grants from the funds at its disposal (including the Clough Travel Fund), for purposes connected with the advancement of Japanese Studies in the University. The Clough Travel Fund is intended for the provision of travel grants for undergraduate or graduate students of Japanese in the University to enable them to visit Japan or Japan and Korea for the study of their language or literature, and the committee shall apply the income of the Clough Travel Fund in accordance with *Statutes* 2000, Ch.IX, Sect.1, §48, p.609.

The Japanese Studies Fund is not a trust fund, so may be managed at the discretion of the committee of management.

### **(6) Dolabani Fund for Syriac Studies (B1142)**

The fund shall be administered by a board of management consisting of two persons appointed by the Oriental Studies Board and one person appointed by the Theology Board. The board shall have power to co-opt two additional members, and it shall appoint its own chair. The board shall apply the income of the fund, in accordance with *Statutes* 2000, Ch.IX, Sect.1, §80, p.623, the provision of grants to graduate students and to the Bodleian and Oriental Institute Library.

**(7) Egyptology Professor (B1143)**

**(8) Griffith Institute (B1210), also for the A.H. Gardiner Settlement (12), the Lenman Memorial Prize Fund (18), and the Griffith Editor's Travel Fund (44)**

(a) The University accepted bequests of the late Professor and Mrs Griffith for the purpose in the first place of furnishing and endowing a home or institute for Egyptological Study, and in the second place, after that purpose has been sufficiently accomplished, for the purpose of the expansion of the said home or institute to Babylonian or other departments of archaeological research.

(b) The Griffith Institute shall be associated with the University's Board of the Faculty of Oriental Studies ('the Board') and housed in the University's Griffith Institute ('the Institute'), a designated part of the Sackler Library complex (or other such appropriate accommodation as the University may from time to time decree).

(c) In accordance with University *Statute*, as amended in the *Gazette*, the Institute and the net income of the Griffith Bequests shall be administered by the Board of the Faculty of Oriental Studies, and shall be managed by a committee consisting of the following:

- (i) one person appointed by the Board who shall be a member of the Board;
- (ii) the Professor of Egyptology;
- (iii) the University Lecturer in Egyptology and Coptic;
- (iv) the University Lecturer in Akkadian;
- (v) the Assistant Keeper Egyptian Antiquities in the Ashmolean Museum;
- (vi) the Senior Assistant Keeper with responsibility for Egyptian Antiquities in the Ashmolean Museum
- (vii) the Librarian of the Sackler Library or his or her deputy;
- (viii) a qualified person co-opted from outside the University.

(ix)-(xi) The committee shall have power to co-opt not more than three other persons onto the committee, so as to take into account the interests of Theology, Classics and the School of Archaeology.

The committee shall nominate one of its members as chair for the approval of the Faculty Board. The period of office shall be three years, and shall be renewable. The committee may elect a Director of the Griffith Institute from among the qualified personnel who are members of the committee. The period of office shall be three years, and shall be renewable.

(d) The committee shall meet at least once in each term and shall report to the Faculty Board of Oriental Studies at the second meeting in each term. A summary of the accounts of the Griffith Bequests shall be reported to the Board annually.

(e) The committee of management of the Griffith Institute shall have power to make rules, in consultation with the Committee for the Sackler Library, for the use of the Institute and to allocate rooms within it. Four offices, one visiting scholars' office and one teaching room shall be allocated by the committee of management of the Griffith Institute to teaching and research staff of the Faculty of Oriental Studies.

(f) The committee of management of the Griffith Institute will appoint an assistant secretary to undertake the day-to-day clerical and financial administration of the Institute, who will be located in the Institute.

(g) The committee of management of the Griffith Institute may appoint a Publications Officer.

(h) As much of the annual cost of administration and upkeep (including cleaning, heating and lighting)

of the Institute as shall be determined by the administrator of the Sackler Library in consultation with the committee of management shall be defrayed from the income of the Griffith Bequests. The Librarian of the Sackler Library will be responsible for the day-to-day practical administration of the space occupied by the Griffith Institute within the Sackler Library.

(i) The Administrator of the Faculty of Oriental Studies or his/her deputy shall act as secretary to the committee of management.

(j) A financial assistant employed by the Board shall be responsible for the presentation of accounts and budgeting in consultation with the Trust Funds Accountant in the University Chest.

