DPHIL HANDBOOK

FOR DOCTORAL STUDENTS AT THE RUSKIN SCHOOL OF ART

2018 - 2019
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BRIEF INTRODUCTION

This handbook applies to students starting as research students in the Ruskin School of Art during the academic year 2018-19. The information in this handbook may be different for students starting in other years.

The Examination Regulations relating to this course are available at http://www.admin.ox.ac.uk/examregs/2017-18/rdftsofart/. Should there be 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 graduate@rsa.ox.ac.uk.

The information in this handbook is accurate as at October 2018; however, it may be necessary for changes to be made in certain circumstances, as explained at http://www.ox.ac.uk/admissions/graduate/courses/changes-to-courses. If such changes are made the School will publish a new version of this handbook together with a list of the changes and students will be informed.

The Ruskin School of Art introduced its DPhil programme in October 2006 in response to the growing demand for doctoral study in Fine Art. The programme offers two strands – in contemporary art making (through the ‘practice-led’ DPhil) and in contemporary art history and theory (through the DPhil by written thesis only) – and two academic degrees, the MLitt and the DPhil. The exact specifications and requirements of these degrees are described in the relevant sections below.

This handbook aims to provide you with a guide to essential facts about the Ruskin doctoral programme and to the resources available to you both through the School and through the Humanities Division of the University. It should be consulted together with the current edition of the Examinations and Regulations (see above) since the official regulations presented there are expanded upon and explained here.
1. GENERAL INFORMATION

1.1 GENERAL INFORMATION FOR INCOMING RESEARCH STUDENTS

DPHIL INDUCTION

Induction sessions to libraries and research facilities for all incoming research students are organised by the School at the beginning of the first term. In addition, an 'Introduction to the DPhil Programme' is offered by the Director of Graduate Studies. You will receive this information in the week before 0th week.

Inductions sessions focus on, among other things:

- An introduction to the Ruskin School of Art, its staff and students;
- Health and Safety procedures at the Ruskin’s High Street and Bullingdon Road sites;
- The DPhil at the Ruskin, including the role of supervision, milestones during the degree, University policies and procedures, research seminars and training;
- The Ruskin’s learning and research environment;
- An introduction to the Ruskin and Bodleian Libraries and what they offer researchers in contemporary art.

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 other central IT services such as free University email, Weblearn and the Graduate Supervision System (soon to be replaced by the Graduate Supervision Reporting system).

In order to complete your registration as an Oxford University student, navigate to http://www.ox.ac.uk/students/studentselfservice/ and log on using your Single Sign-on username and password. New students must complete their registration by the end of the first week of term in order to confirm their status as members of the University. Ideally students should complete registration before they arrive. Continuing students must register at the anniversary of the term in which they first started their programme of study.
Once students have completed their University registration, an enrolment certificate is available from Student Self Service to download and print. This certificate may be used to obtain council tax exemption. In addition to enabling students to register online, Student Self Service provides web access to important course and other information needed by students throughout their academic career. Students can amend their address and contact details via Student Self Service, and they can use the Service to access detailed exam results, see their full academic record, and print transcripts.

**UNIVERSITY CARD**

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

**EMAIL**

Once a student’s registration details have been processed, the student will be able to find out their email address from IT Services (https://register.it.ox.ac.uk/self/index) and have access to email either by the Webmail service (https://nexus.ox.ac.uk/) or via an email client such as Thunderbird, Outlook Express, Netscape Mail or Eudora - for client configuration information see the web pages at http://help.it.ox.ac.uk/nexus/email/index. The email system is controlled by the Oxford University IT Services (http://help.it.ox.ac.uk/help/request) and problems should be referred to them.

**TERM TIMES**

Michaelmas 2018: Sunday, 07 October - Saturday, 01 December  
Hilary 2019: Sunday, 13 January – Saturday, 08 March  
Trinity 2019: Sunday, 28 April – Saturday, 22 June

General source of information about wide range of issues: www.ox.ac.uk/students/

**1.2 GENERAL INFORMATION FOR ALL RESEARCH STUDENTS**

**THE RUSKIN SCHOOL OF ART**

**ACCESS**

Both the High Street and Bullingdon Road are open from nought week to ninth week from Monday – Friday, 9.00am until 9.15pm. On Saturdays of weeks 1-8 during term both sites are open 9.00am – 1.00pm. Subject to the completion of mandatory induction activities, and with the agreement of the Head of School and the Health & Safety Officer, graduate
students may be provided with additional hours of access to their studios, but not to workshops.

