



FACULTY OF THEOLOGY AND RELIGION

**Handbook for Postgraduate Research
Students (DPhil, MLitt)**

2015-2016

Foreword

This handbook applies to students starting the Faculty of Theology and Religion's Postgraduate Taught courses in Michaelmas term 2015. The information in this handbook may be different for students starting in other years.

Examinations at Oxford are governed by [Examination Regulations](#), which are published annually at the start of Michaelmas term. The Examination Regulations relating to your course are available at <http://www.admin.ox.ac.uk/examregs/2015-16/rditheoandrelj/>. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact Miss Penny Rodgers graduate.enquiries@theology.ox.ac.uk.

The information in this handbook is accurate as at 9th October 2015. However, it may be necessary for changes to be made in certain circumstances. If such changes are made the Faculty will publish a new version of this handbook, together with a list of the changes and students will be informed.

A copy of each of the Faculty's handbooks, course pamphlets and forms can be found on the Faculty's [WebLearn site](#).

Other key sources of information are the [Faculty website](#) and the University's [Oxford Students website](#). Please be aware that the colleges have their own handbooks, which are available on college websites.

Version No.	Purpose/Change	Date
1	Final version	9 th October 2015

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WELCOME

Welcome to graduate studies in Theology and Religion at Oxford. We hope that you will soon feel part of the graduate community in the Faculty, and settle into your programme of study.

This handbook is intended to help orient you to graduate life in the Faculty, and to point you to some of the resources in the Faculty, your college and the wider university, which you can draw upon in order to make best use of your time as a graduate student. In addition to this, you should also consult the current Examination Regulations, which contains full and authoritative details of the syllabus and other requirements for your degree programme (see [page 17](#) for further information).

If you have problems or questions, please do not hesitate to ask for help from those involved in graduate studies in Theology. The following pages will give you the details of those from whom appropriate advice may be sought.

With best wishes for your studies,

Professor Graham Ward
Director of Graduate Studies

1. REGISTRATION, PEOPLE, PLACES, AND INSTITUTIONS IN OXFORD

Oxford is a large, complex and diverse university, and although you will soon find your way around, it can be somewhat daunting at first. Here are some of the key people and locations with which you should familiarise yourself, as well as a very brief account of the institutional arrangements which support graduate work.

Information about the Faculty can be found on <http://www.theology.ox.ac.uk>. This handbook and other resources for graduate students are available on the Faculty's website: <http://www.theology.ox.ac.uk/current-students/graduate1.html>

REGISTRATION

Registration and Student Self Service

All new students are sent a college freshers' pack containing details of how to activate their Oxford Single Sign-on account. The Oxford Single Sign-on is used to access Student Self Service to register online, as well as to access other central IT services such as free University email, WebLearn and the [Graduate Supervision System](#).

In order to complete your registration as an Oxford University student, navigate to <http://www.ox.ac.uk/students/studentselfservice/> and log on using your Single Sign-on username and password. New students must complete their registration by the end of the first week of term in order to confirm their status as members of the University. Ideally students should complete registration before they arrive. Continuing students must register at the anniversary of the term in which they first started their programme of study.

Once students have completed their University registration, an enrolment certificate is available from Student Self Service to download and print. This certificate may be used to obtain council tax exemption. In addition to enabling students to register online, Student Self Service provides web access to important course and other information needed by students throughout their academic career. Students can amend their address and contact details via Student Self Service, and they can use the Service to access detailed exam results, see their full academic record, and print transcripts.

University Card

The University Card provides students with access to facilities and services such as libraries, computing services and the Language Teaching Centre. In some colleges and faculties students also need the card as a payment card or to enter buildings, which have swipe-card access control. The University Card also acts as a form of identity when students are on college or University premises. Cards are issued to students by their college on arrival in Oxford once registration has been completed.

Email

Once your registration details have been processed, you will be provided with information to enable you to access email and other online IT facilities. The IT Services Self-Service Registration (<https://register.it.ox.ac.uk>) enables management of various accounts, including email. The University email service (known as Nexus) can be accessed via a Web browser (<https://owa.nexus.ox.ac.uk/>), a mobile device, or an email client such as Outlook or Thunderbird. IT Services provides further information about the Nexus email service at <http://www.it.ox.ac.uk/welcome/nexus-email>.

Computing

Most colleges have a computer room with software for word-processing and other applications, connections to the central University machines and the Internet, and printers. Provision is also made for the use of personal laptops.

The Philosophy and Theology Faculty Library provides a number of networked PCs to allow users to access online e-resources, including subscription based databases, e-journals and the internet. In addition there is a PC available with word-processing and other software packages in one of the reading rooms. Printing is available from all PCs. Laptop computers may be used anywhere in the library. [Wi-Fi access](#) is available in the Faculty Library as well as in the Bodleian.

Personal laptop computers may be used in the Graduate Workspace on the second floor of the Gibson Building.

[Oxford University Computing Services](#) (OUCS) are at 13 Banbury Road, Oxford OX2 6NN (Telephone 01865 273200). The building is open Monday to Friday 8.30am–10.30pm (University Card required for entry after 5.30pm).

Graduates have access to the following:

- Courses on a wide variety of IT topics and training for the European Computer Driving Licence (ECDL)
- Help Centre for assistance with OUCS user accounts, IT problems etc
- Open-access terminals
- Shop for purchase of computers, software, cables, consumables etc

You are also welcome to follow the [Faculty's official facebook site](#) and use it to keep in touch with your fellow students and Faculty staff.

WebLearn

The [Faculty's WebLearn site](#) is an excellent source of information. In the [Graduates' section](#) you will find forms, handbooks, and other useful information relating to your course. Look out for slides, reading lists, or other material in the [Teaching Resources](#) area.

Dates of term

The academic year at Oxford University runs from October to June. The year (2015-16) is divided into three eight week terms, Michaelmas (autumn), Hilary (spring), and Trinity (summer).

Michaelmas 2015	Sunday, 11 October	Saturday, 5 December
Hilary 2016	Sunday, 17 January	Saturday, 12 March
Trinity 2016	Sunday, 24 April	Saturday, 18 June

PEOPLE

Your Supervisor

All students are assigned a supervisor by the Faculty Board. In the case of a research degree, the supervisor will be your primary teacher. Appendix B outlines some of the university's expectations for the supervisory relationship in the case of those studying for research degrees. All graduate students should, however, bear the following points in mind:

- You should take responsibility for keeping in regular contact with the supervisor.
- If you are studying for a research degree, you can expect to see your supervisor at least twice each term. It is usually helpful to meet at the beginning of the term to plan that term's work, and to meet at the end of term to review progress. **It is important for you to provide your own electronic review of the term on the Graduate Supervision System.** Your supervisor will respond to this report in their own written review, and the Director of Graduate Studies sees both reviews to ensure an accurate record of progress is maintained."
- The supervisor is required to provide a written report on your progress, which is made available to your college, the Graduate Studies Committee and the Faculty Board. See [pages 31-32](#) of this handbook for further information about the Graduate Supervision System (GSS).
- The supervisor is responsible for advising on all aspects of academic work, including attendance at lectures and classes.
- On rare occasions, students and supervisors find it difficult to work together, and you may wish to change supervisor. Such difficulties should, if at all possible, be raised with the supervisor in the first instance. However, you may also approach your college tutor/graduate adviser or the Faculty's Director of Graduate Studies, who stand ready to help.
- When a supervisor is on sabbatical leave, the Faculty Board may arrange alternative supervision, unless the supervisor has agreed to continue to be available to graduate students.

If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in section 3 - complaints and academic appeals.

Your College Tutor for Graduates

Your college will have a Tutor for Graduates (sometimes the Senior Tutor), who has overall responsibility for graduate members of the college. Some colleges also assign a college adviser to each graduate student. (The college adviser is not to be confused with the Faculty supervisor. His or her role is not to supervise the student's research, but to be a source of independent counsel, should that be needed.) Colleges review the progress of each student through the termly report submitted by the supervisor, and through termly or yearly 'collections' (interviews with a college official, often the Head of House). Colleges take responsibility for general welfare, social facilities and support services such as computing and study facilities. They may also offer help with housing and finance. Colleges are also responsible for collecting fees.

Director of Graduate Studies

The Faculty's Director of Graduate Studies (DGS) has overall responsibility for graduate students in Theology and Religion, and is available to help where appropriate. The Director of Graduate Studies is Professor Graham Ward, at Christ Church (email: graham.ward@theology.ox.ac.uk).

Graduate Studies Assistant (Humanities Division Graduate Office)

The Graduate Studies Assistant in the Humanities Division Graduate Office deals with most 'on-course' graduate studies matters, including transfers, confirmation, dissertation title changes, supervisor changes, extensions and suspensions, and acts as secretary for the Graduate Studies Committee (GSC). Mr Nick Fowler is the Graduate Studies Assistant, and he is based at the Humanities Division Graduate Office, Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG (email: nick.fowler@humanities.ox.ac.uk; telephone: [2]70048).

All Graduate Studies application forms for 'on-course' matters (aka GSO forms) are available online at <http://www.ox.ac.uk/students/academic/graduates/forms/> and should be returned to the Graduate Studies Assistant. **Please note that you are not expected to contact the Director of Graduate Studies directly to sign GSO forms;** it is the role of the Graduate Studies Assistant to arrange for this once the relevant application is complete and has been countersigned by your supervisor and/or college.

Graduate Studies Assistant (Theology and Religion Faculty Office)

The Graduate Studies Assistant in the Faculty Office is primarily responsible for graduate admissions, but also provides support to the Graduate Studies Committee and deals with other graduate studies matters including supporting the organization of the *Preparing for Learning and Teaching at Oxford* course, maintaining the Graduate Tuition List, and acting as secretary for the Graduate Joint Consultative Committee (GJCC). Miss Penny Rodgers is the Graduate Studies Assistant in the Faculty Office, and she is based at the Theology and Religion Faculty Centre, Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford OX2 6GG (email: graduate.enquiries@theology.ox.ac.uk; telephone [2]70714).

Routine enquiries about matters not covered by the Graduate Studies Assistant in the Humanities Division may be addressed to the Graduate Studies Assistant in the Faculty Office in the first instance.

Faculty Librarian

The Faculty's Librarian is Dr Hilla Wait, and she is based at the Faculty Library at Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road.

PLACES

As part of finding your way around Oxford, you will need to locate:

- Your college, which will have a college office for routine business; correspondence from the Faculty will be sent to you at your college address;
- Your supervisor's office (whether in college or the Faculty Centre);
- The Faculty Library at Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, which has a study room specifically for graduate use;
- The Faculty Centre at the Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, which has a common room and workspaces for student use during term time;
- The Bodleian Library, and any other specialist libraries you may require;
- The Language Centre, 12 Woodstock Road, which provides courses and self-teaching facilities in major European languages, most of which are free to members of the University;
- IT Services, 13 Banbury Road, which provides courses and self-teaching facilities, as well as a shop. Further information can be found on the IT Services website (<http://www.it.ox.ac.uk/>).