(l) The management committee shall be the Board of Management for the Lenman Memorial Prize Fund, and shall apply the income of the fund in accordance with *Statutes* 2000, Ch.IX, Sect.1, §205, p.670.

(m) The Griffith Institute management committee shall be the committee of management for the Griffith Institute Editor's Travel Fund, and shall apply the income of the fund in accordance with *Statutes* 2000, as amended in the *Gazette*, 22 June 2007.

(n) The Griffith Institute management committee shall be the committee of management for the A.H. Gardiner Settlement. The income of the fund shall be expended for the general purposes of Egyptology at the discretion of the committee.

#### **(10) Griffith Egyptological Fund (B1212)**

The fund shall be administered by a committee appointed by the Oriental Studies Board, comprising the chair of the faculty board; the Professor of Egyptology; the Professor in Egyptology and Coptic; the Senior Assistant Keeper in charge of the Egyptian Collection in the Ashmolean Museum; and one further member appointed by the Oriental Studies Board. The committee shall apply the income of the fund in accordance with *Statutes* 2000, Ch.IX, Sect.1, §132, p.645. The committee shall be empowered to make grants up to £600, provided such grants are reported to the next meeting of the board. For grants over £600, the committee shall submit recommendations for the board's approval.

#### **(11) Calouste Gulbenkian Professorship of Armenian Studies (B1214)**

The Humanities Divisional Board is the board of management for this fund, and appoints a management committee on the recommendation of the Faculty Board of Oriental Studies.

The committee shall consist of the chair of the Board of Oriental Studies who shall be the chair of the committee; the Calouste Gulbenkian Professor of Armenian Studies *ex officio*; and two other members selected by the Board of Oriental Studies, who shall be elected for three years and shall be renewable. The first call upon the fund shall be the salary costs of the Professor, in accordance with the *Statutes* 2000, Ch.VII, Sect.III, Cl.15, p.395. The duty of the committee shall be to administer any surplus of the endowment for the Professorship and to make or recommend grants for purposes connected with the advancement of Armenian Studies in the University. The management committee shall not have any responsibility for questions regarding the chair supported by the Fund. The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the faculty board. For grants of over £600 the committee shall submit recommendations for the faculty board's approval. Detailed financial reports shall be forwarded to the Division for approval.

#### **(12) A H Gardiner Settlement (B1217) – see Griffith Institute (8)**

#### **(13) Lecturership in Islamic Art and Architecture (B1253)**

The first call on the fund shall be the appointment of a University Lecturer in Islamic Art and Architecture. Any such part of the endowment that is not required to meet the costs of the lecturership shall be applied to the promotion of the study of Islamic Art and Architecture in accordance with *Statutes* 2000, Ch.VII, Sect.III, §142, p.442.

The management of the fund shall be delegated to the Management Committee of the Khalili Research Centre. Each year the committee shall present estimates for expenditure for the approval

of the Board and shall at the same time present a report on its expenditure for the previous year. Proposals for major expenditure outside the categories established in the estimates or in excess of sums allocated provisionally in them shall be subject to board approval. The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the board. For grants of over £600 the committee shall submit recommendations for the board's approval.

**(14) Katrak Lecturer (B1269)**

The board of management shall include two persons appointed by the Board of Oriental Studies. At intervals of not more than ten years the board of management shall appoint a lecturer to give a course of lectures in the English language on some subject connected with the study of the religion of Zoroaster as defined in the *Statutes* 2000, Ch.VII, Sect.III, §161, p.446.

**(15) Kennicott Fund (B1271), also for the Pusey and Ellerton Fund (23)**

The Board of Oriental Studies shall appoint one representative to the board of management for the funds for three years and capable of reappointment. The funds shall be administered in accordance with *Statutes*, 2000, Ch.XVI. Sect. VII, pp. 129-131. The Faculty Board may request a report from the Board of Management on its activities from time to time.

**(16) Khalid bin Abdullah Al Saud Professorship for the Study of the Contemporary Arab World (B1276)**

The Humanities Divisional Board is the board of management for this fund, and appoints a management committee on the recommendation of the Faculty Board of Oriental Studies.

