Foreword

This handbook applies to students starting the Faculty of Theology and Religion’s Postgraduate Taught courses in Michaelmas term 2016. 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 the Faculty’s Postgraduate Taught courses are available at https://www.admin.ox.ac.uk/examregs/information/contents/. 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 Penny Rodgers, Graduate Studies Administrator graduate.enquiries@theology.ox.ac.uk.

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.

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<td>1.0</td>
<td>Final version</td>
<td>2nd Oct. 2016</td>
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Disclaimer:

The information in this handbook is accurate as at 2nd October 2016, however it may be necessary for changes to be made in certain circumstances, as explained at www_graduate.ox.ac.uk/coursechanges. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.
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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 relevant course pamphlet, which will be included in your pack if you are studying for one of the Faculty’s taught courses (Postgraduate Diploma, MSt, or MPhil), and the current Examination Regulations, which contains full and authoritative details of the syllabus and other requirements for your degree programme (see p.18 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 (Michaelmas term 2016)

Professor Anna Sapir Abulafia
Director of Graduate Studies (Hilary and Trinity terms 2017)
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 WebLearn site.

1.1 REGISTRATION

1.1.1 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.

1.1.2 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.
1.1.3 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.

1.1.4 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, which contains a printer.

IT Services 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.

1.1.5 WebLearn

The Faculty’s WebLearn site is an excellent source of information. In the Graduates’ section you will find useful forms and other useful information relating to your course.
1.1.6 Dates of term

The academic year at Oxford University runs from October to June. The year (2016-17) is divided into three eight week terms, Michaelmas (autumn), Hilary (spring), and Trinity (summer).

<table>
<thead>
<tr>
<th>Term</th>
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<tr>
<td>Michaelmas 2016</td>
<td>Sunday, 9 October</td>
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<tr>
<td>Hilary 2017</td>
<td>Sunday, 15 January</td>
<td>Saturday, 11 March</td>
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<td>Trinity 2017</td>
<td>Sunday, 23 April</td>
<td>Saturday, 17 June</td>
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1.2 PEOPLE

1.2.1 Your Supervisor

All students are assigned a supervisor or, for Postgraduate Diploma students, a Director of Studies, by the Faculty Board. If you are on one of our postgraduate taught programmes, the supervisor may arrange for some or all of the teaching to be undertaken by others, but will still retain overall responsibility for your progress. 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 taught graduate course, you can expect to meet your supervisor at least once each term, in addition to any teaching which may be offered by the supervisor.
- 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 page 27 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.
1.2.2 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.

1.2.3 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 for Michaelmas term 2016 is Professor Graham Ward, at Christ Church (email: graham.ward@theology.ox.ac.uk). The Director of Graduate Studies for Hilary and Trinity terms 2017 is Professor Anna Sapir Abulafia, at Lady Margaret Hall (email: anna.sapirabulafia@theology.ox.ac.uk).

1.2.4 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 applications for suspension of status, 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 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.

1.2.5 Graduate Studies Administrator (Theology and Religion Faculty Office)

The Graduate Studies Administrator in the Faculty Office is primarily responsible for graduate admissions, but also acts as secretary for the Graduate Joint Consultative Committee (GJCC). Miss Penny Rodgers is the Graduate Studies Administrator 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).

Handbook for Postgraduate Taught Students 2016/17
Routine enquiries about matters not covered by the Graduate Studies Assistant in the Humanities Division may be addressed to the Graduate Studies Administrator in the Faculty Office in the first instance.

1.2.6 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.

1.3 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 workspace 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/).

1.3.1 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 a 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. An invitation for applications for a reservable student carrel and application form is circulated by email early each term.

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 graduate rooms in the Gibson Building. Please contact Pádraig O’Connor, Head of Administration and Finance, at haf@theology.ox.ac.uk to arrange a time to meet with him if you would like to take advantage of this. You will need to bring your University card in to the Faculty and sign a short access agreement. Please be aware that if you break the terms of the access agreement, your 24 hour access will be revoked, and that if there are multiple incidences, access for all graduates will be reset to office hours only.

There is also a photocopier which you are able to use (pin code: 1314) for which there is currently no charge.