Your University card provides access to Bullingdon Road and to the High Street. Register your student card with Ruskin staff as soon as possible to ensure access.

**EQUIPMENT AND BOOK DEPOSIT**

The Ruskin has a wide range of film, photography and sound equipment for your use. We also have our own specialist book and DVD library. Part of this is for reference only but there is a substantial loan collection for your use. In order for the School to run smoothly it is essential that whatever you borrow you take care of and return at the specified time.

Before you can borrow any equipment, or take out any loans from the library, you will need to make a £100 deposit. This is refundable when you leave but is dependent upon responsible borrowing. Your deposit should be paid online using this link: https://www.oxforduniversitystores.co.uk/product-catalogue/the-ruskin-school-of-art/ruskin-departmental-items/library-and-equipment-deposit-2018. Any problems paying your deposit should be reported to the Graduate Studies Administrator. It is your responsibility to report any damage to or theft of loaned materials immediately.

**RUSKIN MAILING LISTS**

Make sure that you register your preferred (i.e. either college or Ruskin) email address with the Office so that it can be added to the mailing lists. The Ruskin has a number of separate electronic mailing lists, which are used to circulate important information and allow its community to keep in touch. The relevant mailing lists for postgraduates are the ‘DPhil List’ (PGR students only) and the ‘All Students List’ (all students). If you would like to email either group, you can use the following addresses:

ruskin-dphilstudents@maillist.ox.ac.uk

ruskin-allstudents@maillist.ox.ac.uk

There is also a Ruskin all-graduates mailing list, used principally for mailings between students, and for occasional mailings from the School of items of interest to all graduate students.

Please check your email regularly (at least once a day during full term).

Please be mindful when sending emails to a mailing list. The university has a set of guidelines that must be followed. Please have a look at the link before making your first post: http://help.it.ox.ac.uk/email/netiquette/index

Since it is necessary to subscribe to a mailing list in order to be able to send messages to it, all staff are subscribers. You should bear this in mind and – if you want to mail to groups of students only - you will need to compile your own mailing lists.

**WEEKLY INFORMATION AND THE ONLINE CALENDAR**


Events and information change and develop very rapidly in the School, and you need to keep up to date. The best way to do this is via email and the web. You are reminded also to check the online calendar, where you will find all the dates of events, visitors and activities that go on in the School. You should check it daily. There are various ways in which you can see the calendar.

Follow the links to the calendar from the home page of the Ruskin website:
http://www.rsa.ox.ac.uk

Many calendar applications that you may use on your own computer allow you to subscribe to other calendars that use the same format. This means that details will be automatically updated to your own calendar. You can subscribe to the Ruskin calendar using a link provided on the Ruskin website.

For example, one method is to use Apple’s ical application for your calendar and to subscribe to the Ruskin calendar. Once you have subscribed by entering the link, the calendar automatically updates every half an hour or so with new events or changes. You can also do the same with Google calendar. By subscribing you don’t need to go and get the information, it comes to you.

If you are having any problems setting this up or need further explanation then please contact Jon Roome: 01865 (2) 83899 or email Jon.Roome@rsa.ox.ac.uk

CONTACT DETAILS

We need to know how to get in touch with you. Whenever possible we will do so by use of your university email address, and you are asked to use this for all of your Ruskin-related email communications. It is also helpful if we have a mobile number for you (please provide to the High St office), and it is important that we are informed promptly of any change of address.

The contact numbers for staff at both the High Street and Bullingdon Road sites are listed below. To dial internally from a University telephone, just drop the initial number:

Academic Staff
Anthony Gardner, Head of School, History & Theory Tutor 01865 (2) 76943
Oreet Ashery, Studio Tutor, & DPhil Seminar Co-convenor 01865 (2) 76940
Malcolm Bull, History & Theory Tutor 01865 (6) 16700
Jason Gaiger, History & Theory Tutor, DGS 01865 (2) 76940
Samson Kambalu, Studio Tutor 01865 (2) 76940
Ian Kiaer, Studio Tutor, & Director of Undergraduate Studies 01865 (2) 76942
Daria Martin, Studio Tutor 01865 (2) 79312
Katrina Palmer, Studio Tutor, MFA Co-convenor 01865 (2) 76940
Corin Sworn, Studio Tutor, MFA Co-convenor 01865 (6) 16700