The committee shall consist of the chair of the Board of Oriental Studies who shall be the chair of the committee; the Khalid Al Saud Professor for the Study of the Contemporary Arab World *ex officio*; and two other members selected by the Board of Oriental Studies, who shall be elected for three years and shall be renewable. The first call upon the fund shall be the salary costs of the Professor, in accordance with the *Statutes* 2000, Ch.VII, Sect.III, Cl.11, p.393. The duty of the committee shall be to administer any surplus of the endowment for the Professorship; to make or recommend grants to the professor for travelling and other expenses incurred in the pursuance of his or her studies; and to make or recommend grants for other purposes connected with the advancement of the study of the Contemporary Arab World in the University. The management committee shall not have any responsibility for questions regarding the chair supported by the Fund. The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the faculty board. For grants of over £600 the committee shall submit recommendations for the faculty board's approval. Detailed financial reports shall be forwarded to the Division for approval.

**(17) Laudian Professor of Arabic (B1277)**

**(18) Lenman Memorial Prize Fund (B1282) – see Griffith Institute (8)**

**(19) Max Müller Memorial Fund (B1302)**

The Board of Oriental Studies shall appoint one representative to the management committee for the fund, other members being *ex officio* and two members being co-opted by the committee. The fund shall be administered in accordance with *Statutes*, 2000, Ch.IX. Sect. I, p. 687.

The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the Faculty Board. For grants of over £600 the committee shall submit recommendations for the Faculty Board's approval.

**(20) James Mew Scholarships in Arabic and Rabbinical Hebrew Fund (B1307)**

The committee shall consist of the Regius Professor of Hebrew *ex officio*, the Laudian Professor of Arabic *ex officio* and two other members appointed by the Board of Oriental Studies, holding office for two years and being re-eligible.

The committee shall make or recommend grants for any purpose concerned with the encouragement of the linguistic study of Arabic or Rabbinical Hebrew. The committee shall be empowered to make grants up to £600 provided that such grants are reported to the next meeting of the board. For grants of over £600, the committee shall submit recommendations for the board's approval.

[Note: the Vice-Chancellor must be consulted on matters relating to James Mew Scholarships in Arabic and Rabbinical Hebrew - see *Statutes*, 2000, pp.142-143.]James Mew Scholarships

**(21) Nubar Pasha Armenian Scholarship (B1335)**

The Board of Oriental Studies shall appoint two representatives to the board of management for the fund for three years who shall be re-eligible. The scholarship fund shall be administered in accordance with *Statutes*, 2000, Ch.IX. Sect. I, pp. 690-691. The committee shall be empowered to make grants of up to £600 from any surplus income provided that such grants are reported to the next meeting of the Faculty Board. For grants of over £600 the committee shall submit recommendations for the Faculty Board's approval.

**(22) Post Biblical Jewish Reader (B1380)**

**(23) Pusey and Ellerton Fund (B1387) – see Kennicott Fund (15)**

**(24) Segal Fund (B1424)**

The committee shall consist of the chair of the board, the Reader in Jewish Studies, the Regius Professor of Hebrew, and the Cowley Lecturer in Post-Biblical Hebrew. It shall select annually the recipient of a grant to a research student in Hebrew or Jewish Studies, and shall apply the income of the fund in accordance with *Statutes* 2000, Ch.IX, Sect.1, §318, p.722.

**(25) Radhakrishnan Memorial Bequest (B1431)**

The board of management (all *ex officio*) shall administer the fund in accordance with *Statutes*, 2000, Ch.IX. Sect. I, p. 711-712. Any surplus income remaining in the funds shall not be subject to a specific spending limit, although the expenditure shall be reported to the Faculty Board from time to time.

**(26) Soudavar Professor of Persian Studies Fund (B1438)**

The committee shall consist of the chair of the board, the Soudavar Professor and the University Lecturer in Persian *ex officio* and one other member selected by the Board of Oriental Studies, who shall be elected for three years and shall be renewable. Its duty shall be to administer the surplus of the endowment for the Professorship (see *Statutes*, 2000, Ch.IX, Sect.I, §328, p.727). The allocation of funds for the Professor's support costs shall not be subject to a specific spending limit, although the expenditure shall be reported to the committee from time to time. The committee shall be empowered to make other grants of up to £600 provided that such grants are reported to the next meeting of the board. For grants of over £600 the committee shall submit recommendations for the board's approval.