Faculty Office

The Theology and Religion Faculty Office is based on the second floor of the Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, OX2 6GG. The Faculty Office hours are from 9am to 5pm Monday to Thursday and 9am to 4pm on Friday.



The Faculty of Theology and Religion has a dedicated study space for graduate students. The Graduate Workspace has 11 carrels, five of which are allocated to specific students for the period of up to a year at a time. Dedicated carrels are allocated on the basis of need using criteria set out by the Graduate Joint Consultative Committee. The remaining carrels are available as hot desks. Locker space is also available.

The Graduate Common Room is a social space available for graduates to use either for specific gatherings or as a drop in facility. Both rooms are available during building opening hours (8am until 7pm). Graduates can apply for 24 hour access to the Gibson Building. There is also a photocopier which you are able to use (**pin code: 1314**), for which there is currently no charge.

Libraries

The [Philosophy and Theology Faculties Library \(PTFL\)](#) is based at the Radcliffe Humanities site, on Woodstock Road, and it has a study room specifically for graduate use. Its opening hours are as follows:

Term-time: Monday - Friday (weeks 0-8), 9.30am-7pm, Saturdays (weeks 0-8), 10am-4pm
 Vacations: Monday - Friday, 9.30am-5pm

Information is available on the PTFL website at <http://www.bodleian.ox.ac.uk/ptfl>

The [Bodleian Library](#) is the University's main reference library. It is open during term, Monday to Friday 9am–10pm, Saturday 10am–4pm. Exceptional hours and those out of term are posted in the University Gazette, and are available at <http://www.bodleian.ox.ac.uk/bodley>. The vast majority of the Bodleian's holdings (8 million items) are held in closed-access bookstacks. Works may be ordered from the stack to any of the libraries in the Bodleian Group, but delivery time is likely to be at least two to three hours so advance planning is recommended. You must show

your University Card to gain access to any part of the Bodleian. No books may be borrowed from the Bodleian.

There are over 100 separate libraries within the University, some of which will contain holdings that are of relevance to your studies. Other libraries with particularly interesting holdings are the [Leopold Muller Memorial Library](#) (Biblical Studies, Judaism, Islam etc.) in the [Oxford Centre for Hebrew and Jewish Studies](#), the [Sackler Library](#) (Biblical Archaeology, Classics etc.), and the [library](#) in [Pusey House](#).

For more information on the Bodleian Group of Libraries see <http://www.bodleian.ox.ac.uk>.

INSTITUTIONS AND COMMITTEES

Like every other student of the University, a graduate student is a member of both a college and a faculty. Colleges are responsible for the general welfare of graduate students, and may provide other services (as outlined above); the Faculty is responsible for the examination of your university degree, for advice regarding its content and for the appointment of supervisors. It is the college, however, which presents you for the degree; any requests for special provision, and any appeal to the Proctors after the examination has taken place, must be sponsored by the college.

The Faculty of Theology and Religion consists of all those who hold University posts (professors, readers and lecturers), fellows and lecturers of colleges and permanent private halls, and others, including staff of other institutions and members of other faculties who play a role in teaching or research in Theology and Religion.

The Board of the Faculty is the Faculty's executive body, and consists of a number of the holders of professorial chairs, elected ordinary members and co-opted members. The Faculty Board Chairman for 2015-16 is Professor Johannes Zachhuber and the Secretary is Ms Alison Broadby. The Board meets twice per term, and decides on most matters of policy within the Faculty, including curricular matters. It has several committees, including the Undergraduate Studies Committee and the Graduate Studies Committee. The Board is also responsible for approval of admissions and of examiners' reports.

Graduate Studies Committee

The Theology and Religion **Graduate Studies Committee** (GSC) is a standing committee of the Theology and Religion Faculty Board. It **meets on Tuesday of weeks 1 and 6** of every term, and is chaired by the Director of Graduate Studies, who reports its deliberations to the Faculty Board in weeks 3 and 8. The function of this committee is to advise the Board on all matters concerning graduate studies, and especially:

- applications for admission
- appointment of supervisors
- applications for transfer of status
- applications for confirmation of status

- appointment of examiners for research degrees
- reports from supervisors, and other matters concerning student progress
- reports from examiners

All applications and any other business goes to the Faculty Board through the Graduate Studies Committee. Any items for the Committee's consideration should reach the Graduate Studies Assistant in the Humanities Division no later than a week in advance of each meeting, i.e. **Tuesday of weeks 0 and 5**, to be considered at meetings in weeks 1 and 6 respectively. Your supervisor and your college will help you with any official applications that you need to make. Most pieces of routine business (e.g. applications for transfer of status, confirmation of DPhil status, dispensation from residence, suspension of status, change of title, extension of time, appointment of examiners)) are handled by filling out forms, which can be downloaded from the following website:

<http://www.ox.ac.uk/students/academic/graduates/forms/>.

Please note that you are not expected to contact the Director of Graduate Studies directly to sign GSO forms; it is the role of the Graduate Studies Assistant in the Humanities Division to arrange for this once the relevant application is complete and has been countersigned by your supervisor and/or college.

Graduate Joint Consultative Committee

The Graduate Joint Consultative Committee (GJCC) consists of elected representatives of the graduate student body, the Faculty Board Chairman and the Director of Graduate Studies. It meets once each term in week 4, and is intended to keep graduate students informed of developments that affect them, as well as to offer an opportunity for addressing their concerns. It suggests student representatives for key Faculty Board committees. The Graduate Studies Assistant in the Faculty Office is the Secretary to the Committee.

Proctors

The Proctors are the University officers whose remit includes the maintenance of discipline and the conduct of examinations. Appendix B explains where to find the procedures for complaints and appeals in examination matters. Approaches to the Proctors should be made through your college.

AIMS AND OBJECTIVES OF THE FACULTY OF THEOLOGY AND RELIGION

The Faculty of Theology and Religion shares the University's general aims as found in its Strategic Plan 2013-18, which can be found at:

<http://www.ox.ac.uk/about/organisation/strategic-plan>

KEEPING IN TOUCH

Graduate students occasionally experience a measure of isolation in a large institution, and it is important to build in opportunities for regular contacts:

- with fellow students, whether in the Faculty or your college;
- with your supervisor;
- with those responsible for teaching you;
- with your college adviser;
- by participating in graduate seminars, attending lectures and other events organized by the Faculty and colleges. You must find out which graduate seminars you are required to attend in your area of study.

Towards the end of each term, the Director of Graduate Studies will ask you to submit a confidential self-report to him via the on-line Graduate Supervision System (GSS), outlining your progress, and inviting you to discuss any problems you may have encountered. Please see [page 31](#) of this handbook for more information about the Graduate Supervision System (GSS.).

ADVICE AND SUPPORT

Advice and support with problems or queries that concern standard academic procedures and regulations are usually most readily available from your supervisor or from the Graduate Studies Assistant in the Theology and Religion Faculty Office (graduate.enquiries@theology.ox.ac.uk). Your college adviser or Tutor for Graduates will also be able to advise. Questions about non-standard matters may be directed to the Director of Graduate Studies. Where there are any problems that might have a significant impact on your progress, it is essential that both the Faculty and your College are informed.

The University Counselling Service (<http://www.ox.ac.uk/students/shw/counselling/>) is available to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential (non-emergency) service. Telephone: +44 (0)1865 270300.

Oxford Nightline (<http://users.ox.ac.uk/~nightln/>) is a confidential listening and information service run for students by students. Students can phone free on internal phones, or visit their office at 16 Wellington Square. Nightline can also be contacted by the University's messenger postal service. Telephone: +44 (0)1865 (2)70270.

The colleges and University provide a range of academic and pastoral support services. Every college has their own systems of support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college. Please let your supervisor know if you are unwell.

Details of the wide range of sources of support available more widely in the University are available from the [Oxford Students website](#), including in relation to mental and physical health and disability.

Student societies

The Graduate Theological Society (GTS) is the society for postgraduate students in Oxford's Faculty of Theology and Religion. The GTS committee aims to strengthen intellectual and social engagement across the faculty's graduate community and organizes a number of events each term including a popular weekly Café. All postgraduates in the Faculty of Theology and Religion are members of the Graduate Theological Society.

There are many other student societies to choose from, there is bound to be one for you. You can find a list here: <http://www.ox.ac.uk/students/life/clubs/list>.

Policies and regulations

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

Opportunities to provide evaluation and feedback

Students are encouraged to complete an online lecture feedback form on Weblearn towards the end of Michaelmas and Hilary terms for each lecture series attended.

Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at: www.ox.ac.uk/students/life/feedback.

SERVICES FOR STUDENTS AND STAFF WITH DISABILITIES

Colleges are able to provide help and special facilities. The University operates a code of practice to provide equality of opportunity for those with disabilities. The Equality and Diversity Unit offers advice and guidance to disabled students and staff on a range of issues including disability related funding, benefits and other sources of support.

The Faculty is part of the Common Framework on Students with Disabilities. Further information can be found [here](#). Contact details of The Disability Advisory Service can be found [here](http://www.ox.ac.uk/students/welfare/disability/contacts). <http://www.ox.ac.uk/students/welfare/disability/contacts>

The Faculty Lead is Professor Graham Ward (Director of Graduate Studies).
The Faculty Coordinator is Alison Broadby (Head of Administration and Finance).

An Access Guide for People with Disabilities, giving details about the accessibility of virtually all buildings within the University, is available from the Disability Advisers and from the Oxford Student Union Welfare and Equal Opportunities Officer (telephone 01865 (2)88466, email advice@ousu.org). It is also available on the University website at <http://www.admin.ox.ac.uk/access>.

If you have a disability and require support or equipment to help in some aspects of your study, every effort will be made to provide the best solution for you. It is important that you discuss your needs with your college tutors as soon as possible, preferably prior to arriving at Oxford in order that provision can be made. It is also extremely important that staff in the Faculty Centre Office are made aware of any special access requirements.

The Disability Office work through a network of Disability Contacts at College and Departments in order to advise on the Disabled Students Allowance and appropriate study support needs. Oxford University Library Services has a centre that provides support for students primarily with visual impairment but also those with specific learning disabilities (SpLD) or mobility impairment. The Accessible Resources Acquisitions and Creations Unit ([ARACU](#)) can provide texts in a range of alternative formats such as audio, digital and large print. The Disability Librarian is Teresa Pedroso, 01865 (2)83862, email teresa.pedroso@bodleian.ox.ac.uk.

Special arrangements can be made to help disabled students, including those with dyslexia, dyspraxia and other SpLDs in taking their University examinations. If you require special arrangements please discuss this with their tutors and their College Doctor as soon as possible after arriving at the University.