1.3.2 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](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](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](http://www.bodleian.ox.ac.uk).

### 1.4 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 2016-17 is Professor Johannes Zachhuber and the Secretary is Mr Pádraig O'Connor. 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.
1.4.1 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 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 dispensation from residence, suspension of status) 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.

1.4.2 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 Administrator in the Faculty Office is the Secretary to the Committee.

1.4.3 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.
1.5 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

1.6 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 27 of this handbook for more information about the Graduate Supervision System (GSS.).
1.7 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 Administrator 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 its 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 or otherwise unable to attend a lecture or tutorial.

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.

1.7.1 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.

1.7.2 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
1.7.3 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.

1.8 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

The Faculty's Disability Lead (Graduate) is Professor Graham Ward (Director of Graduate Studies) graham.ward@theology.ox.ac.uk

The Faculty’s Disability Coordinator is Alison Broadby (Head of Administration and Finance) haf@theology.ox.ac.uk

There is also a Faculty Disability Officer, Dr Andrew Teal, Pembroke College, 01865 (2)86276, andrew.teal@theology.ox.ac.uk. Andrew is the primary contact within the Faculty for students with disabilities.

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

2.1 GENERAL INFORMATION

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

2.1.1 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 (with Faculty of Philosophy)
- 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

2.1.2 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. NINE AND TWENTY-ONE MONTH TAUGHT GRADUATE COURSES
(MSt, MPhil, Postgraduate Diploma in Theology)

Past examination papers in these courses are available for consultation in the Faculty Library. They are also available online at: https://weblearn.ox.ac.uk/portal/hierarchy/oxam.

The Examination Regulations relating to your course are available at http://www.admin.ox.ac.uk/examregs/information/contents/. 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 the Graduate Studies Administrator (email: graduate.enquiries@theology.ox.ac.uk; telephone: [2]70714).

The information in this handbook is accurate as at October 2016, however it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

3.1 Master of Studies courses (MSt)

- **Length.**
  A course leading to the MSt is usually expected to last nine months.

- **Purpose.**
  The purpose of the Master of Studies degree is to offer specialist postgraduate education in Theology, Philosophical Theology, and the Study of Religions for able students, possibly including an element of scholarly research and writing, which may constitute an introduction to a future research degree.

- **Standard.**
  The standard for the award of the degree is defined as what may reasonably be expected of a student who achieved at least a high 2:1 in the Final or Joint Honour School of Theology or Philosophy & Theology, or a Grade Point Average (GPA) of 3.7 with a major in religion or theology at a good college or university, after one further academic year of full-time study.

- **Supervision.**
  Each student is assigned a general supervisor, whose duty it is to advise concerning the choice of subjects and on any questions relating to academic work; to direct you to the appropriate classes; and to appoint special supervisors, as necessary, to direct work on particular topics. Students are not expected to find their own special supervisors. If you wish to work with a particular member of the Faculty, you may propose it to your
supervisor, although the final decision rests with the supervisor. The general supervisor is responsible for receiving reports each term from special supervisors and arranging for their payment, as well as for reporting on your general progress via the Graduate Supervision System (GSS; see page 26 below).

- **Assessment.**
  Performance in the various MSt courses is assessed through some combination of written examination(s), two short essays of up to 5,000 words each, a dissertation of up to 15,000 words, and a *viva voce* examination. Further details for each course may be found in the Examination Regulations or in the relevant pamphlets: Course Handbook for the Master of Studies in Theology; Course Handbook for the Master of Studies in Philosophical Theology; and Course Handbook for the Master of Studies in the Study of Religions.

- **Delivery.**
  Course delivery is by means of a mixture of individual tuition and occasional classes and seminars, according to circumstances and at the discretion of the organisers of the course concerned. Arrangements vary from one MSt to another. Graduates often find that the lectures specified for undergraduate courses are helpful, especially in background preparation.

### 3.1.1 Proposals for essays and dissertations.

These must be approved by the Graduate Studies Committee not later than its first meeting of Hilary Term, but students are encouraged to submit titles earlier for approval: prior to the Graduate Studies Committee meeting in 6th week of Michaelmas term. Details of deadlines, and how to submit proposals, may be found in your individual course handbook.