**(27) Committee for the Samir Shamma Fund for Islamic Numismatics**

The management of the fund shall be delegated to the Management Committee of the Khalili Research Centre. The duties of the committee shall be:

- (a) to make recommendations on the provision for support of the lecturer including teaching materials, research assistance and general research expenses;
- (b) to make or recommend grants for purposes connected with the advancement of Islamic Numismatics studies in the University in accordance with *Statutes* 2000, Ch.VII, Sect.III, §145, p.444.

The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the board. For grants of over £600 the committee shall submit recommendations for the board's approval.

**(28) Shillito Fund (B1461)**

The committee shall consist of the chair of the board, the Professor of Egyptology, the University Lecturer in Akkadian, all *ex officio*, and one of the post holders in Hebrew. The duties of the committee shall be to administer the Shillito Fund in accordance with *Statutes* 2000, Ch.IX, Sect.1, §324, p.725, and other funds available for Assyriology. The committee shall be empowered to make grants up to £600, provided such grants are reported to the next meeting of the board. For grants over £600, the committee shall submit recommendations for the board's approval.

**(29) Spalding Professor of Eastern Religions and Ethics Main Fund (B1469)**

**(30) Joseph Schacht Memorial Prize (B1482)**

The Committee of management shall be the Committee for the James Mew Fund, and shall consist of the Regius Professor of Hebrew *ex officio*, the Laudian Professor of Arabic *ex officio* and two other members. The committee shall apply the income of the fund in accordance with *Statutes* 2000, Ch.IX, Sect.1, §314, p.720, amended in the *Gazette*, 22 June 2007.

The Committee shall have power to determine the value of the prize and the terms and conditions of its award. The prize shall be open to candidates offering either Arabic in the Preliminary Examination in Oriental Studies or Arabic and Islamic Studies in the Honour School of Oriental Studies, who have distinguished themselves in the fields of Islamic religion, law, or history. A prize shall be awarded annually on the recommendation of the moderators and examiners provided that there are candidates of sufficient merit.

The committee shall be empowered to make grants up to £600, provided that such grants are reported to the next meeting of the board. For grants over £600 the committee shall submit recommendations for the board's approval.

**(31) Sasakawa Fund (B1492)**

The board of management, appointed by Council, shall administer the fund in accordance with *Statutes*, 2000, Ch.IX. Sect. I, p. 719-720. Grants shall not be subject to a specific spending limit, although the Faculty Board may request a report from the Board of Management on its activities from time to time.

**(32) Gerald Averay Wainwright Fund (B1526)**

The board of management (all *ex officio*) shall administer the fund in accordance with *Statutes*, 2000, Ch.IX. Sect. I, p. 740. Any surplus income remaining in the funds shall not be subject to a specific spending limit, although the expenditure shall be reported to the Faculty Board from time to time.

**(33) Marjory Wardrop Fund (B1529)**

The Curators of the Oriental Institute shall appoint one representative to the board of management for the fund for five years, who shall be re-eligible. The fund shall be administered in accordance with *Statutes*, 2000, Ch.XVI. Sect. LVII, p. 166. Grants made by the board of management shall not be subject to a specific spending limit, although the expenditure shall be reported to the Faculty Board from time to time.

**(34) Run Run Shaw Fund (B1580), also for the Chinese Professorship fund (3)**

The board of management shall be the China Centre Management Committee, which shall administer the funds in accordance with *Statutes*, 2000, Ch.VII. Sect. III, pp. 408-9 and *ibid*, p. 409. Grants shall not be subject to a specific spending limit, although the expenditure shall be reported to the Faculty Board of Oriental Studies from time to time.

**(35) Aris fund for Tibetan and Himalayan Studies (B1660)**

The committee shall consist of the chair of the Board of the Faculty of Oriental Studies (chair), a person appointed by the faculty board, the Keeper of the Oriental Collections in the Bodleian Library, the Boden Professor of Sanskrit, a person appointed by Council, and a person appointed by the Curators of the University Libraries. The duties of the committee shall be to administer the fund, the net income of

which shall be used for the advancement of Tibetan and Himalayan Studies within the University (see *Statutes*, 2000, Ch.IX, Sect.I, §4, p.580). The allocation of funds for the lecturer's support costs shall not be subject to a specific spending limit, although the expenditure shall be reported to the committee from time to time. The committee shall be empowered to make grants up to £600, provided that such grants are reported to the next meeting of the board. For grants over £600 the committee shall submit recommendations for the board's approval.