Further information can be obtained from the University Disability Office, +44 (0)1865 280459, email disability@admin.ox.ac.uk, or see the University website at <http://www.ox.ac.uk/students/shw/das/>

2. GRADUATE COURSES UNDER THE BOARD OF THE FACULTY OF THEOLOGY AND RELIGION

GENERAL INFORMATION

The graduate courses for which the Board of the Faculty of Theology and Religion has responsibility are:

1. Postgraduate Courses:

The *Master of Studies* (MSt) and *Master of Philosophy* (MPhil) degrees. These exist in the following subjects:

- Judaism & Christianity in the Graeco-Roman World (MPhil only)
- Philosophical Theology
- The Study of Religions (MSt only)
- Theology: Biblical Interpretation (MSt only)
- Theology: Christian Doctrine (further divided into several sections)
- Theology: Christian Ethics
- Theology: Ecclesiastical History (further divided into several sections)
- Theology: New Testament
- Theology: Old Testament
- Theology: Science and Religion (MSt only)

The *Postgraduate Diploma* (PGDip) in Theology

The *Master of Theology* (MTh) in Applied Theology and *Postgraduate Diploma* in Applied Theology

2. Research Degrees:

The *Master of Letters* (MLitt) and *Doctor of Philosophy* (DPhil) degrees, which are examined wholly by thesis.

Note: in the University of Oxford the words 'dissertation' and 'thesis' are used to refer to the same thing. In this document, 'dissertation' will be preferred, except when representing material produced elsewhere in the University.

3. RESEARCH DEGREES (DPhil, MLitt)

Aims and expectations

The *aim* of the DPhil degree is to assist you in completing a first major piece of research in Theology and Religion and to demonstrate suitable academic attainments for appointment to a University-level teaching or research post.

The *aim* of the MLitt degree is to assist you in completing a shorter piece of research in Theology and Religion, and to demonstrate suitable academic attainments for appointment to positions which may include responsibilities in teaching or research.

The *standards* for the award of the degrees are stated in the *Examination Regulations* in terms of the certificate that the examiners must sign

a) In the case of the DPhil:

- i. That the student possesses a good general knowledge of the particular field of learning within which the subject of the dissertation falls;
- ii. That the student has made a significant and substantial contribution in the particular field of learning within which the subject of the dissertation falls;
- iii. That the dissertation is presented in a lucid and scholarly manner;
- iv. That in their opinion the dissertation merits the Degree of Doctor of Philosophy;
- v. That the student has presented a satisfactory abstract of the dissertation.

Examiners shall bear in mind that their judgement of the substantial significance of the work should take into account what may reasonably be expected of a capable and diligent student after three or at most four years of full-time study in the case of a full-time student, or eight years in the case of a part-time student.

b) In the case of the MLitt:

- i. That the student possesses a good general knowledge of the field of learning within which the subject of the dissertation falls;
- ii. That the student has shown competence in investigating the chosen topic;
- iii. That the student has made a worthwhile contribution to knowledge or understanding in the field of learning within which the subject of the dissertation falls;
- iv. That the dissertation is presented in a lucid and scholarly manner;
- v. That it merits the award of the Degree of Master of Letters.

Examiners shall bear in mind that their judgement of the extent of the candidate's contribution to knowledge or understanding of the relevant field of learning shall take into account what may reasonably be expected of a capable and diligent student after two years of full-time study in the case of a full-time student, or twelve terms in the case of a part-time student.

- When the Graduate Studies Committee considers any proposal of a topic for a research degree it will seek to be assured:-
 - a) That the subject falls within the fields of learning proper to the Faculty of Theology and Religion, and that adequate supervision is available;

- b) That the subject is such, in its scope and nature, as to give the student a proper opportunity to fulfil the statutory requirements for the award of the degree in question, and in particular, in the case of the DPhil, the requirement of ‘a significant and substantial contribution in the particular field of learning’. This may include, for example: discovery of new information, the relating of previously unrelated facts; the development of new theories or the revision of older views; the opening up of debates with new literature;
- c) That the subject is a valid one, satisfactorily defined, of feasible scope for completion in two (MLitt) or three (DPhil) years, and can profitably be studied at Oxford;
- d) That the student’s abilities and qualifications are such as to equip him or her for the successful completion of the proposed research;
- e) That the university can appoint a suitably qualified supervisor or co-supervisors in the proposed area of study.

Milestones, Deadlines, and Timings

The three key ‘milestone’ stages of the DPhil are as follows:

- i) Transfer from Probationer Research Student status to full DPhil status (commonly referred to as Transfer of Status)
- ii) Confirmation of DPhil Status
- iii) Appointment of Examiners / Viva Voce (formal examination once you have submitted your thesis).

Appendix H at the back of the handbook provides the official University guidance regarding key timings for the DPhil, and should be consulted.

FAQ’s: Transfer from PRS to full DPhil status

With the *possible* exception of students who have completed one of the Faculty’s MPhil courses, and have been permitted to waive the Transfer process if your project is deemed to be a continuation of work undertaken at MPhil level, you will initially be registered as a *Probationer Research Student* (PRS). It should not be automatically assumed that you will proceed straight to DPhil status if you have completed the MPhil, this will need to be approved by the Faculty Board.

A note concerning style and formatting

The Faculty Board imposes very few regulations on formatting your work for these applications. Both submitted copies should be typed (though there is no formal requirement for the type of font used, it should be clear and legible) and bound or held firmly within a stiff cover with the thesis title, and your name visible.

Please note that academic dress is not required at either your Transfer or Confirmation of Status viva.

FAQ 1. When do I need to apply for Transfer of Status?

A Probationer Research Student is normally expected to apply for Transfer within three terms (or six terms in the case of part-time students). ***Take note that the Faculty's requirement is stricter than the University's, which expects applications within four terms.***

The Faculty strongly advise candidates to make their application for Transfer at the start of the third term (normally Trinity), in time to be considered by the Graduate Studies Committee in 1st week. To meet this deadline, you should ensure your application is submitted to the Graduate Studies Assistant in the Humanities Division no later than Tuesday of 0th week ([see page 11](#)) for further information regarding Committee deadlines and dates).

The Graduate Studies Committee will endeavour to ensure that that all applications received in time for the 1st week meeting are processed within the same term (including the appointment of two suitable assessors, the assessment itself, and the approval of the assessors' report). Whilst applications will be accepted later on during term time, in general, applications are best submitted by the earliest deadline of Tuesday of 0th week, since those submitted later risk their progress being slowed down by the subsequent vacation.

In ***exceptional circumstances*** where unforeseen and unavoidable obstacles have delayed a student's research progress, the student may request to defer their application for transfer of status up to a maximum of three further terms. A Probationer Research Student who has not successfully transferred by the end of the six terms for which such status may be held in total (twelve terms in the case of part-time students) shall lapse from the register of Graduate Students.

Note that to be eligible to apply to take part in the Faculty's teaching training scheme you must have transferred successfully from the status of PRS to that of DPhil student. Therefore, you are strongly advised to apply for transfer in Trinity Term of your first year.

FAQ 2. What is the purpose of Transfer of Status?

The general purpose of requiring a doctoral student to make a submission for Transfer is to give his or her research project the benefit of scrutiny at an early stage by two senior members who are not immediately invested in it. These assessors are asked to consider such things as whether the overall project's specific methodology is clear (e.g., either theological, historical, textual-interpretative, or social scientific), its focus sharp enough, its structure logical, and whether it promises to advance a given discussion in a significant manner (thereby making an original contribution to knowledge).

In considering the submitted sample of work, they are asked to consider whether its exposition is close and nuanced, its analysis searching, its criticism judicious, and its presentation standard in style and professional in meticulousness. They are also asked to consider whether the student has or is acquiring the necessary facility in foreign languages.

In cases that are basically sound, the assessors will approve an application, offering more or less critical advice. However, in cases displaying a serious defect—such as a basic methodological or structural flaw or a marked deficiency in an essential academic skill—they will withhold approval and require resubmission, so as to impress upon the applicant the urgent need to correct the flaw or supply the deficiency, with a view to saving him or her from costly failure further down the line.

FAQ 3. What do I need to submit for my Transfer of Status application?

To apply for transfer to DPhil or MLitt status you must submit a completed transfer of status form (GSO.2, available at <http://www.ox.ac.uk/students/academic/graduates/forms/>), accompanied by duplicate copies of:

- a description of the proposed research topic and title. This should be around 500 words, outlining focal questions, how these are to be treated, and a provisional list of chapters;
- a bibliography indicating the works already consulted or to be consulted;
- a typewritten copy of a piece of original written work of about 5000 words on the topic of the proposed dissertation (usually a draft chapter), paying proper scholarly attention to primary sources, secondary discussions etc. and demonstrating scholarly competence in the organisation of the arguments.

It is advised that applications must be submitted to the Graduate Studies Assistant, Humanities Division, Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG, usually by **Friday of -1st week or Friday of 4th week of Trinity Term of the 1st year**. The Graduate Studies Committee suggests that applications are submitted by Friday -1st week where possible, as those submitted to the 4th week deadline risk having the vacation slow down their progress. Later applications should be made Friday of 0th week or Friday of 4th in any term.

FAQ 4. What happens after I have submitted my application for Transfer of Status?

The Graduate Studies Committee will appoint two assessors to read your written work, interview you and submit a report back to the Committee. You must attend this interview in person in Oxford. The date will be set by the assessors in consultation with you.

If you fail to satisfy the assessors, the Faculty Board may set a date by which ONE further oral examination must be held, with such conditions as it sees fit, and grant an extension of Probationer Research Status up to the limit of 6 terms. An applicant who fails to satisfy the assessors after their second oral examination WILL NOT be allowed to proceed to the DPhil. This is a rigorous process and should not be regarded as a formality.

The Graduate Studies Committee may, at its discretion, grant someone who has applied for Transfer to DPhil Student status transfer to the lower award of MLitt status, should the assessors recommend that the project does not warrant full DPhil status.

Please note that assessors are asked *not* to inform you of their conclusion at the end of a Transfer interview. They make a recommendation to the Graduate Studies Committee, which considers the reports and makes the final decision. You should not read anything into their silence on the outcome, as they are only acting in keeping with Faculty policy.

FAQ's: Confirmation of DPhil Status

FAQ 1. When do I need to apply for Confirmation of Status?

DPhil students are required to *confirm their status*, not later than the end of their *ninth term as a full-time graduate student* (e.g. *If you have completed an MPhil or prior to the DPhil and transfer of status has been waived, you are required to confirm your status at the end of your third term of DPhil status*) or eighteenth term as a part-time graduate student. You may apply for Confirmation as early as your sixth term, should your supervisor agree that you are ready. The Faculty considers it desirable that this confirmation should take place at least two terms before the expected date of submission for your thesis.