Studio, Administrative, & Support Staff
Richard Sykes, Head of Administration & Finance 01865 (2) 76944
Juliet Franks, Deputy Administrator 01865 (2) 76946
Heather Savage, Graduate Studies Administrator 01865 (2) 76941
John, Facilities Manager, High Street 01865 (2) 76949
Simon Lewis, Senior Technician, Bullingdon Road  01865 (2) 83898
Jon Roome, Electronic Media Specialist  01865 (2) 83899
Matthew Terry, Technician, Bullingdon Road  01865 (2) 83898
Lucy Till-Awny, Receptionist, High Street  01865 (2) 76940
Laura Unwin, Librarian  01865 (2) 76945
Ruth McGuire, Finance Assistant  01865 (2) 76946

The School’s teaching staff also includes around 15 to 20 Visiting Tutors in any given academic year. Visiting Tutors are, in the large majority of cases, practitioners often working from London galleries. They visit the School to provide teaching for an agreed number of days each term. Visiting Tutors can be contacted via pigeon-hole at the High Street site; or via email: firstname.surname@rsa.ox.ac.uk.

Emergency Contact Numbers:

Emergency Contact Number:  01865 (2) 89999
University Security Services  01865 (2) 72944

NOTICEBOARDS, STUDENT POST & UNIVERSITY MESSENGER

There are a number of boards at the High Street and the Bullingdon Road with details of forthcoming exhibitions, notices, and other events across the University, including external prizes, seminars and trips. The notice boards in the Ruskin are used for sign-up sheets for departmental group events or small workshops, and photo galleries of students in the department.

Contact numbers for tutors, and all emergency numbers are also displayed on these boards, as well as a list of key dates for each term in the Fine Art department’s calendar. The academic calendar, which includes dates for all the examinations in the forthcoming year, is also included in this handbook.

At the High Street, tutors have pigeonholes in the office. Student mail sent to the Ruskin is forwarded to the colleges. The University messenger system, where mail is transferred to all other departments and colleges, collects and delivers to the Ruskin twice a day. Any mail for this service can be left in a pigeonhole in the Ruskin office.
**RUSKIN ADMINISTRATION AND SUPPORT TEAM**

The office is open Monday – Friday, 9 am – 5 pm.

Richard Sykes is the Head of Administration and Finance (HAF) at the Ruskin. The HAF is responsible for the effective and efficient day-to-day non-academic management and administration of the School. Working with the Head of School and other senior academic staff, the HAF plays a key role in the School’s strategic and operational planning, designing and implementing School policies and procedures, and ensuring that the School meets Divisional and University requirements. Duties include personnel and financial management, as well as oversight of academic and student administration and premises management.

Juliet Franks is the Deputy Administrator. Juliet works with the Director of Undergraduate Studies & BFA Course Leader to address the department’s undergraduate academic administration, including admissions, on-course support and examinations. She also manages the Professional Practice Programme, and is the alumni co-ordinator.

Heather Savage is the Ruskin’s Graduate Studies Administrator. She works with the Director of Graduate Studies to address the department’s graduate academic administration, including admissions processes, on-course support and examinations. She also provides PA support to the Head of School, and oversees Departmental and University awards and prizes for which Ruskin students are eligible.

Jon Roome is the Electronic Media Specialist, which includes the role of IT manager. Jon is also the School’s Health & Safety Officer and is based at Bullingdon Road.

John is the Facilities Manager and is based at the High Street. John is the person you contact to borrow any tools or materials or discuss any particular workshop or studio requirements

Simon Lewis is the Ruskin’s Senior Technician who works at Bullingdon Road to support students in the studio work and workshop needs.

Matthew Terry, Technician, is also based at Bullingdon Road and works with Simon and Jon and, on occasion, at the High Street studios as well.

Lucy Till-Awny is the Receptionist and works in the office from 9.30 am – 5.30 pm during term time, 0th – 9th weeks. Lucy should be your first point of contact in the office for any queries.

Laura Unwin is the Ruskin’s Librarian and works part-time during each academic term, on Monday and Thursdays. Laura manages the library collections, can advise on new materials in the Ruskin library and assist with information about other University libraries.

Ruth McGuire is the Finance Assistant and works in the office on Thursdays. She processes orders and expenses forms, and addresses other departmental financial responsibilities.