**(36) Professorship of Indian History and Culture (B1663)**

The Humanities Divisional Board is the board of management for this fund, and appoints a management committee on the recommendation of the Faculty Board of Oriental Studies.

The committee shall consist of the chair of the Faculty Board of Oriental Studies who shall be the chair of the committee; the Professor of Indian History and Culture *ex officio*; and two other members selected by the Board of Oriental Studies, who shall be elected for three years and shall be renewable. The first call upon the fund shall be the salary costs of the Professor, in accordance with the Statute published in the *Gazette* on 11 January 2001. The duty of the committee shall be to administer any surplus of the endowment for the Professorship and to make or recommend grants for purposes connected with the advancement of the study of Indian History and Culture in the University. The management committee shall not have any responsibility for questions regarding the chair supported by the Fund. The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the board. For grants of over £600 the committee shall submit recommendations for the board's approval. Detailed financial reports shall be forwarded to the Division for approval.

**(37) KS Scholarship in Chinese Art (B1687)**

The fund shall be administered by a committee set up by the Oriental Studies Board, comprising the Director of Graduate Studies and up to four other faculty members associated with the subject, who shall be elected for a period of two years, and be eligible for re-election.

**(38) Khalili Research Fund (B1697)**

(a) The benefaction from the Khalili Family Foundation, together with any further donations for this purpose, shall be known as the Khalili Research Fund, and shall be recognised in the title of a new Centre, The Khalili Research Centre for the Art and Material Culture of the Middle East ('Khalili Research Centre'). Of the initial benefaction, a specified sum shall be spent on the salary and support costs of a computer technician in the Centre over a period after an appointment is first made to that post, and the net income of the fund shall provide suitable accommodation for, and the support of, teaching and research in Islamic art and archaeology in the University.

The income shall be administered by the Faculty Board of Oriental Studies and shall be managed by a Management Committee comprising the following: (1) the Director; (2) the Keeper of Eastern Art in the Ashmolean Museum or that Keeper's nominee; (3), (4) two members of the Board, appointed by the Board; (5) a person appointed by the Sub-faculty of Archaeology; (6) a person appointed by the Modern History Board; (7), (8) two members of the Sub-faculty of Near and Middle Eastern Studies, appointed by the Sub-faculty; (9) a student member reading for a graduate degree related to Islamic art and archaeology, appointed by the Board; and (10), (11) two representatives of the Trust. Those members of the Committee not serving *ex officio* shall normally serve for a period of three years and may be re-elected.

(b) The Centre shall be run as part of the Faculty of Oriental Studies, by a Director and a Management Committee appointed by and answerable to the Board of the Faculty.

(c) The Board shall consult with the Trust before the appointment of each new Director, request the views of the Trust in writing, and give due consideration to any views received within a period of twenty-eight days after the making of the request. In consulting with the Trust over the appointment of any candidate as Director and prior to making such an appointment, the Board shall take into account the suitability of that candidate in relation to the aims and purposes of the Centre.

(d) The Chair of the Committee shall be the Director of the Khalili Research Centre *ex officio*, who shall normally serve for a period of five years, and may be re-elected. The committee shall meet at least once in each term and shall report to the Faculty Board of Oriental Studies at the second

meeting in each term. A summary of the accounts of the Khalili Research Fund shall be reported to the Board annually.

(e) The committee of management of the Khalili Research Centre shall have power to make rules, in consultation with the Committee of Curators of the Oriental Institute, for the use of the Research Centre and to allocate rooms within it. Three offices [Treadwell, Johns and *vice Raby*] and one teaching room shall be allocated by the committee of management of the Khalili Research Centre to teaching and research staff of the Faculty of Oriental Studies.

(f) The committee of management of the Khalili Research Centre will appoint an administrator to undertake the day-to-day clerical and financial administration of the Institute, who will be located in the Centre. The annual cost of administration and upkeep (including cleaning, heating and lighting) of the Centre shall be defrayed from the income of the Khalili Bequests. The Director of the Khalili Research Centre will be responsible for the day-to-day practical administration of the space occupied by the Centre. The Administrator of the Khalili Research Centre or his/her deputy shall act as secretary to the committee of management.

### **(39) Sarah J Clackson Coptic Fund (B1701)**

The fund shall be administered by a committee set up by the Oriental Studies Board, comprising the chair of the Board *ex officio* who shall be the chair of the committee; the Reader in Egyptology and Coptic *ex officio*; the Professor of Egyptology *ex officio*; and one further member appointed by the Oriental Studies Board, to be appointed by the faculty board for three years and capable of reappointment.