The Graduate Studies Committee will endeavour to ensure that that all applications received in time for the 1st week meeting are processed within the same term (including the appointment of two suitable assessors, the assessment itself, and the approval of the assessors' report). Whilst applications will be accepted later on during term time, in general, applications are best submitted by the earliest deadline of Tuesday of 0th week, since those submitted later risk their progress being slowed down by the subsequent vacation.

FAQ 2. What is the purpose of Confirmation of Status?

The general purpose of requiring a doctoral student to make a submission for Confirmation is to give his or her research project the benefit of scrutiny within 12 months of expected submission--that is, at a late stage but before it is too late to correct significant flaws--by two senior colleagues who are not immediately invested in it. The assessors are asked to consider such things as whether the overall project's specific methodology is clear (e.g., either theological, historical, textual-interpretative, or social scientific), its focus sharp enough, its argument explicit and mature, its structure logical, its dissertation sufficiently original, and its successful completion within 12 months feasible.

In considering the submitted sample of work, they are asked to consider such things as whether its exposition is close and nuanced, its analysis searching, its criticism judicious, and its grasp of the relevant literature masterful. They are expected to be especially insistent that its presentation be standard in style and highly professional in meticulousness.

In cases that are basically sound, the assessors will approve an application, offering more or less critical advice. However, in cases displaying a serious defect—such as a basic methodological or structural flaw or a marked deficiency in an essential academic skill—they will withhold approval and require resubmission, so as to impress upon the applicant the urgent need to correct the flaw or supply the deficiency, with a view to saving him or her from referral or failure in the Final Examination.

FAQ 3. What do I need to submit for my Confirmation of Status application?

To apply for confirmation of status you must submit a completed confirmation of status form (GSO.14 – available at <http://www.ox.ac.uk/students/academic/graduates/forms/>) accompanied by *duplicates* of:

- A draft chapter or part of a draft chapter amounting to no more than 10,000 words, including footnotes and bibliography, professionally presented. Should students wish to submit part of a draft chapter, they should also provide a summary account of the missing context.
- Two abstracts. You will have to write two abstracts when you submit your dissertation, one of about 300 words and one of 1,500-2,500 words. You should write drafts of both of these for the confirmation of status assessment. The abstracts must contain:
 - the argument of the dissertation;
 - a statement of its significance and originality (i.e., what you are adding to current understanding);
 - an explanation of how you are going to establish your conclusion;
 - a list of chapters and a summary of what each chapter contributes to the argument; and
 - a summary of what has been completed to date and a timetable for the completion of the whole.

The GSO.14 form requires detailed information about how the work is progressing, and will require you to state a projected date of completion, which you should not do without consulting your supervisor and coming to a common mind on what might reasonably be feasible. This date is not legally binding on you, but it enables the Graduate Studies Committee to monitor your progress thereafter.

FAQ 4. What happens after I have submitted my application for Confirmation of Status?

On receipt of an application, the Graduate Studies Committee will appoint two assessors to consider your work and interview you, with or without your supervisor present, on the progress of your work and your plans for completion. *Note well: you must be present in Oxford for the confirmation of status interview and attend it in person.* Particular attention will be paid to the circumstances in which those proposing to leave Oxford intend to complete their work.

The Graduate Studies Committee will not agree to the confirmation if it feels it lacks reasonable grounds for confidence that the work can be brought to a satisfactory conclusion in a reasonable time.

You should regard the confirmation of status assessment as a helpful ‘checking’ process, feedback from which will enable you to complete the doctorate successfully. It is an important assessment, which is intended to aid you.

Transfer from Master of Letters (MLitt) to DPhil Status

An MLitt student may, with the supervisor's support, apply for transfer to DPhil student status. Normally such applications will not be considered later than a student's *ninth* term. To apply for the transfer you must submit the following:

- a GSO.2 Application for transfer of status form
- submission of a draft chapter
- an abstract
- an outline of the dissertation, including how much has been completed to date
- a timetable for completion

Permission for this transfer counts as confirmation of DPhil status if you have already successfully transferred from PRS status.

Residency requirements

Full-time DPhil students must be resident in Oxford for at least 6 terms. This includes any residency requirement already completed (for example P.R.S. residency). Students who have completed a taught master's course from Oxford University may count up to 3 terms completed towards their residency requirement.

Extension, suspension, and reinstatement

Running out of time is the most serious single problem that often faces students for a research degree.

Some causes can be averted by anticipation and planning. They include:

- a) unrealistic and unfocused planning of the research topic;
- b) undisciplined and disorganised work;
- c) underestimating the time taken to write the dissertation, and extending the research too long;
- d) changes in personal circumstances, e.g. marriage, parenthood;
- e) running out of money, and taking paid employment, part or full-time. This is the commonest cause of difficulties for those who have completed their residence requirements and left Oxford.

Extension of time

This is required if, after nine terms (MLitt.) or twelve terms (DPhil.) the dissertation has not been submitted. *Note well: application must be made before time runs out.* Otherwise you will automatically 'lapse'.

- The Graduate Studies Committee is allowed to grant up to a maximum of six terms' extension in the case of a DPhil., or three terms' in the case of an MLitt., but will not normally grant more than one term at a time.
- This grant of extension of time is made 'in exceptional circumstances', and is not a right. In applying you must give a full account of what has prevented completion of the dissertation, and propose an efficient and practicable timetable for completion. The Graduate Studies Committee will not grant extension unless it is assured that the dissertation is going to be completed in the time predicted. The supervisor and college are required to give his/her support for any application for extension.

Suspension of status

With sufficient reason it is possible to suspend status for a maximum of six terms. This procedure requires you *not to work* on your dissertation for the specified period, and so does not gain you any more time in total, but allows you a period of grace to deal with non-academic problems. Suspension is appropriate in the case of long illness or disruption of family circumstances, which hinder progress. The Faculty Board also considers it appropriate for those who take up employment. However, those holding A.H.R.C. awards should note that this view is not shared by the A.H.R.C., who will not allow suspension of status for this purpose.

Reinstatement after withdrawal or lapsing

If time runs out, and a research student withdraws or lapses, it is possible in some circumstances to apply for reinstatement for one term. This has proved a useful measure to help doctoral students who have exhausted the time available to them. There are, however, risks associated with this way of proceeding:

- The Faculty Board alone is not permitted to reinstate a student whose name has been on the Register of Graduate Students for the maximum number of terms allowed. Permission to reinstate beyond the maximum number of terms must also be considered by the University's Education Committee.
- A student who withdraws before the end of his/her fee liability will be required on reinstatement to pay fees for the interim period. This is not, therefore, a way of coping with financial difficulties.
- Reinstatement is not an entitlement. Anyone contemplating this course of action, therefore, is advised to withdraw in an orderly fashion, informing the Graduate Studies Committee by completing a Notification of Withdrawal form (GSO.29) and suggesting a timetable within which an application for reinstatement may be expected. This provides a framework of reasonable expectation within which future problems can be discussed. You must have the support of your supervisor and college and the approval of the Graduate Studies Committee.

- In considering an application for reinstatement the Faculty Board is required to see a written statement from the former supervisor and one from your college. Before embarking on this course of action, therefore, you should be sure that both supervisor and college are prepared to support it.
- After withdrawing, you have no right of access to the former supervisor, who is not paid and does not report on the progress of a withdrawn/lapsed student. Before withdrawing, then, you should ascertain what informal help the supervisor is prepared to give, and should not make demands in excess of this.
- One of the risks of withdrawal or lapsing is that, if and when reinstatement is sought, the former supervisor is no longer available or willing to supervise. Depending on circumstances, this could jeopardise the success of an application for reinstatement.
- The only ground for reinstatement that the Graduate Studies Committee will normally consider (other than after withdrawal because of illness) is that the dissertation is now ready for examination.

Appointment of examiners

When the dissertation is ready for submission, you apply for the appointment of examiners using a GSO.3 *Appointment of Examiners* form.

- The dissertation may be submitted simultaneously with the form applying for appointment of examiners. Alternatively, you may apply for examiners in advance of submitting the dissertation, proposing a date of submission, which should be not more than three months' distant, *and which will then be binding*. This may shorten the overall time taken for the examination.
- You may at the same time need to apply to modify your title, so that it accurately conveys the scope of the finished dissertation. This is provided for on the GSO.3 form.
- Your supervisor will propose to the Graduate Studies Committee two qualified people to act as your examiners along with two alternatives. You have a right to be consulted by your supervisor about this. The final decision rests with the Faculty Board which appoints the examiners and is not bound by your supervisor's suggestions.
- You may request to have the *viva voce* examination before a certain date if, for example, you have to return home to another continent. Examiners can, however, reasonably expect three months in which to read the dissertation. Your request should be sensible, and though it will be considered sympathetically, there is no undertaking to comply with it. The limits on such a request are set out on the form of application. If you need to apply for an early examination, please submit a GSO.16 *Application for Early Examination* form.

- Within about a month after you have been notified of the appointment of your examiners, you should be advised by them of the date of your *viva voce* examination. If you have heard nothing in this time, contact the Research Degree Examinations Office at the Examination Schools.
- Academic dress is worn at the *viva voce* examination. You should bring a copy of your dissertation with you.
- The *viva voce* examination is advertised and, in principle, public. It is not, however, usual for anyone to attend other than the candidate and the two examiners. The length of the examination is at the examiners' discretion, but is usually between one and two hours.
- The examiners are not permitted to inform the candidate at the *viva voce* examination, or the supervisor subsequently, what their recommendation will be. Therefore, you should attach no significance to the examiners' silence on this point. It is important to remember that examiners are making recommendations to the Faculty Board, with which the final decision rests.
- The examiners report to the Faculty Board through the Graduate Studies Committee, which advises the Board on the report. The Committee also considers all matters relating to resubmission and ensures that the examination process has been carried out in accordance with University regulations.
- Usually this means waiting until the next Board meeting for your result. There are, however, provisions for uncontroversial reports to be approved by the Director of Graduate Studies and the Chair of the Board during the vacation.
- The examiners' recommendation following the first examination of a dissertation may be one of the following four options:
 - award of the degree of Doctor of Philosophy, after minor corrections;
 - award of the degree of Doctor of Philosophy, after major corrections;
 - reference back for DPhil or award of the relevant lower degree (MLitt/MSt) as the dissertation stands;
 - reference back for either DPhil, or the relevant lower degree, as you choose.
- If the examiners are not able to recommend the award of the DPhil, they will indicate in their report the respects in which the dissertation falls below the required standard, and what changes are required to bring the dissertation up to the required standard. In rare cases, they may indicate that they are unable to propose how the dissertation could be changed to reach the required standard in the seven terms allowed for revision.