**Evening and Saturday Morning Porters**

Angela Carpenter is the Evening Porter at the High Street who works during term time only, from Monday–Friday of 1st – 9th weeks, from 5.00pm – 9.15pm each evening.
Jonathan Gordon is the Saturday morning Porter at 74 High Street, and works during term time on Saturdays from 1st to 8th week from 9.00am – 1.00pm.

Geoffrey Howell is the Evening Porter at Bullingdon Road who works during term time only, from Monday – Friday of 1st-9th weeks, from 5.00pm – 9.15pm each evening; and Saturdays of 1st-8th weeks, 9.00am – 1.00pm.
2. THE RUSKIN GRADUATE PROGRAMME

2.1 PEOPLE

DGS, GRADUATE STUDIES OFFICE, DPHIL, REP

The Director of Graduate Studies (DGS) is Anthony Gardner (anthony.gardner@rsa.ox.ac.uk) for Michaelmas Term 2018 only with Jason Gaiger (jason.gaiger@rsa.ox.ac.uk) being DGS for Hilary and Trinity Terms.

The DGS has overall responsibility for the Ruskin postgraduate programmes and should be contacted for general academic advice or if it has not been possible to resolve a difficulty.

Oreet Ashery (oreet.ashery@rsa.ox.ac.uk) and Jason Gaiger (jason.gaiger@rsa.ox.ac.uk) co-convene the DPhil Seminar Programme. The Director of Graduate Studies should also be contacted for matters specific to the studios and the practice-led programme.

Heather Savage is the Graduate Studies Administrator at the High Street (heather.savage@rsa.ox.ac.uk), who should be contacted regarding meetings of the Graduate Studies Committee and of the Graduate Joint Consultative Committee, transfer and confirmation of status applications, and other administrative matters that are specific to the DPhil programme (such as extensions of time, suspensions of status etc.).

The Head of Administration, Richard Sykes (richard.sykes@rsa.ox.ac.uk), is also available to discuss any matters you wish to raise in confidence.

The Graduate Studies Committee (GSC) is chaired by the DGS and meets on Thursday of 4th week of every term. Decisions are then notified to the individual students by the Graduate Studies Office. The GSC is attended by the DPhil Rep(s) for unreserved business only.

STUDENT CONSULTATION AND FEEDBACK

GRADUATE JCC

The Graduate JCC (Joint Consultative Committee) meets once a term to discuss matters related to the postgraduate programme, raise any issues of concern, and collect feedback from all. A further opportunity to discuss graduate matters as a group with the DGS is offered in the context of the Research Seminars and by special appointment at other times.

The DPhil Rep (or Reps) is elected on an annual basis. The Rep chairs the JCC, which reports to the Graduate Studies Committee (GSC) and the Ruskin Committee for unreserved business at their regular meeting once a term. Your DPhil reps will contact you at the beginning of the new academic year to introduce themselves.

2.2 COURSE DETAILS

AIMS AND OBJECTIVES OF THE DOCTORAL PROGRAMME
The Ruskin Doctoral Programme is designed to support research in contemporary art making (through the practice-led DPhil) and contemporary art history and theory (through the DPhil by written thesis only). By its very nature this work often tends to be interdisciplinary and doctoral research conducted at the Ruskin is informed by research conducted in a number of other disciplines across the Humanities, Sciences and Social Sciences. In general, the programme supports interdisciplinary research by cultivating and maintaining strong links with other University Departments (including, to name a few, the Department of History of Art, the postgraduate programme in Film Studies, School of Pathology, Departments of Astrophysics, Biochemistry, Physiology, Anatomy and Genetics, Department of Education, and also the Museums of Science, Natural Science, the Ashmolean and the Pitt Rivers). The programme aspires to contribute at an international level to the definition of the nature of the Doctorate in Contemporary Art. It provides an exceptional research environment that enables contemporary artists, writers and art historians to work closely together in a world-leading, research-intensive university. The programme’s intimate size and its dedication to contemporary art practice and theory is central to its stimulating and dynamic cross-disciplinary structure.

The Ruskin doctoral programme is a research programme. As such it aims to support independent research and includes no ‘taught component’. All students admitted to the programme, in the first instance as ‘Probationary Research Students’ (PRS), are expected to show the capacity to function as independent researchers. Hence, the normal expectation upon admission is that PGR students will have completed a Masters in Fine Art or a Masters in a discipline related to their research project. In exceptional cases, the Admissions Committee may decide that a candidate has acquired professional experience equivalent to such a degree or that he or she may already possess the ability and research skills to embark on research without the formal qualification of a Masters and may recommend their admission to the programme.