A successful proposal will be one that is well focused, articulates a question as well as a topic, elects with good reasons to concentrate on a definite body of core literature, and looks set to be feasible with the word-limit. Students should take careful account of the word-limit when proposing their titles, since the most common cause of their rejection is over-ambitiousness, insufficient focus, and consequent unfeasibility.

- **Examination entry.**
  Guidance and advice on examination entry and how to ensure that you are entered for the correct examinations and assessments is available at http://www.ox.ac.uk/students/academic/exams/entry

- **Submission and examination of work.**
  Normally, two copies of each essay are submitted to the Examination Schools not later than the Friday before the beginning of Trinity Term (or as specified in the Examination Regulations); two copies of the dissertation are submitted to the Examination Schools before Friday of the eighth week of Trinity Term (or as specified in the Examination Regulations); the written examination takes place in the tenth or eleventh week of Trinity Term; and the *viva voce* examination takes place within a few days of the written
examination (unless specified otherwise in the Examination Regulations). Deferral is strictly exceptional and requires strong grounds (e.g. medical).

All submitted work should be double-spaced in font-size 12.

- **Pass marks.**
  To pass the MSt examination, candidates must achieve at least 60 on all units. A unit is either (i) the examination or (ii) the two short essays or (iii) the dissertation. For the award of ‘distinction’ candidates must achieve at least 70 on the dissertation and an average of 70 over all units, with no single unit falling below 66. To be eligible for admission to doctoral study, MSt candidates must normally achieve an overall average mark of 66% or above.

- **Weightings.**
  Each of the three units (exam, essays and dissertation) are given equal weighting.

Exact details are to be found in the Examination Conventions for each course.

3.2 Master of Philosophy courses (MPhil)

- **Length.**
  A course leading to the MPhil is expected to last twenty-one months.

- **Purpose.**
  The purpose of the Master of Philosophy degree is to offer extensive postgraduate education in Theology for very able students, including a significant element of scholarly research and writing which may contribute towards a future research degree.

- **Standard.**
  The standard for the award of the degree is defined as what may reasonably be expected of a student who achieved at least a high 2:1 in the Final or Joint Honour School of Theology or Philosophy & Theology, or a Grade Point Average (GPA) of 3.7 with a major in religion or theology at a good college or university, after two further years of full-time study.

- **Supervision.**
  Each student is assigned a general supervisor, whose duty it is to advise concerning the choice of subjects and on any questions relating to the academic work; to direct you to the appropriate classes; and to appoint special supervisors, as necessary, to direct work on particular topics. Students are not expected to find their own special supervisors. If you wish to work with a particular member of the faculty, you may propose it to your supervisor, although the final decision rests with the supervisor. The general supervisor is responsible for receiving reports each term from special supervisors and arranging for
their payment, as well as for reporting on your general progress via the Graduate Supervision System (GSS; see page 26).

- **Assessment.**
  Performance in the various MPhil courses is assessed through some combination of written examination(s), short essays of up to 5,000 words each, a dissertation of up to 20-30,000 words, and a *viva voce* examination. Further details for each course may be found in the Examination Regulations or in the relevant pamphlets: *Course Handbook for the Master of Philosophy in Theology; Course Handbook for the Master of Philosophy in Philosophical Theology;* and *Course Handbook for the Master of Philosophy in Judaism and Christianity in the Graeco-Roman World.*

- **Delivery.**
  Course delivery is by means of a mixture of individual tuition and occasional classes and seminars, according to circumstances and at the discretion of the organisers of the course concerned. It is usual for most or all of the coursework in preparation for the written examination(s) to be done in the first year, and for the second year to be devoted to research for and writing of the dissertation. Arrangements vary from one MPhil to another. Graduates often find that the lectures specified for undergraduate courses are helpful, especially in background preparation.

3.2.1 Proposals for all essays, short and long

These must be approved by the Graduate Studies Committee not later than its meeting in Week 6 of Trinity Term in the first year of study. Details of deadlines, and how to submit proposals, may be found in your individual course handbook.

A successful proposal will one that is well focused, articulates a question as well as a topic, elects with good reasons to concentrate on a definite body of core literature, and looks set to be feasible with the word-limit. Students should take careful account of the word-limit when proposing their titles, since the most common cause of their rejection is over-ambitiousness, insufficient focus, and consequent unfeasibility.