- If a dissertation is resubmitted after revision, the examiners may recommend any of the following six options:
 - award of the degree of Doctor of Philosophy;
 - reference back for DPhil or award of the relevant lower degree (MLitt/MSt) as the dissertation stands;
 - reference back for MLitt/MSt only;
 - reference back for either DPhil. or the relevant lower degree as the candidate chooses;
 - award of the MLitt/MSt only;
 - outright failure.
- The Faculty Board’s decision will be conveyed to you in writing by the Graduate Studies Assistant.
- A candidate whose dissertation is referred is required at resubmission to provide a separate report indicating the changes made to the revised dissertation
- The outcome types, time limits for changes and report lengths for each research degree are summarised in the tables below:

Doctor of Philosophy

Outcome	Time limit for changes	Report of changes with resubmission
Minor corrections	1 month (with possible 1 month extension)	N/A
Major corrections	6 months	N/A
Referral back	6 terms	1000 words

Master of Letters

Outcome	Time limit for changes	Report of changes with resubmission
Minor corrections	1 month (with possible 1 month extension)	N/A
Referral back	3 terms	1000 words

Part-time DPhil

Attendance requirements

Part-time students are required to attend for a minimum of thirty days of university based work each year, to be arranged with the agreement of the supervisor, for the period that their name remains on the Register of Graduate Students, unless individually dispensed by the Graduate Studies Committee of the Theology Faculty Board.

Transfer of Status (part time)

In line with the Faculty's requirement for full-time Students, part-time students are expected to apply to transfer to DPhil status not later than the beginning of their fifth term, i.e. by Tuesday of 0th week. PRS status may, in exceptional cases, be held for up to twelve terms, as allowed by University regulations. You should submit the same materials as full-time students and must attend an interview in Oxford as part of the assessment.

Confirmation of Status (part time)

DPhil students are expected to confirm their status by their fifteenth term as a graduate student. For information on what to submit, please see the section in this Handbook entitled 'Confirmation of DPhil Status'. *Note well: you must be present in Oxford for the confirmation of status interview and attend it in person.*

Style

The Faculty expects written work to be carefully and consistently presented in accordance with one of several standard styles. The chosen style should govern such matters as spelling, abbreviations, punctuation, quotations, footnotes, bibliographical references and other aspects of scholarly presentation. Students are advised to consult with their supervisors about the standard style most appropriate for them, bearing in mind that some styles entail a higher word count than others.

Students of biblical studies may choose to follow *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, Mass.: Hendrickson Publishers, 1999), which is available for consultation in the Faculty library and online (the handbook is protected but there is an open access student guide available.):

<http://www.sbl-site.org/publications/publishingwithsbl.aspx>

Other students may choose to follow the Oxford style (Robert Ritter, *The Oxford Guide to Style* [Oxford: Oxford University Press, 2002] or Robert Ritter, *The Oxford Style Manual* [Oxford: Oxford University Press, 2003]). This choice makes especially good sense, since all Oxford DPhil dissertations are considered for publication in Oxford University Press's Oxford Theological Monographs series.

An alternative is the Chicago style (Kate A. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations: Chicago Style for Students and Researchers*, Chicago Guides to Writing, Editing and Publishing, 7th edition [Chicago: University of Chicago, 2007]), which is available online at: http://www.chicagomanualofstyle.org/tools_citationguide.html.

Students are strongly advised to take great care over English grammar and style. Supervisors should not be expected to give time to correcting such matters. Their concern is properly with academic method, content, and coherence. Simplicity and directness of style are desirable. Technical vocabulary, where it has to be used, should always be carefully explained so that examiners and other readers are left in no doubt about the sense in which the writer is using it. Every care should be taken to ensure the standard style, uniformity, and accuracy of references. A good essay or dissertation can be spoiled by lack of attention to detail in the final stages of completion. Since technical proficiency and rigorous carefulness are essential to good scholarship, examiners may decide to refer a piece of work that does not display them.

Change of title

Graduates working towards a DPhil or MLitt will need to complete a 'Change of Dissertation Title' form (GSO.6) then return it by the Tuesday of 0th or 5th week in any term. The form is available online at <http://www.ox.ac.uk/students/academic/graduates/forms/>.

Alternatively you can request a title change at the same time as applying for the 'Appointment of Examiners' using form GSO.3.

Plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and

unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence

For an extensive, binding and regularly updated definition of plagiarism and the seriousness with which the University views the practice, please see the Oxford Student's website [guidance on plagiarism](#).

<http://www.ox.ac.uk/students/academic/guidance/plagiarism>

Oxford Research Archive (ORA) and the electronic publication of theses

The University of Oxford is committed to the widest possible dissemination of research theses produced by its graduate students. Students following DPhil and MLitt programmes and registered from 1st October 2007 are required to deposit a hardbound and a digital copy of their dissertation with the Bodleian Libraries. The digital copy should be deposited in the Oxford University Research Archive (O.R.A.) at <http://ora.ox.ac.uk>. O.R.A. provides high visibility and digital preservation for Oxford digital theses. Information about the deposit of and access to digital theses is available here: http://www.bodleian.ox.ac.uk/ora/oxford_etheses. Please contact ORA@bodleian.ox.ac.uk if you require further information or have any queries regarding deposit of your digital dissertation.

There is a 3-year default embargo applying to theses from all Divisions of the University. When the default embargo period ends, the full text of the dissertation is made freely available unless i) the author applies for and is granted an extension or ii) the dissertation has previously been granted a longer embargo.

Authors can choose to override this default and make their dissertation 'open access' either at deposit or at any time during the three year embargo. Students who wish to make their dissertation freely available on deposit or before the end of the three years should indicate this on form GSO3A and on the online ORA deposit form. However, if your dissertation contains sensitive or copyright information such that it should be subject to dispensation from consultation beyond the end of the embargo, you should apply for dispensation using form GSO3C.

Students following programmes which are eligible for voluntary deposit in ORA should not make sensitive material publicly available, but do not have to apply for formal dispensation from consultation

Research supervision: a brief guide for students

The role of the Supervisor is to:

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

For more details, see the Code of Practice on Supervision of Graduate Research Students, available at www.humanities.ox.ac.uk.

The Student is responsible for:

- **Attending induction sessions** arranged by the Faculty, Library Services and Computing Services;
- **Meeting with your supervisor** regularly and take note of his or her advice and guidance;
- **Drawing up** a research plan and timetable of work in consultation with your supervisor, and to keep relevant records of all aspects of your work;
- **Working with your supervisor** to draw up a programme for identifying and developing your subject-specific and general research skills, and personal and professional skills;
- **Attending appropriate classes**, lectures, and seminars;
- **Being aware of relevant** University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research;
- **Working with your supervisor** to pursue opportunities to engage with the wider academic community at University, national and international level.

Further information:

The **Research Supervision Website** (<http://www.learning.ox.ac.uk/supervision>) is hosted by the Oxford Learning Institute and aimed primarily at supervisors, but provides a wealth of information for both new and continuing research students. Much of the information for supervisors will be useful to students, particularly in understanding how supervision works and what supervisors may be expecting.

Graduate Supervision System (GSS)

At the end of each term, your supervisor(s) will submit a report on your academic progress. To facilitate this reporting, the University operates an online Graduate Supervision System (GSS). Within this system, you have the opportunity to contribute to your termly supervision reports by reviewing and commenting on your own progress.

You are encouraged to take the opportunity to review and comment on your academic progress, any skills training you have undertaken or may need to undertake in the future, and on your engagement with the academic community (e.g. seminar/conference attendance or any teaching you have undertaken).

Your supervisor(s) will review and comment on your academic progress and performance during the current term and assess such skills and training needs as might need addressing during the next term. Your supervisor may discuss the report with you, using it to provide feedback on your progress, to identify areas where further work is required, to review your progress against an agreed timetable, and to agree plans for the term ahead.

When reporting on academic progress, students on taught courses are invited to review progress during the current term and measure this progress against the timetable and requirements for their programme of study. Students in the doctoral course are invited to reflect on the progress made in their research project during the current term, including written work (e.g. drafts of chapters), and to assess this against the plan of research agreed with your supervisor(s).

All students should briefly describe which subject-specific research skills and more general personal/professional skills they have acquired or developed during the current term. You should include attendance at relevant classes that form part of your programme of study and also include courses, seminars or workshops offered or arranged by your faculty or the Division. Students should also reflect on the skills required to undertake the work they intend to carry out. You should mention any skills you do not already have or you may wish to strengthen through undertaking training.

If you have any complaints about the supervision you are receiving, you should raise this either directly with your supervisor or, if this would be too difficult, with your college adviser or the Director of Graduate Studies. You should not use the supervision reporting system as a means of voicing a complaint.

Students are asked to report in weeks 6 and 7 of term. Once you have completed your sections of the online form, it will be released to your supervisor(s) for completion and will also be visible to the Director of Graduate Studies and to your college adviser. When the supervisor's sections are completed, you will be able to view the report, as will the Director of Graduate Studies and your college adviser. Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place, and this is one of the means they use to obtain information about supervision. College advisers are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by you and/or your supervisor).

To access the GSS, please visit <http://www.gss.ox.ac.uk/>. You will be able to log on to the site using your single sign-on details. Full details of how to use the site are provided at the on-line help centre, however, should you need additional support, please contact your Graduate Studies Assistant in the first instance.

COMPLAINTS AND ACADEMIC APPEALS WITHIN THE FACULTY OF THEOLOGY AND RELIGION

The University, the Humanities Division and the Faculty of Theology and Religion all hope that provision made for students at all stages of their course of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

Nothing in the University's complaints procedure precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.

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

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

Complaints

If your concern or complaint relates to teaching or other provision made by the Faculty, then you should raise it with the Director of Graduate Studies (Professor Graham Ward). Within the Faculty the officer concerned will attempt to resolve your concern/complaint informally.

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

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

Academic appeals

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

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

For the examination of research degrees, or in relation to transfer or confirmation of status, your concern should be raised initially with the Director of Graduate Studies. Where a concern is not satisfactorily settled by that means, then you, your supervisor, or your college may put your appeal directly to the Proctors.

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are described on:

The Proctors' webpage:

www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints;

The Student Handbook: www.admin.ox.ac.uk/proctors/info/pam;

And the relevant Council regulations: www.admin.ox.ac.uk/statutes/regulations/247-062.shtml

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.
- On no account should you contact your examiners or assessors directly.

4. EMPLOYMENT AND FINANCE

Paid employment

Full-time students are expected to be resident in Oxford during Full Term (i.e. weeks 1-8) until the residence requirements of the degree have been fulfilled, and free to devote a considerable part of the vacation to academic work. The UK's research councils expect students to work on their academic studies for 44 weeks in the year, and this may be taken as a good guideline.