The duties of the committee shall be:

- (a) to make or recommend grants to anyone within or outside the University, for work on Coptic manuscripts, including the viewing, preparation and recording of material, but excluding conservation;
- (b) to make or recommend other grants for purposes connected with the advancement of Coptic Studies within or outside the University
- (c) to advertise the availability of funds as widely as possible.
- (d) to produce an annual report on the activities of the committee to send to the Board and to the main benefactors.

The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the board. For grants of over £600 the committee shall submit recommendations for the board's approval.

Any surplus income remaining in the funds over and above that awarded for the foregoing purposes shall at the discretion of the board either be carried forward for expenditure in a subsequent year or be applied to support the advancement of Coptic Studies in the University.

### **(40) Committee of Management for the Jill Hart Fund for Indo-Iranian Philology (B1702)**

The fund shall be administered by a committee set up by the Oriental Studies Board, comprising the Chair of the Board *ex officio*; the Boden Professor of Sanskrit *ex officio*; one further member appointed by the Oriental Studies Board; the Diebold Professor of Comparative Philology *ex officio*; and one further member appointed by the Committee for Comparative Philology, Linguistics and Phonetics. Those members not *ex officio* will be appointed for three years and be capable of reappointment. The chair of the Committee shall be alternately the Boden Professor of Sanskrit and the Diebold Professor of Comparative Philology, each serving as chair for a period of three years with the possibility of continuation for a further three years.

The duties of the committee shall be:

- (a) to make or recommend expenditure from the fund to support elementary language teaching and learning, and philological teaching and study, of Vedic Sanskrit and of the languages belonging to the Iranian branch of Indo-European at their earliest attested stages; and to support the study of the early linguistic history and prehistory of the Indo-Iranian language family;
- (b) to advertise the availability of funds as widely as possible.
- (c) to produce an annual report on the activities of the committee to send to the Board and to the

benefactors, and to such other persons as the Board sees fit.

The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the Board. For grants of over £600 the committee shall submit recommendations for the Board's approval.

Any surplus income remaining in the funds over and above that awarded for the foregoing purposes shall at the discretion of the Board be carried forward for expenditure in a subsequent year.

Any changes to these Standing Orders will also be subject to the approval of the Committee for Comparative Philology, Linguistics and Phonetics.

**(41) W.N. Thomas Tam Fund for Chinese Language Teaching and Learning Enhancement (B1709)**

The fund shall be administered by a committee set up by the Oriental Studies Board, comprising the chair of the Board *ex officio* who shall be the chair of the committee; the Shaw Professor of Chinese *ex officio*; and two further members appointed by the Oriental Studies Board, to be appointed by the faculty board for three years and capable of reappointment.

The duties of the committee shall be:

- (a) to make or recommend grants in support of Chinese language teaching and learning development in the University; to make or recommend grants to students participating in language courses in China as an integral part of their degree requirements; to make or recommend travel grants to candidates offering Chinese in the Honour School of Oriental Studies; and to make other grants for purposes connected with the advancement of the study of the Chinese language within the University.
- (b) to produce an annual report on the activities of the committee to send to the Board.

The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the board. For grants of over £600 the committee shall submit recommendations for the board's approval.

Any surplus income remaining in the funds over and above that awarded for the foregoing purposes shall at the discretion of the board either be carried forward for expenditure in a subsequent year or be applied to support the advancement of the study of the Chinese language in the University.

**(42) Dudbridge Prizes in Classical Chinese (B1731)**

The Faculty Board shall award Prizes each year, on the recommendation of the examiners, to the candidate who has performed the best in the papers in Classical Chinese in each of the First Public and Honour School Examinations in Oriental Studies or in any associated Joint Honour School examinations, in accordance with *Statutes* 2000, as amended in the *Gazette*, 19 October 2006.

**(43) Mustafa Badawi Prize in Modern Arabic Literature (B1749)**

The Faculty Board shall award Prizes each year, on the recommendation of the examiners, to the candidate who has written the best English essay on some aspect of modern Arabic literature, in accordance with *Statutes* 2000, as amended in the *Gazette*, 22 June 2007.