3.2.2 The proposal for the dissertation.

This must be approved by the Graduate Studies Committee not later than its meeting in Week 1 of Michaelmas Term in the second year of study. Details of deadlines, and how to submit proposals, may be found in your individual course handbook.

A successful proposal will be one that is well focused, articulates a question as well as a topic, elects with good reasons to concentrate on a definite body of core literature, and looks set to be feasible within the word-limit. Students should take careful account of the word-limit when proposing their titles, since the most common cause of their rejection is over-ambitiousness, insufficient focus, and consequent unfeasibility.
**Examination entry.**
Guidance and advice on examination entry and how to ensure that you are entered for the correct examinations and assessments is available at [http://www.ox.ac.uk/students/academic/exams/entry](http://www.ox.ac.uk/students/academic/exams/entry)

**Submission and examination of work.**
All submissions and examinations take place in the second year of study. Normally, the short and long essays and dissertation are submitted to the Examination Schools not later than fourteen days before the first day of the examination (or as specified in the Examination Regulations); the written examination takes place in the tenth or eleventh week of Trinity Term; and the viva voce examination takes place within a few days of the written examination (unless specified otherwise in the Examination Regulations). Deferral is strictly exceptional and requires strong grounds (e.g. medical).

All submitted work should be double-spaced in font-size 12.

**Pass marks.**
To pass the MPhil examination, candidates must achieve at least 60 on all units. A unit is either (i) the two examinations or (ii) the three short essays or (iii) the dissertation. For the award of ‘distinction’ candidates must achieve at least 70 on the dissertation and an average of 70 over all units, with no single unit falling below 66. To be eligible for admission to doctoral study, MPhil. candidates must normally achieve an overall average mark of 66% or above.

**Weightings.**
The individual components of the MPhil examination are weighted as follows:
- Exam 20
- Exam 20
- 3 x 5k essays 20
- 30k dissertation 40 (i.e. double weighting)

Exact details are to be found in the Examination Conventions for each course.

### 3.3 Postgraduate Diploma in Theology (PG Dip)

**Length.**
The Diploma course lasts nine months.

**Purpose.**
The purpose of the Postgraduate Diploma in Theology is to provide graduates from other disciplines with the central elements of the undergraduate course in theology and religion, enabling some to proceed to a postgraduate level of study.

**Standard.**
The standard for the award of the Postgraduate Diploma is what may reasonably be
expected of a good honours graduate from another discipline after nine months of theological study.

- **Assessment.**
  Performance in the Postgraduate Diploma is assessed by written examination in at least three, and no more than four, papers. Students have the option to substitute one written examination with either two short essays or one long essay.

- **Delivery.**
  The course is delivered by tutorials, for which you customarily prepare written work for discussion with the tutor. In addition, you must attend relevant classes and lectures whose primary focus will be for undergraduates. Full details of teaching arrangements for each examination paper can be found in the pamphlet *Course Handbook for the Postgraduate Diploma in Theology*.

- **Seminars.**
  In addition to tutorials, classes and lectures there will be seminars specifically organised for Postgraduate Diploma students. These will normally be two a term. Details of these will be given to you by the Postgraduate Diploma course co-ordinator, Dr Mary Marshall.

- **Examination entry.**
  Guidance and advice on examination entry and how to ensure that you are entered for the correct examinations and assessments is available at [http://www.ox.ac.uk/students/academic/exams/entry](http://www.ox.ac.uk/students/academic/exams/entry)

- **Graduate status.**
  Although Postgraduate Diploma candidates make use of undergraduate lectures and classes, they are full members of the graduate community, and are entitled to draw on all the graduate resources of the Faculty and the University. Please note that there is no graduation ceremony for Postgraduate Diploma students.

- **Pass marks.**
  To pass the PG Dip in Theology examination, candidates must achieve an average of 60 or above (rounded to the nearest whole number) over three papers and not fall below 50 in any of them. To achieve a ‘distinction’, candidates must achieve an average of 70 or above (rounded to the nearest whole number) over three papers and not fall below 60 in any of them. Where 4 or 5 papers are taken, the lowest marks are disregarded—that is, only the best three papers are counted. To be eligible for admission to master’s study, PG Dip candidates must normally achieve an average of 66.