Part-time students should be present in Oxford at least one day a week during term. It is especially important that part-time students keep in regular contact with their supervisor and college adviser or tutor.

The supervisor should always be informed beforehand if you propose to be absent for a significant period of the term or to engage in activities in vacation which will restrict the amount of academic work that can be done. The supervisor should offer advice on whether this will interfere with academic progress, and this advice should be taken seriously. The supervisor will normally mention such circumstances in the termly report.

Paid employment during statutory residence must be limited to a reasonable 'spare-time' undertaking. If employment is to occur during term, or if it is likely to occupy more than a week or two of the vacation, the supervisor should be told, and given the opportunity to advise on whether it will interfere with academic work.

The University does not define what it takes to be a reasonable amount of spare-time work. The Arts and Humanities Research Council allows up to six hours a week of teaching for its scholarship-holders, and this may be taken as a general guide.

Financial sources

You are expected to have arranged financial support for the course before you arrive in Oxford. The University attaches great importance to the student having sorted this out well in advance, since financial difficulties can become a chronic problem for graduates, and the University has only very limited resources to offer in remedy.

Details of general funding opportunities can be found on the Faculty's website: <http://www.theology.ox.ac.uk/student-funding/graduate2.html>

And on the University's website: <http://www.ox.ac.uk/feesandfunding/search/>

The Arts and Humanities Research Council (AHRC)

The Arts and Humanities Research Council (AHRC)

The University of Oxford administers postgraduate studentships from the Arts and Humanities Research Council (AHRC) Doctoral Training Partnership (DTP).

How to apply. Candidates are required to apply for AHRC DTP studentships at the University of Oxford through the standard application process for admission to a postgraduate programme (see: <http://www.ox.ac.uk/admissions/graduate/applying-to-oxford> for full details on how to apply for admission to the University of Oxford). To be considered for an AHRC studentship, you must complete the relevant sections of the standard graduate application form (whether online or on paper), and provide supporting material, where relevant, as described in the Oxford AHRC Notes of Guidance.

Deadlines. If you wish to apply for an AHRC studentship, you must apply by the late January application deadline.

Notes of Guidance for applicants seeking to apply for AHRC DTP studentships at Oxford and commencing graduate study from October 2016 will be available online at http://www.humanities.ox.ac.uk/prospective_students/graduates/ahrc during Michaelmas term 2015.

The AHRC takes a strict line on research degrees that are not completed on time. Awards are normally made for a *three year* period and the Council expect the final thesis to be submitted no later than one year after the award has ended. It is very important that award holders keep to this deadline as failure to do so may have serious consequences for the University.

Faculty Studentships

Depending on the availability of funds, the Faculty Board may conduct an annual competition for studentship awards, whose amount is decided by the Theology and Religion Studentships' Committee.

Studentships may be tenable with a studentship at a college, and are awarded on the basis of academic excellence and financial need. If an award is made to cover university or college fees, it will usually be equal to the rate for 'Home/EU' students.

When the competition is run, applications are invited from graduates reading for higher degrees under the Board of the Faculty of Theology and Religion. Probationer Research Students, Master of Studies and Master of Philosophy students are also eligible to apply. If you wish to apply for the studentships, you must apply by the late January graduate admissions application deadline.

Full details are announced each year at the beginning of Michaelmas Term on the Faculty's website. Please contact Mrs Elizabeth Macallister, who is responsible for administering graduate studentships, if you have queries: elizabeth.macallister@theology.ox.ac.uk, Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford OX2 6GG.

Other sources of funding

The University's *Clarendon Fund* conducts an annual competition for Studentship awards. The deadline for applications is the late January graduate admissions application deadline.

The *Squire and Marriott Fund* makes grants for maintenance (and/or fees) to persons intending to be ordained in the Church of England, a church in communion with it, or a church which is in ecumenical relations with it, or to persons who intend to serve their church as theologians. Enquiries should be directed to the Secretary of the Fund, currently Dr Mark Chapman, Ripon College Cuddesdon, Oxon., OX44 9EX.

Most *colleges* have general funds available for special purposes (e.g. travel, conferences) for which their own members may apply. Some will contribute to the cost of producing a dissertation. Some will help fund a final, otherwise unfunded year of a research degree. Some colleges offer Senior Scholarships or Junior Research Fellowships, for which applicants in theology may compete alongside other applicants. A few offer scholarships especially for theology.

The University's *Committee on Student Hardship* considers applications from students with financial difficulties during the course of their studies. Applications are submitted through the college.

5. FURTHER OPPORTUNITIES

Language tuition

The Faculty offers some limited funding to research students for tuition in languages relevant to their studies, if tuition is not available via the University language centre. To apply for this funding (up to a maximum of £200 per student in any given academic year), you should complete the application form, which can be downloaded from the Faculty of Theology and Religion's Weblearn site, and return it to the Graduate Studies Assistant for Theology and Religion by the Tuesday of 0th or 5th week in any given term, for consideration by the Graduate Studies Committee in 1st or 6th weeks respectively.

Travel grants

The Faculty offers some limited discretionary funding to both master's and doctoral graduate students to reimburse the cost of travel undertaken for reasons related to their research (for example, to consult texts that may only be available in a specialist library collection or to present a paper at an academic conference).

Normally grants may be made up to a maximum of £500 per student in any given academic year. The Graduate Studies Committee reserve the right to award higher sums in exceptional cases (e.g. presenting at a key international conference). Applications for funds in excess of £500 will only be considered at the Committee meeting in 1st week of Trinity Term. Therefore any such applications must be submitted no later than Tuesday of 0th week of Trinity.

To apply for this funding, you should complete the online application form that can be found on the Faculty of Theology and Religion's WebLearn site:

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

Any award granted will be subject to notification of funding received or to be received from other sources (College etc). Applications will not normally be considered retrospectively, and should be made in advance of the date of travel.

Oxford Theological Monographs

A unique opportunity provided by postgraduate study in Oxford's Theology and Religion Faculty is that those who complete doctorates in the Faculty are eligible to have their doctoral theses considered for publication in the Oxford Theological Monographs series. The series stands alongside others managed by Humanities Faculties in the University (e.g., the History Faculty's Oxford Historical Monographs). Volumes are produced to the highest publication standards of Oxford University Press, and although print runs are limited, publication in the series ensures authors a distinguished academic debut on a worldwide stage.

The series is run by a Committee of the Faculty Board, charged with the responsibility of choosing doctoral theses of exceptional merit undertaken within the Faculty, and reporting to the Delegates of the University Press. It meets formally three times a year, receiving Examiners' Reports on all successful DPhil candidates in Theology, and it also considers relevant reports from other Faculties when these are drawn to its attention as being potentially appropriate subjects. Examiners in Theology are required to comment in their reports on the suitability of a dissertation for publication whether in the form of a monograph or in articles. Currently the series is publishing three or four monographs a year.

6. TRAINING AND PROFESSIONAL DEVELOPMENT

Personal and professional development for Humanities Researchers

Training provided and promoted by the Humanities Division is designed to complement and supplement subject-specific and generic training provided through your faculty, and training opportunities provided by the Language Centre, Computing Service, Library Service and Careers Service.

Training opportunities include the following:

- DPhil workshops such as: training needs analysis; introduction to the DPhil; preparing for the DPhil viva
- Publishing workshops and match-making sessions with major publishers
- Media and pitching training with local TV production companies
- Student-led initiatives such as the [AHRC-TORCH Public Engagement Summer School](#), [AHRC-TORCH Graduate Fund](#) and the [AHRC-TORCH Student Peer Review College](#)
- 'Working with Heritage' series with visits to heritage sites
- Introduction to postdoctoral fellowships and applying for funding
- 'Developing Learning and Teaching' accredited teaching programme provided in conjunction with the Oxford Learning Institute
- Internship opportunities provided alongside the University's Careers Service

Find out more about graduate training in the Humanities and see an up-to-date list of events at:

http://www.humanities.ox.ac.uk/training_and_support/programme2

You may contact the Humanities Training Officer with comments, questions or suggestions for useful events at: training@humanities.ox.ac.uk

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing - through the Oxford Students website

<http://www.ox.ac.uk/students/academic/guidance/skills>

Professional development and teaching training

Director of Professional Development, and Graduate Training Representative, in the Faculty of Theology and Religion

The Faculty's Director of Professional Development is Professor Nathan Eubank (email Nathan.eubank@theology.ox.ac.uk). With the help of the Graduate Training Representative, Professor Eubank organizes a regular programme of training in subject-specific and transferable skills.

The Graduate Training Representative is a graduate student who works with the Director for Professional Development, and would welcome your suggestions for fresh training opportunities and workshop subjects.

Faculty Teaching Training

The Faculty supports a graduate teaching scheme for doctoral students, in which graduates teach revision classes for undergraduates preparing for their B.A. exams in Trinity Term. Trainees work in teams of two to four, mentored by a Faculty member. They are responsible for preparing a class description (circulated in the lecture description booklet) and delivering two to three classes. They receive teaching training ahead of this task, and are guided, supervised and offered feedback throughout the teaching process by their Faculty mentor.

Further Details

To ensure fair access to the graduate teaching scheme, applications are made in a competitive process towards the end of Michaelmas Term. Before you apply, you must have completed your Transfer of Status ([see page 18](#)). Before you deliver the classes in Trinity Term, you must have completed the Faculty's Preparing for Learning and Teaching at Oxford (PLTO) workshop, which takes place in Week 0 of Hilary term. Details about the scheme and calls for applications are announced by email early in Michaelmas Term each year.

Preparing for Learning and Teaching in Oxford (PLTO)

Once a year, the Faculty offers a full-day graduate teaching workshop (called 'PLTO'), where you are introduced to forms of teaching used in the Faculty and to opportunities for graduate teaching, and where you receive some subject-specific training in teaching methods and organization.

Further Details

The PLTO is a prerequisite for any further teaching training, as well as any teaching undertaken within the Faculty of Theology and Religion. Please note that you must be a DPhil or MLitt student and have passed your Transfer of Status in order to be eligible to participate. The PLTO usually takes place in Week 0 of Hilary Term. Invitations to register are sent out by the Graduate Studies Assistant in the Faculty office in the second half of Michaelmas Term. Please note that priority is given to graduates who have successfully applied to the graduate teaching scheme and have not yet completed the P.L.T.O.

Developing Learning and Teaching (DLT)

D.L.T. (http://www.humanities.ox.ac.uk/training_and_support/teaching) is a programme of teaching seminars offered by the Humanities Division in collaboration with the Oxford Learning Institute. It is designed to accompany teaching you are already undertaking through the Faculty's training scheme or in other contexts, and results in the production of a teaching portfolio, which can be used in application for an Associate Fellowship of the Higher Education Academy [<http://www.heacademy.ac.uk/associate-fellow/applying-to-become-an-associate-fellow>].