A series of specifically designed ‘Ruskin Research Seminars’ complement the students’ independent research by offering an opportunity to present research projects, both studio and theoretical. The research seminars take place every week and follow a small workshop format in which students can present new research work in innovative and experimental ways.

**ASSESSMENT: TRANSFER AND CONFIRMATION OF STATUS**

Transfer and confirmation of status are formal assessment procedures. During the first year of study, Probationer Research Students are required to attend lectures, seminars, and classes within the University as directed by their supervisor(s). Students will also undertake foundation work related to their research area. They are then required to transfer status from PRS to either MLitt or DPhil status. Following a further period of research, students can confirm their status by undergoing the final official evaluation process before submission.

The detailed requirements for transfer and confirmation of status are set out in the Examination Regulations. Please consult these carefully. Full time PRS students are expected to transfer to full MLitt or DPhil status in the third or fourth term (full-time) of their degree. Following transfer to DPhil status, confirmation should normally take place in
the sixth term and no later than the ninth term of full-time study. In the case of part-time students, applications for transfer should normally be made by the end of the sixth term.

Students must give notice of their intention to apply for transfer or confirmation to the Graduate Studies Administrator, Heather Savage (heather.savage@rsa.ox.ac.uk). Application for transfer (including all the submitted material) should be submitted no later than the third week of the third term and accompanied by a report from the student’s supervisor(s). (Upon the recommendation of the supervisor(s), a student may be permitted to submit their material for transfer no later than Monday of the week before full term in the fourth term.) It is advisable to start the process well in advance bearing in mind that the relevant form requires the signature of both supervisor(s), college tutor for graduates and Ruskin DGS before it reaches the Graduate Studies Administrator, Heather Savage.

Requirements for Transfer from Probationer Research Status (PRS) to MLitt or DPhil status

Students must satisfy the Committee that (a) they have followed and completed their prescribed courses of study, (b) they have undertaken preparatory research (including artwork where applicable) to the satisfaction of their supervisor(s), (c) the proposed research topic is acceptable, and that they are competent to undertake it, (d) (in the case of those intending to offer artwork as part of the final submission) the proposed work to be undertaken is of sufficient substance.

Candidates for transfer should submit:
- an application form
  (GSO2 – download from http://www.ox.ac.uk/students/academic/guidance/graduate/progression)
- a brief statement (1,000 words) on the topic of their research and the manner in which they propose to treat it. This should be accompanied by:

  EITHER
  - an essay of about 5,000 words relevant to the topic proposed for the thesis.
  OR
  - (B) (for those intending to offer artwork as part of the final submission) a portfolio of studio work presented through PowerPoint slides or other mode of documentation and a related essay of 3,000 words.

Applications for transfer must be accompanied by a report from the student’s supervisor(s). (Upon the recommendation of the supervisor(s), a student may be permitted to submit no later than Monday of the week before full term in the fourth term).

On receiving the submissions the Committee shall appoint two assessors, both of whom shall consider the submitted material, and conduct the oral examination. The two assessors are asked to report back to the Graduate Studies Committee. When considering thesis proposals for transfer, the Graduate Studies Committee wishes to be assured:

(i) that the subject proposed and outlined is such, in its scope and nature, as to give the student a proper opportunity to meet the requirements for the degree;
(ii) that the subject is a valid one, is satisfactorily defined, and can profitably be studied at the Ruskin; and
(iii) that your ability and qualifications, as these may be judged from the evidence available (and especially from the supervisor’s reports), are such as to give a
reasonable expectation that you will be able to reach the standard required for the degree sought, and to handle the particular subject proposed.

If your application is not successful, you may reapply to transfer on one (only) further occasion. The second application will usually take place in the next term (students should contact the Graduate Studies Administrator about the timetable for submitting material). You should consult your supervisor(s) immediately if you are notified that your application has not been successful to discuss modifications and the options open to you.

Requirements for Confirmation of DPhil status

Applications for confirmation of DPhil status should normally be made by the end of the eighth term as a research student at Oxford, and confirmation must be completed by the end of the ninth term at the very latest; or, in the case of part-time students, normally by the end of the eighteenth term (and must be completed by the end of the twenty-fourth term). The very latest that all material for confirmation should be submitted is the end of week one of the ninth term.