Exact details are to be found in the Examination Conventions for the course.
3.4 Master of Theology and Postgraduate Diploma in Applied Theology

These courses are administered on behalf of the theological colleges and Permanent Private Halls by a Supervisory Committee directly responsible to the Board of the Faculty of Theology and Religion. They are designed to provide theological study at graduate level for those engaged in professional ministry and can be done part-time as well as full-time. Details of these courses are not included in this handbook; reference should be made to the handbooks prepared by the MTh Studies Committee.
4. CHANGE OF PROGRAMMES OF STUDY

The expectation is that you will complete the course for which you were admitted, unless formal application for a change of programme of study is made to the Graduate Studies Committee. A request to change in mid-stream, either from one type of course to another (e.g. MST to MPhil) or from one subject-area to another (e.g. New Testament to Doctrine) will be subject to the discretion of the Graduate Studies Committee. There can be no expectation on the student’s part that a student will be allowed to do something other than the subject, degree or diploma for which he/she was originally admitted; such transfers are subject to a rigorous process of assessment.

Nevertheless, changes in personal circumstances (e.g. funding) or experience of the course itself can sometimes make a change appropriate. An application for such a change can be made using the GSO.28 change of programme of study form. When asked to approve such a change, the Committee will consider:
(a) whether the applicant can demonstrate the capacity to succeed in the work required for the course for which he/she is applying. In assessing this, the supervisor’s judgement will always be important; written work will also be requested, assessors appointed and an interview held.
(b) whether there are good reasons for the change. The Graduate Studies Committee will not consider apprehension at the prospect of sitting examinations to be a good reason. Genuine difficulties with the circumstances of examinations (e.g. of a medical kind) should be brought to the attention of the Proctors through college authorities.

5. APPLICATION FOR ADMISSION TO THE DPHIL IN THEOLOGY AFTER COMPLETING ONE OF THE FACULTY’S MASTER’S PROGRAMMES

5.1 How to apply for re-admission at Oxford

If you are currently studying for a master’s degree at Oxford and wish to continue on to a doctoral programme without a break in your study, you can apply for readmission via the graduate application form. You will find a link to the application form and the authorisation code you require in order to submit an application for readmission in Student Self-Service. When you start to complete a new application form you will need to select your “Application Type” from a dropdown menu. Please select “Readmission”. You do not need to pay an application fee to submit a readmission application. Information for continuing students can be found here: http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/continuing-oxford-graduates

Please note that all applicants accepted onto the DPhil programme are initially enrolled as Probationer Research (PRS) students. Those who have already completed one of the Faculty’s MPhil programmes, and have already commenced work on their doctoral dissertation, may be directly admitted to DPhil status, if approved by the Graduate Studies Committee (thus waiving the Transfer process). However this should not be assumed, and
will be reviewed on a case by case basis: progression to DPhil status is normally subject to successful Transfer of Status.

**Supporting materials**

You will be required to provide the supporting materials for your programme of study when submitting your application form. For guidance on supporting materials please refer to the Application Guide 2016-17 for entry in 2017-18:

http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide

Standard list of supporting materials:
(i) Research proposal/supporting statement
(ii) Academic record: transcript
(iii) Current curriculum vitae
(iv) Two pieces of written work
(v) Three references
(vi) English Proficiency score/Test Certificate if English is not your first language

**Re-using materials from your Master’s application**

It is no longer possible to reuse or transfer documents submitted with any previous application. Current Oxford students, including applicants for readmission, are now required to submit the same supporting documents for their course as all other applicants. Please see the on-line Application Guide for details.

**Deadline**

You should ensure that your readmission form and all supporting materials, including your references, are submitted via the online application form in time to meet the application deadline for your chosen programme. The Theology and Religion Faculty uses the late January Application Deadline and the March Application Deadline.

Late or incomplete readmission applications will not be considered.