Other resources

Centres:

- The Humanities Division (http://www.humanities.ox.ac.uk/training_and_support) has a well-established programme of training and support, as well as a dedicated Humanities Training Officer (training@humanities.ox.ac.uk), who is available for advice and support.
- Oxford's Careers Service (<http://www.careers.ox.ac.uk/>) has a sophisticated database of training and employment opportunities, and offers consultations, seminars and advice.
- Oxford's IT Services (<http://www.it.ox.ac.uk>) have an impressive programme of free and very affordable courses in IT skills, ranging from basic proficiency to work with databases, professional software, and programming languages.
- Oxford's Language Centre (<http://www.lang.ox.ac.uk/>) offers university students and staff courses in twelve languages and independent study resources for 140 further languages.
- The Learning Institute (<http://www.learning.ox.ac.uk>) mainly offers career development courses for staff, but also provides some resources for graduate students.

Resources:

WebLearn, the University's Virtual Learning Environment, hosts a Skills Hub, which seeks to bring together information about graduate training from across the university. The hub can be accessed here [<https://weblearn.ox.ac.uk/portal/hierarchy/skills>].

Like many other universities, Oxford uses the Humanities Training Framework as the guiding framework for its provision. More information on the HTF is available here [http://www.humanities.ox.ac.uk/_data/assets/pdf_file/0009/9693/HUMANITIES_Training_Framework_for_Researchers_June_2012.pdf]

APPENDICES

Appendix A

GRADUATE FORMS

Available at: <http://www.ox.ac.uk/students/academic/graduates/forms/>

Forms and notes relating to Transfer of Status

GSO.2	Application for Transfer of Status.
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Forms and notes relating to Confirmation of DPhil Status

GSO.14	Application for Confirmation of DPhil. Status.
GSO.14B	Application for Deferral of Confirmation of DPhil Status

Miscellaneous forms

GSO.6	Application for Change of Thesis Title (MLitt. or DPhil.)
GSO.8	Application for Dispensation from Statutory Residence
GSO.15	Application for Extension of Time (MLitt. or DPhil.)
GSO.17	Application for Suspension of Status
GSO.17a	Return from suspension of status
GSO.17b	Suspension of status for maternity, extended paternity and adoption leave
GSO.23	Application for Reinstatement as a Graduate Student
GSO.25	Application for a Change of Supervisor or Appointment of a Co-Supervisor
GSO.28	Change of Programme of Study
GSO.29	Notification of Withdrawal from Programme of Study
GSO.30	Notification of change of personal details, e.g. name or title

Forms & notes relating to the examination of research degrees

GSO.3	Application for Appointment of Examiners for DPhil. or MLitt.
GSO.3A	Deposit and Consultation of an MLitt. or DPhil. Thesis. This should be submitted with the library copy of the thesis and is required before a thesis can be deposited in the Bodleian

GSO.3B	Deposit and Consultation of an M.Phil. Thesis. This should be submitted with the library copy of the thesis and is required before a thesis can be deposited in the Bodleian
GSO.26	Information for Thesis Cataloguing.
GSO.20A	Notes of guidance for research examinations

The following documents may also be required:

GSO.16	Application for an Early Examination
GSO.18	Application for Extension of Time to complete Minor Corrections for MLitt. or DPhil. (after the viva has been held)
GSO.3C	Application for dispensation from Consultation of Thesis MLitt./DPhil./M.Sc.

Appendix B: SUPERVISION: Memorandum of Guidance for Supervisors and Research Students in the Examination Regulation

www.admin.ox.ac.uk/examregs/25-54_1_Regulations_governing_the_content_and_length_of_theses.shtml#subtitle_6

Responsibilities of the supervisor

1. In considering an invitation to supervise a research student, the supervisor must recognise and accept the responsibilities both to the student and to the relevant board or committee implicit in the supervisory relationship.
2. Where practicable, the supervisor should assign the student some directed reading before arrival. This might be of a general background nature so as to put the student in a position to discuss the topic with the supervisor soon after arrival, or it might form the start of a survey of current literature. The supervisor is required to meet the new student not later than the second week of Full Term.
3. The supervisor is responsible for giving early advice about the nature of research and the standard expected, and about the planning of the research programme. The supervisor should ensure that, where the student's research forms part of a funded research programme, sufficient financial support will be available for the duration of the student's period of study; if there is any doubt, he or she should agree with the student an alternative fallback project at an early stage. The supervisor is also responsible for advising the student about literature and sources, attendance at classes, and requisite techniques (including helping to arrange instruction where necessary). The supervisor should discuss with the student the lecture list for his or her subject and related lecture lists. The supervisor should identify with the student any subject-specific skills necessary for the proposed research.
4. Where during his or her first year of research a student wishes, in addition to contact with his or her supervisor(s), to have limited consultation with one or two other academics the supervisor should try to identify (in conjunction with the Director of Graduate Studies for the faculty, sub-faculty or department) such colleagues and to arrange for an approach to them by the student.
5. Where a supervisor operates as a co-supervisor or as a part of a supervisory team, it is important to clarify the responsibilities of each supervisor and to co-ordinate advice and guidance.
6. Where the thesis is likely to involve statistical analysis or tabulation of numerical results, the supervisor should arrange for the student to obtain advice, at an early stage, about the design of any experiment or the collection and storage of data, and about its subsequent analysis.
7. The supervisor should ensure that the student works within a planned framework which marks out the stages which the student should be expected to have completed at various points in his or her period of study. The nature of the framework will of course vary widely from subject to subject, but in all subjects the formulation of the topic, planning and management of time should begin at an early stage. Particular attention should be given to the selection and refinement of the research topic, which in the case of the DPhil should be one which a diligent student may reasonably be expected to complete within three (or at most four) years of full-time study.

8. The supervisor should meet with the student regularly. Supervisor and student should agree a formal schedule of meetings on a termly or annual basis. The supervisor should also be accessible to the student at other appropriate times when advice is needed. The supervisor should also request written work as appropriate and in accordance with the plan discussed with the student. Such work should be returned with constructive criticism and in reasonable time.

9. The supervisor should tell the student from time to time how well, in the supervisor's opinion, work is getting on, and try to ensure that the student feels properly directed and able to communicate with the supervisor. It is essential that when problems arise, corrective action is clearly identified and full guidance and assistance are given to the student.

10. The supervisor is required to report to the board on the student's work three times a year, once at the end of each term. Each report should state the nature and extent of recent contact with the student, and, if there has been none, state why this is so. The report should also make clear whether the student is making satisfactory progress, bearing in mind that a DPhil thesis should normally be completed within three (or at least four) years of full-time research. Any student who has not satisfied his or her supervisor on at least one occasion in an academic year that he or she is making progress will be liable to have his or her name removed from the register.

11. The supervisor should aim to ensure that by the end of the first year the topic or goal of the student's research is clearly defined, that the student has the necessary background knowledge, and that the required resources are available. The supervisor must have ascertained by then that the student can write a coherent account of his or her work in good English.

12. The supervisor should try to ensure that unnecessary delays do not occur. These have been known to arise, for example, for reasons such as:

- (a) insufficient effort at the outset in choosing and formulating the research topic;
- (b) a slow start because of the time taken to adjust to research work;
- (c) distractions from the main line of inquiry;
- (d) superfluous attempts to tie up every loose end; and, mainly in the sciences,
- (e) inadequate and delayed planning and assembly of apparatus and equipment;
- (f) insufficient collection or recording of data at an early stage, so that work has to be repeated in the later stages.

13. The supervisor should arrange for students to have the opportunity to discuss their research with other staff and students in the subject area (see also (4) above) and to communicate to others in the wider academic community, both orally and in writing, his or her research findings.

14. Where a student undertakes research as part of a team or group the supervisor should ensure that this is in full awareness of the way in which the student's own contribution fits into the work of the remainder of the group.

15. The supervisor should not be absent on leave unless he or she has ensured that appropriate temporary supervision has been arranged for the student.

Responsibilities of the student

1. The student must accept his or her obligation to act as a responsible member of the University's academic community.
2. The student should take ultimate responsibility for his or her research programme and endeavour to develop an appropriate working pattern, including an agreed and professional relationship with the supervisor(s). The student should discuss with the supervisor the type of guidance and comment which he or she finds most helpful, and agree a schedule of meetings.
3. He or she should make appropriate use of the teaching and learning facilities available within the University.
4. It is the student's responsibility to seek out and follow the regulations relevant to his or her course, including faculty/departmental handbooks/notes of guidance, and to seek clarification from supervisors and elsewhere if this is necessary.
5. The student should not hesitate to take the initiative in raising problems or difficulties, however elementary they may seem. He or she should ensure that any problems regarding the project are drawn to the attention of the supervisor so that appropriate guidance may be offered.
6. The student should seek to maintain progress in accordance with the plan of work agreed with the supervisor, including in particular the presentation of the required written material in sufficient time for comment and discussion before proceeding to the next stage. As groundwork for the thesis, the student should as soon as possible write rough drafts of possible chapters. Students in the sciences should keep a systematic record of all that has been attempted and accomplished. Both the student and the supervisor will want to keep a record of all formal, scheduled meetings. They may well want to agree a record of what has been discussed and decided.
7. The student should recognise that a supervisor may have many competing demands on his or her time. The student should hand in work in good time to the supervisor and give adequate notice of unscheduled meetings. The need for adequate notice also applies to requests for references from the supervisor.
8. The student should be aware that the provision of constructive criticism is central to a satisfactory supervisory relationship, and should always seek a full assessment of the strengths and weaknesses of his or her work.
9. If the student feels that there are good enough grounds for contemplating a change of supervision arrangements, this should first be discussed with the supervisor or, if this seems difficult, with the appropriate head of department, director of graduate studies or their deputies, or the college adviser.
10. Where problems arise, it is essential that a student gives full weight to any guidance and corrective action proposed by the supervisor.
11. The student should provide regular reports on his or her progress to the board in accordance with any requirements of the Education Committee. The student must satisfy the supervisor on

his or her progress at least once a year and should inform the supervisor at once of any circumstances that might require his or her mode of study to be modified or his or her registration as a graduate student to be extended, suspended or withdrawn.

12. The student should ensure that the standard of his or her English is sufficient for the presentation of a thesis. Students whose first language is not English should take advice on this.

13. The student should make full use of the facilities for career guidance and development, and should consult their supervisor for advice and encouragement where appropriate.

14. The student should ensure that he or she allows adequate time for writing up the thesis, taking the advice of the supervisor. Particular attention should be paid to final proof-reading.

15. It is the student's responsibility to decide when he or she wishes to submit the thesis for examination, after taking due account of the supervisor's opinion, though this is only advisory. It is in the student's interests to ensure that the final version has been made available to the supervisor in good time before the intended date of submission.