**(44) Griffith Institute Editor's Travel Fund (B1750) – see Griffith Institute (8)**

**(45) Shaikh Zayed Endowment Fund for Islamic Studies (B1752)**

The management committee shall consist of the Vice-Chancellor or his or her deputy, the Head of the Humanities Division or his or her Deputy, the Chair of the Faculty Board of Theology or his or her Deputy, the chair of the Faculty Board of Oriental Studies or his or her Deputy, and two representatives from the Zayed Bin Sultan Al Nahayan Charitable and Humanitarian Foundation. The chair of the committee shall be the Vice-Chancellor (or his or her Deputy) and the secretary shall be the Registrar of the University (or his or her Deputy).

The duties of the committee shall be to administer the fund in accordance with the Statute published in

the *Gazette* on 22 June 2007, pp. 1310-1311, the net income of which shall be used towards the salary and associated costs of the Shaikh Zayed Lecturership in Islamic Studies. Any income unspent in any year may, at the discretion of the board of management, either be carried forward for expenditure in subsequent years or be spent in any other way or ways conducive to the advancement within the University of teaching, scholarship, and research in Islamic Studies. The committee shall be empowered to make grants up to £600, provided that such grants are reported to the next meeting of the board. For grants over £600 the committee shall submit recommendations for the board's approval.

**(46) Abramson Prize for Modern Hebrew Studies (B1757)**

The Faculty Board shall award a Prize each year, on the recommendation of the examiners, to the candidate who has produced the best essay or achieved the best finals mark in the papers in Modern Hebrew Literature in the Honour School Examinations in Oriental Studies or in any associated Joint Honour School examinations, in accordance with *Statutes* 2000, as amended in the *Gazette*, 11 October 2007.

**(47) Young Bin Min-KF University Lecturership in Korean Language and Linguistics Fund (B1728)**

The committee shall consist of the chair of the Board of the Faculty of Oriental Studies (chair), the Young Bin Min-KF Lecturer in Korean Language and Linguistics *ex officio*, the University Lecturer in Korean History *ex officio*, and two other members selected by the Board of Oriental Studies. The period of office shall be three years, and members shall be re-eligible.

The duties of the committee shall be to administer the fund, the net income of which shall be used for the Young Bin Min-KF University Lecturership in Korean Language and Linguistics. Any excess income remaining after providing for the University Lecturer's salary and related expenses (including during a vacancy of the University Lecturership) may be used to support Korean studies at the University, including but not limited to: hosting of visiting professors, graduate fellowships, research expenses, conferences, seminars, and expansion of the University's library holdings in Korean studies.

The committee shall be empowered to make grants up to £600, provided that such grants are reported to the next meeting of the board. For grants over £600 the committee shall submit recommendations for the board's approval.

**(48) Indian Institute Endowment Fund (B6007)**

The committee of management shall be the standing committee for the Sub-Faculty of Inner and South Asian Studies, in accordance with the *Statutes 2000*, Title XVI, section XXV., pp. 145-6.

**(49) Professorship of Contemporary Islamic Studies (BC007)**

The first call on the fund shall be the appointment of a Professor of Contemporary Islamic Studies. Any such part of the endowment that is not required to meet the costs of the Chair shall be applied to the promotion of the study of Islamic Art and Architecture in accordance with *Statutes* by the Board of Management for the fund, which shall comprise:

- (1) the Chairman of the Board of the Faculty of Oriental Studies (Chair of Board of Management);
- (2) the HH Hamad Bin Khalifa Al Thani Professor in Contemporary Islamic Studies;
- (3) and (4) two members appointed by the Board of the Faculty of Oriental Studies, appointed for three years in the first instance, renewable thereafter.

The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the faculty board. For grants of over £600 the committee shall submit recommendations for the faculty board's approval.

**(50) I M Pei Professorship of Islamic Art and Architecture (BC018)**

The first call on the fund shall be the appointment of a Professor of Islamic Art and Architecture. Any such part of the endowment that is not required to meet the costs of the Chair shall be applied to the

promotion of the study of Islamic Art and Architecture in accordance with *Statutes* by the Board of Management for the fund, which shall comprise:

- (1) the Chairman of the Board of the Faculty of Oriental Studies (Chair of Board of Management);
- (2) the Ieoh Ming Pei Professor in Islamic Art and Architecture;
- (3) and (4) two members appointed by the Board of the Faculty of Oriental Studies, appointed for three years in the first instance, renewable thereafter.