**IMPORTANT INFORMATION REGARDING FUNDING:** If you wish to apply for an AHRC award (UK and other EU students), a Clarendon award, the Ertegun Scholarships or the Faculty of Theology and Religion Graduate Studentships, **you must apply by the late January deadline.**

**Application Fee**

You will be exempt from paying the graduate application fee.
Break in study between Master’s degree and DPhil

If there is any break in your study (even if it is only for a term), you will not be able to use the readmission form; you must complete the standard graduate application form and you will be required to pay the application fee.

6. 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. 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 the Graduate Studies Assistant in the Humanities Division in the first instance.

7. 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 result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, 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) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the OUSU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of those 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’s committees.

7.1 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 in Michaelmas term, 2016, or Professor Anna Sapir Abulafia in Hilary and Trinity terms, 2017) as appropriate. Complaints about departmental facilities should be made to the Head of Administration and Finance, Mr Pádraig O'Connor. If you feel unable to approach one of those individuals, you may contact the Faculty Board Chairman, Professor Johannes Zachhuber. The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (https://www.ox.ac.uk/students/academic/complaints).

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.

7.2 Academic appeals

An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

If you have any concerns about your assessment process or outcome it is advisable to discuss these first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure (https://www.ox.ac.uk/students/academic/complaints).

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.
8. WRITING AN ESSAY OR DISSERTATION

8.1 General considerations

Taught graduate courses as well as research degrees require the writing of essays and a dissertation. The MSt courses require two short essays of 5,000 words each and a 10-15,000 word dissertation; the MPhil, either one long essay of 10-15,000 words or three short essays of 5,000 words, as well as a 20,000 or 30,000 word dissertation.

8.2 Choice of topic

Because a dissertation requires independent research and is intended to introduce you to scholarly method in one of the different fields of theological or religious study, the topic must be carefully chosen and narrowly focused. Care should be taken to avoid undertaking topics that are too vast to be treated in appropriate depth and within the available time. You must consult with your supervisor about the feasibility of what you propose. The supervisor has to indicate their endorsement of the title proposal before it is submitted for consideration by the Graduate Studies Committee.

8.3 Submitting an essay or dissertation proposal to the Graduate Studies Assistant

Students should complete the online form, which can be found on the Faculty’s WebLearn site (https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/theology).

Your proposal should include:

- the essay or dissertation title;
- a 250 word outline of the substance of the essay or dissertation, explaining the focal question, identifying a finite body of core literature, listing provisional sections or chapters;
- a bibliography of circa 8 items for a short essay, 20 for an MSt dissertation, 35 for an MPhil dissertation, and 25 for an MTh dissertation, which should list the most important primary and secondary works, with which you expect to engage.

Details of how and when to submit your proposals are outlined in your individual course handbook.

8.4 The written work itself: some tips

(a) *The approach.* After consultation with your supervisor, you might benefit from making an early visit to the Bodleian Library, to look at a dissertation on a topic related to your own or involving similar methods of treatment.

(b) *Composition.* It is wise to assume that the actual writing of the essay, dissertation or dissertation will take longer than you expect. You might suppose that, once the material is collected, composition is a mechanical process. This is seldom the case. Often it is only in the process of composition that the argument, direction, and structure of your project will
become clear. Composition can make clear the need for further research and also for revision of work already completed.

(c) **Style:**

i. One of the statutory requirements for a DPhil dissertation is that it must be presented ‘in a lucid and scholarly manner’. The most important part of the dissertation is the text. The notes, appendices, etc. should support, and not overburden, it. Excessive matter in the footnotes can distract the reader from the main argument.

ii. And avoid cluttering your work with reference to unimportant material. Examiners will not expect you to have read *everything*; they will only expect you to have read *everything important and relevant*.

(d) **Length.** The regulations about maximum length are intended to encourage strict discrimination in the use of material and economy of expression, and they should be taken seriously. That said, you need not strive to achieve the maximum length: a model dissertation displays as much evidence as is necessary to sustain its argument, in as economical a form as can be managed without loss of weight or clarity.

The word count does include footnotes and endnotes but not the bibliography. An accurate statement of the number of words (excluding the bibliography) should accompany the dissertation.

For taught courses, penalties will be imposed for over-long essays or dissertation—usually a reduction in the overall mark awarded for the particular piece of work. Exact details of the penalties are outlined in the Examination Conventions for each course.