Responsibilities of faculties and/or departments

1. Faculties and/or departments should provide information about:

- (i) any induction provided on a departmental, faculty or University basis;
- (ii) welfare arrangements within the University, e.g. the Counselling Service, Student Hardship and Access funds, the provisions for support offered by the Proctors and the Assessor;
- (iii) any general transferable skills from which the student is likely to profit during the course of his or her research, and the available provision at departmental, faculty and university level.

2. Faculties and/or departments should ensure that there is appropriate monitoring of a student's work and progress and that reports are submitted on a termly basis in accordance with the University's requirements.

3. Faculties and/or departments should endeavour to provide opportunities for a student to:

- (i) defend his or her findings to appropriate research seminars and respond to potentially critical questioning;
- (ii) at an appropriate stage to present his or her findings to national, and if appropriate, international conferences.

4. Faculties and/or departments should

- (i) help the student to present work in a clear and professional manner;
- (ii) help the student to develop his or her communication skills, especially for different audiences;
- (iii) provide some guidance in oral examination techniques.

Appendix C. COMPLAINTS IN RELATION TO HIGHER DEGREES INVOLVING RESEARCH: PROCTORS' MEMORANDUM

By virtue of the University Statutes the Proctors are empowered to investigate complaints, and are responsible for seeing that university examinations are properly and fairly conducted. On receiving a complaint concerning a graduate examination involving research (for which the Proctors conclude that there is a prima facie case for an investigation), the Proctors have the power to summon any member of the University to help them in their enquiries. The candidate is entitled to appear before the Proctors to put his or her case and may be accompanied by a friend or adviser. You will find the current procedures for investigation of complaints by the Proctors under Section 22 of Statute IX on the University website (<http://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml>). You should refer to this site for the most up to date information, should you have a grievance to report.

Appendix D. SAFETY AND HEALTH

University Safety Office, Supervisors Responsibility: <http://www.admin.ox.ac.uk/safety/policy-statements/s1-09/>

Supervisors of all students, whether in the arts or the sciences, should consider carefully the safety implications of their students' research. Those supervising students (particularly those in the sciences) are responsible for all aspects of safety under their control, and in particular for the safe conduct of all experiments carried out in the course of their students' research. In the event of an accident, inadequate supervision may render the supervisor liable to prosecution. Supervisors should also ensure that their students are made aware that in the event of injury to other persons as a result of their negligence, the student could be subject to civil claims for damages. Advice on the legal responsibilities for safety may be obtained from the University Safety Officer. For their part, students must carry out research with proper regard to good health and safety practices. Supervisors and students should be aware of the need for adequate health insurance and health precautions when travelling abroad. In case of doubt, reference should be made to the University Occupational Physician.

FIELDWORK

University Safety Office, Safety in fieldwork: www.admin.ox.ac.uk/safety/policy-statements/s5-07/

All students travelling abroad as part of their studies should complete one of two documents, returning a copy to their supervisor prior to departure. A copy of the relevant document(s), including a signature from the supervisor and student, should also be submitted to the Faculty Office prior to departure. The **Travel Itinerary** should be filled in by anyone travelling abroad to conferences, or to conduct library- or archive- based research in countries that the Foreign and Commonwealth Office (F.C.O., <https://www.gov.uk/government/organisations/foreign-commonwealth-office>) regards as safe ('no travel restrictions in place'). The more detailed **Risk Assessment** should also be completed, alongside an itinerary, by anyone conducting fieldwork abroad, or travelling to a country where F.C.O. travel restrictions are in place.

The relevant documents (**Travel Itinerary**, **Risk Assessment** and **Guidance**) can be found in the 'Graduate' section of the Theology and Religion Faculty's WebLearn site.

Further information about travel abroad, including details of safety courses run by the university for this purpose, can be found in the **Guidance** document. For any queries or guidance relating to travel abroad or any of the documents mentioned, please contact:
assistant.administrator@theology.ox.ac.uk

Appendix E. DATA PROTECTION

University Policy on Data Protection – www.admin.ox.ac.uk/dataprotection/

The Data Protection Act 1998 gives individuals the right to know what information is held about them, and provides a framework to ensure that personal information is handled properly.

The Act came into force on 1 March 2000 and covers personal data held on computer and in manual files. It also imposes restrictions on the transfer of data outside the European Economic Area, which has particular implications for placing material on the web. The University must comply with eight data protection principles, which make sure that personal information is:

1. fairly and lawfully processed;
2. processed for limited purposes;
3. adequate, relevant and not excessive;
4. accurate and up to date;
5. not kept for longer than is necessary;
6. processed in line with the rights of individuals;
7. secure; and
8. not transferred to other countries without adequate protection.

Anyone holding information relating to individuals in the course of their work must therefore consider:

- whether the information they hold is subject to the provisions of the new Act;
- whether the arrangements they have in place satisfy the requirements of the Act, for example in relation to security of the data concerned; and
- whilst data access requests are handled centrally by the University's Data Protection Officer, what procedures are in place to facilitate a prompt response to requests for data.

The Information Commissioner's Office is the U.K.'s independent authority set up to promote access to official information and to protect personal information. Every organisation that processes (i.e. holds and uses) personal information must be registered with the Information Commissioner's Office (ICO), unless they are exempt. The University's registration number is Z575783X.

For more detailed guidance

The legislation is complex and more detailed guidance is available on this website, from the University's Data Protection team and on the Information Commissioner's website.

Appendix F. EQUAL OPPORTUNITIES STATEMENT: STUDENTS

The University of Oxford and its colleges aim to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, the University is committed to using its best endeavours to ensure that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

Recruitment and admissions

Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body), assessed by the application of selection criteria appropriate to the course of study. Admissions procedures are kept under regular review to ensure compliance with this policy.

We seek to admit students of the highest academic potential. All colleges select students for admission without regard for sex, marital or civil partnership status, race, ethnic origin, colour, religion, sexual orientation, social background or other irrelevant distinction.

Applications from students with disabilities are considered on exactly the same academic grounds of those from other candidates. We are committed to making arrangements, whenever practicable, to enable such students to participate as fully as possible in student life. Details of these arrangements can be found in the University's Disability Statement, and information will be provided on request by colleges or by the University Disability Co-ordinator.

In order to widen access to Oxford, the University and colleges support schemes which work to encourage applicants from groups that are currently under-represented. The undergraduate Admissions Office can provide details of current schemes.

None of the above shall be taken to invalidate the need for financial guarantees where appropriate.

The curriculum, teaching and assessment

Unfair discrimination based on individual characteristics (listed in the statement on recruitment and admissions above) will not be tolerated. University departments, faculties, colleges and the central quality assurance bodies monitor the curriculum, teaching practice and assessment methods. Teaching and support staff have regard to the diverse needs, interests and backgrounds of their students in all their dealings with them.

Welfare and support services

Colleges have the lead responsibility for student welfare and can provide details of arrangements made to support their students. The University, in addition, provides for all students who require such support:

- a counselling service,
- childcare advice

- disability assessment and advice, and
- a harassment advisory service

Further details of these services are included in the Proctors' and Assessors' handbook *Essential Information for Students*, which is updated annually.

Staff development and training

The University, through its Oxford Learning Institute, will provide appropriate training programmes to support this statement.

Complaints

An applicant for admission who considers that he or she has not been treated in accordance with this policy, should raise this with the college concerned (or faculty in the case of graduate admission). Students in the course of their studies may use the student complaints procedure, and should, in the first instance, lodge their complaint with the Proctors, who will advise on the procedure to be followed thereafter. The Committee on Diversity and Equal Opportunity monitors complaints made by students.

Appendix G. RESEARCH ETHICS

Research integrity and ethics

The University of Oxford is dedicated to the highest standards of research integrity. As set out in its Academic Integrity in Research: Code of Practice and Procedure, it expects all members of the University including staff and students, and those who are not members of the University but who are conducting research on University premises or using University facilities, to observe the highest standards in the conduct of their research:

www.admin.ox.ac.uk/researchsupport/integrity/

This website provides links to the relevant University policies, guidelines and procedures which are intended to promote the responsible conduct of research in the University's ongoing research activities.

Policy on the ethical conduct of research involving human participants and personal data

The University of Oxford seeks to protect the dignity, rights and welfare of all those involved in research (whether they are participants, researchers or third parties) and to promote high ethical standards of research. The University achieves this by:

- fostering a culture within the University that embraces the principles set down in this policy and the obligations contained in relevant legislation to protect the rights, dignity and welfare of those involved in research;
- providing ethical guidance that communicates regulatory requirements and best practice, and offering ongoing support and training to staff and students to maintain high ethical standards;
- maintaining a review process that subjects research to a level of scrutiny in proportion to the risk of harm or adverse effect.

All graduate students and academics involved in research involving human participants need to fill in a form to be approved to carry out the research.

For more details, see: www.admin.ox.ac.uk/curec/policystatement/

The form can be found here:

<http://www.admin.ox.ac.uk/curec/oxonly/checklistsandapplicationform/>

(UREC/1A checklist, for use by staff and student researchers primarily in the Social Sciences and Humanities (see FAQ 39))



Appendix H. KEY TIMINGS FOR DPHIL STUDENTS: TRANSFER AND CONFIRMATION

You are expected to submit your thesis within four years from being admitted as a Probationer Research Student (PRS). The key milestones are shown below (except for [MPLS](#) and [Medical Sciences](#) Doctoral Training Programmes and the [Biochemistry: OU/TSRI programme](#) in Medical Sciences). Please contact the Graduate Studies Assistant in the Humanities Division for further information.

Year One	1 st term	You are admitted as a Probationer Research Student (PRS)
	2 nd term	
	3 rd term	Put in application for transfer to DPhil status

Year Two	4 th term	Transfer should be completed by the end of the 4 th term. If you do not transfer to another status (DPhil, MLitt, MSc by Research) by the end of the 4 th term, you will lose your PRS status and will no longer be registered as a student of the University. In exceptional circumstances, you may apply for a deferral of up to two terms.
	5 th term	
	6 th term	If by the end of the 6 th term, after having two terms deferral, you have not transferred to another status (DPhil, MLitt, MSc by Research) you will lose your PRS status and will no longer be registered as a student of the University.

Year Three	7 th term	
	8 th term	Put in application for confirmation of DPhil status
	9 th term	Confirmation of status should be achieved by the end of this term. If you do not confirm DPhil status by the end of the 9 th term, you will lose your student status and will no longer be registered as a student of the University. In exceptional circumstances, you may apply for a deferral of up to three terms.

Year Four	10 th term	You should aim to submit your thesis before the end of your 4 th year
	11 th term	
	12 th term	DPhil status is lost if your thesis is not submitted twelve terms from admission as a PRS. This means that you will no longer be registered as a student of the University. In exceptional circumstances, you may apply for an extension of time to submit your thesis.