The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the faculty board. For grants of over £600 the committee shall submit recommendations for the faculty board's approval.

**(51) HH Sheikh Hamad Bin Khalifa Al Thani Programme for Islamic Art and Architecture (BC019)**

The Programme shall promote research and scholarship in Islamic Art and Architecture, and exchange between the Faculty of Oriental Studies and the Qatar Faculty of Islamic Studies. The application of the income shall be the responsibility of a Board of Management comprising:

- (1) the Chair of the Board of the Faculty of Oriental Studies or his or her representative;
- (2) the Director of the Khalili Research Centre for the Art and Material Culture of the Middle East of the Faculty of Oriental Studies;
- (3) the Ieoh Ming Pei Professor in Islamic Art and Architecture;
- (4)-(5) two members appointed by the Board of the Faculty of Oriental Studies, appointed for three years in the first instance, renewable thereafter;
- (6) one member appointed by the Qatar Faculty of Islamic Studies.

The Board of Management of the His Highness Hamad Bin Khalifa Al Thani Programme for Islamic Art and Architecture Fund will report annually to the Faculty of Oriental Studies and to the Qatar Faculty of Islamic Studies on the Programme and its activities.

Any such part of the endowment that is not required to meet the costs of the Programme shall be applied to the promotion of the study of Islamic Art and Architecture. The committee shall be empowered to make grants of up to £600 provided that such grants are reported to the next meeting of the faculty board. For grants of over £600 the committee shall submit recommendations for the faculty board's approval.

**(52) Stanley Ho benefaction for Chinese History (B\_\_\_)**

**VIII. Consultation with Junior Members (Joint Consultative Committees)**

*Terms of reference*

Matters such as the syllabus, teaching arrangements, and general aspects of examinations (but *not* appointments, matters having an individual reference to a senior or junior member or to the University's administrative and technical officers, and long-term financial questions) will be considered by separate groups, one for each of the main subjects in the faculty (Islamic Studies, Chinese, Egyptian, Japanese, Hebrew and Jewish Studies, Sanskrit) which will make any recommendations thought necessary and forward these recommendations to the Graduate or Undergraduate Studies Committee as appropriate.

*Attendance at meetings*

Meetings called to consider faculty matters as described above will be open to all members of the University, senior and junior, concerned with the main subject in question.

*Procedure for summoning meetings*

The faculty board shall appoint a senior member to convene meetings in each main subject; the appointment shall be for two years, renewable. Once a term the senior member so appointed will notify all members concerned of the time and place of a stated meeting inviting them to give him advance notice of any matters concerning teaching, syllabus, and examinations which require discussion; if no such matters are raised, then the meeting need not take place. In addition, the chair of the Undergraduate Studies Committee shall inform all convenors of joint consultative committees early in Trinity Term that they should arrange for one undergraduate and one postgraduate member of their

group to attend a meeting fixed by the Undergraduate Studies Committee at which an election shall take place of one Oriental Studies representative to the O.U.S.U. General Faculties Committee and one to the Graduate Representative Council.

*Syllabus proposals*

Details of all proposed changes in syllabus and examination regulations shall be communicated to the junior members in the subject concerned at a consultative meeting held at a stage early enough for their views to be considered in forming decisions.

*Procedure in the event of disagreement*

In the event of disagreement on faculty matters at the consultative level, spokesmen for the various conflicting points of view will be invited to attend a meeting of the faculty board's Undergraduate Studies Committee (in the case of undergraduate affairs) or of the Graduate Studies Committee (in the case of graduate affairs) especially convened to discuss the questions at issue. The Graduate Studies Committee will in addition hold periodic meetings open to all graduate students in the faculty to discuss general problems in the organization of graduate studies. If disagreement persists after discussions at these levels, further spokesmen may be appointed to set their case before the faculty board. No recommendation from the consultative meetings at these levels will be rejected without Junior Members having been given an opportunity of discussion with the faculty board.

*Availability of documents*

Junior members will be informed of the existence of the above procedures. Copies of all papers relating to consultative meetings with Junior Members will be supplied to the University Offices, and will be kept available for inspection in the Oriental Institute Library.

**IX. The Faculty of Oriental Studies**

The chair of the faculty board may summon a meeting of all members of the Faculty when he or she judges it expedient, and shall do so on the request of not less than fifteen of its members.

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