If, for special reasons (e.g., the need to quote at length from unpublished or inaccessible sources), you cannot confine yourself within the maximum word limit, you should apply through your supervisor to the Faculty Board for permission to exceed it by a stated number of words. Such applications should normally be made not less than three months before the intended date of the submission of the dissertation. Permission is granted only in exceptional circumstances.

8.5 **The presentation of written work**

All work should be double-spaced in font-size 12, using a clear and legible font. Submitted work should be bound or held firmly within a stiff cover with the title page visible.

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.):


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 spoilt 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.

A title page template can be found at the end of this Handbook and on the Faculty’s WebLearn site. Each piece of work should be accompanied by a declaration (the declaration form can be found at the end of this Handbook), signed by your supervisor, that it is all your own work and that no part has been submitted for any other degree at Oxford or another institution. *Please note:*

- **All submitted work for taught graduate courses (e.g. the MSt, MPhil, PG Dip) should be identified BY CANDIDATE NUMBER ONLY; no names should appear.**

### 8.6 Change of title

In certain circumstances you may wish to make minor changes to the title of your dissertation as your research evolves. If you are an MSt or MPhil student and wish to make a change to an essay or dissertation title once it has been approved by the Graduate Studies Committee, you should agree any such changes with the subject co-ordinator your supervisor in the first instance. Details of the change must then be submitted via an online form (accessible from the Graduate area of the Faculty’s WebLearn site) for checking by the Graduate Studies Committee no later than Monday of 0th week (Trinity Term). *This is final deadline for alterations to essay/dissertation titles. If you submit an essay or dissertation with a different title to the one approved, your final mark may be subject to a penalty. Exact details of the penalties will be outlined in the Examination Conventions for each course.*
8.7 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.

Please consult the University’s guidance on plagiarism which can be found online at http://www.ox.ac.uk/students/academic/goodpractice/. Graduate students are strongly advised to take the online anti-plagiarism course whose link may be found on the University’s Education Committee website: http://www.ox.ac.uk/students/academic/goodpractice/about/. Access to this course is available via the SkillsPortal website (www.skillsportal.ox.ac.uk). You will need to create a user account before taking an online course.
9. EMPLOYMENT AND FINANCE

9.1 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.

9.2 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/

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

9.3 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](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 2017 will be available online at [http://www.humanities.ox.ac.uk/prospective_students/graduates/ahrc](http://www.humanities.ox.ac.uk/prospective_students/graduates/ahrc) during Michaelmas term 2016.

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.

**9.4 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 in 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.
9.5 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.

10. FURTHER OPPORTUNITIES

10.1 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 submitted to the Graduate Studies Assistant in the Humanities Division by the Monday of -1st or 4th week in any given term, for consideration by the Graduate Studies Committee in 1st or 6th weeks respectively.

10.2 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 (capped at £1,000) in exceptional cases (e.g. presenting at a key international conference). Applications for funds in excess of £500 will only be considered at the first Committee meeting of Trinity Term.

To apply for this funding you should complete the application form, which can be downloaded from the Faculty of Theology and Religion’s Weblearn site, and submitted to the Graduate Studies Assistant in the Humanities Division by the Monday of 1st or 4th week in any given term, for consideration by the Graduate Studies Committee in 1st or 6th weeks respectively.

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. Further comprehensive information regarding the terms of the Travel Grant scheme can be found on the application form.

Please note that in the case of a successful application, funds will not be released by the Faculty unless you can provide proof of valid Travel Insurance. Students are also strongly advised to monitor the Foreign & Commonwealth section of the UK Government website for information on their destination in advance of travelling:

https://www.gov.uk/foreign-travel-advice

11. TRAINING AND PROFESSIONAL DEVELOPMENT

11.1 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

11.2 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.

11.3 Other resources

11.3.1 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.

11.3.2 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

#### A. GRADUATE FORMS

Available at: [https://www.ox.ac.uk/students/academic/guidance/graduate/progression](https://www.ox.ac.uk/students/academic/guidance/graduate/progression)

<table>
<thead>
<tr>
<th>Form Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSO.2</td>
<td>Application for Transfer of Status.</td>
</tr>
<tr>
<td>GSO.14</td>
<td>Application for Confirmation of DPhil Status.</td>
</tr>
<tr>
<td>GSO.14B</td>
<td>Application for Deferral of Confirmation of DPhil Status</td>
</tr>
<tr>
<td>GSO.6</td>
<td>Application for Change of Thesis Title (MLitt. or DPhil.)</td>
</tr>
<tr>
<td>GSO.8</td>
<td>Application for Dispensation from Statutory Residence</td>
</tr>
<tr>
<td>GSO.15</td>
<td>Application for Extension of Time (MLitt. or DPhil.)</td>
</tr>
<tr>
<td>GSO.17</td>
<td>Application for Suspension of Status</td>
</tr>
<tr>
<td>GSO.17a</td>
<td>Return from suspension of status</td>
</tr>
<tr>
<td>GSO.17b</td>
<td>Suspension of status for maternity, extended paternity and adoption leave</td>
</tr>
<tr>
<td>GSO.23</td>
<td>Application for Reinstatement as a Graduate Student</td>
</tr>
<tr>
<td>GSO.25</td>
<td>Application for a Change of Supervisor or Appointment of a Co-Supervisor</td>
</tr>
<tr>
<td>GSO.28</td>
<td>Change of Programme of Study</td>
</tr>
<tr>
<td>GSO.29</td>
<td>Notification of Withdrawal from Programme of Study</td>
</tr>
<tr>
<td>GSO.30</td>
<td>Notification of change of personal details, e.g. name or title</td>
</tr>
<tr>
<td>GSO.3</td>
<td>Application for Appointment of Examiners for DPhil. or MLitt</td>
</tr>
<tr>
<td>GSO.3A</td>
<td>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</td>
</tr>
<tr>
<td>GSO.3B</td>
<td>Deposit and Consultation of an MPhil. Thesis. This should be submitted with the library copy of the thesis and is required before a thesis can be deposited in the Bodleian</td>
</tr>
<tr>
<td>GSO.26</td>
<td>Information for Thesis Cataloguing.</td>
</tr>
<tr>
<td>GSO.20A</td>
<td>Notes of guidance for research examinations</td>
</tr>
</tbody>
</table>
The following documents may also be required:

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

The following guidance notes are also available at [www.admin.ox.ac.uk/gso/forms]:

GSO.20a *Notes of guidance for research examinations (this form replaces the GSO.20 and GSO.21)*
B. 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.
C. SAFETY AND HEALTH

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

D. FIELDWORK

University Safety Office, Safety in fieldwork: [www.admin.ox.ac.uk/safety/policy-statements/s5-07/](http://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](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: haf@theology.ox.ac.uk
E. DATA PROTECTION

University Policy on Data Protection – [www.admin.ox.ac.uk/dataprotection/](http://www.admin.ox.ac.uk/dataprotection/)

The Data Protection Act 1998 (DPA) 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.
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.
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))
FACULTY OF THEOLOGY AND RELIGION

COVERSHEET FOR GRADUATE TAUGHT COURSES
ESSAY/DISSERTATION

Candidate Number:

Examination:

Title of essay/dissertation (delete as applicable):

Word Count:

If relevant:
RESEARCH ETHICS APPROVAL (Please tick one box only)
For information, go to: http://www.admin.ox.ac.uk/curec/introduction/

☐ I confirm that no human participants were involved and no personal data was used in my research and therefore ethical approval was not required.

☐ I confirm that my completed CUREC1/1A was approved by the appropriate REC.

☐ I confirm that my completed CUREC2 (or NHS REC or OXTREC application) was approved by the appropriate REC.
FACULTY OF THEOLOGY AND RELIGION

GRADUATE TAUGHT COURSES

SUBMITTED WRITTEN WORK DECLARATION

Name:

College:

Course:

Candidate Number:

Year of Examination:

Dear Chair of Examiners,

I ……………………………….., declare that the accompanying piece of work is all my own work and that no part of it has been submitted for any other degree - either from the University of Oxford or another institution.

Yours sincerely

(Signature of candidate)

Name of supervisor of this piece of work:

College of supervisor of this piece of work:

As supervisor of this piece of work, I endorse the submission of this essay.

(Signature of Supervisor)