A DPhil status student will cease to hold such status unless it is confirmed within the specified period as above. Confirmation of DPhil status must be gained before DPhil examiners can be appointed. Confirmation of DPhil status is the final formal assessment by the GSC of your work prior to the submission of your thesis. The assessment is to ensure that you are working at an appropriate level and to check your progress.

Every student seeking confirmation of status should make a submission consisting of:

- an application form (GSO14 – download from http://www.ox.ac.uk/students/academic/guidance/graduate/progression) and

EITHER

(A) 1. a thesis title, together with an outline of the thesis, and an essay of about 6,000 words on the current state of the student’s research, or a portion of the thesis of comparable length.

OR

(B) 1. a portfolio or exhibition of artwork, accompanied by statement of future plans; and 2. an essay on a related topic (3,000 words).

The application must be accompanied by a report from the student’s supervisor.

All candidates will be examined orally by two assessors. In the case of those intending to offer artwork as part of the final submission, both assessors will view the portfolio or exhibition of studio work prior to the oral examination. Confirmation of status may take place only when the committee has received satisfactory reports from the assessors, and from the student’s supervisor(s).

The assessors will submit a report and a recommendation to the GSC. Assessors may make one of three recommendations:
• DPhil status should be confirmed.

• Confirmation of DPhil status should be refused. If it is the student's first attempt, then a single further attempt is permitted.

• The student should transfer to MLitt status.

CHANGES TO RESEARCH PROJECT’S TITLE OR TOPIC

You may find as you proceed with your research that you need to modify your title or alter your proposed project in important respects. All such changes should be made in full consultation with your supervisor(s). If you need to alter your title, you need to return a GSO6 form (download from http://www.ox.ac.uk/students/academic/guidance/graduate/progression) to the Graduate Studies Administrator who will refer it to the Graduate Studies Committee at the latest in the term before you apply for the appointment of examiners.

If the change is a minor one (e.g. small alterations of wording), you should provide a simple explanation with your application; if the change is more considerable, you should send with your application a new outline which indicates the coverage of each chapter. In the latter event, it is important that you obtain the approval of the Graduate Studies Committee as soon as possible. If the proposed change is so substantial that it requires a change of supervisor, the GSC will try to arrange this, but you must bear in mind that supervision in a new area might not be available, and, in that case, the request for a change of subject could not be approved.

EXTENSIONS OF TIME

The normal time allotted for the completion of an MLitt thesis is nine terms, for a DPhil thesis, twelve terms, in each case from the term of admission as a PRS student. Students are expected to complete within that time. If you find that you are unable to finish your thesis within these limits, you may apply to the Graduate Studies Committee not later than the ninth or twelfth term respectively for an extension; such an application must be supported by your supervisor and your college and will be approved only in exceptional circumstances. The application form (GSO15) can be downloaded from http://www.ox.ac.uk/students/academic/guidance/graduate/progression and should be returned to the Graduate Studies Administrator. The Committee can award up to a total of six further terms for the MLitt and for the DPhil (three terms for part-time students), but in each case is willing only to grant a maximum of three terms at a single application. Students who have reached the end of their allotted time are removed from the register of graduates, and you should bear in mind that this will have serious implications for, for example, your entitlement to a University card, or your exemption from council tax. Students may subsequently apply for reinstatement. An application form (GSO23) can be downloaded from http://www.ox.ac.uk/students/academic/guidance/graduate/progression

SUSPENSION OF STATUS
With the support of your college and supervisor, you may apply for suspension of status for a specified period. Forms (GSO17) can be downloaded from http://www.ox.ac.uk/students/academic/guidance/graduate/progression and should be returned to the Graduate Studies Administrator. If the application is approved, you will not be liable to pay fees during the period of suspension and you will not be entitled to supervision or to use University facilities such as libraries. At the end of a period of suspension students should return an GSO17a form (download from http://www.ox.ac.uk/students/academic/guidance/graduate/progression) to confirm their intention to return. The Graduate Studies Committee is prepared to consider applications for suspension on the following grounds:

i) Where you are effectively prevented from pursuing your course of study in circumstances which are outside your control, and where there are good grounds for believing that you will be able to resume work within a reasonable period (e.g. cases of unforeseeable financial difficulty, and physical or mental incapacity, including maternity leave and unexpected domestic crises).

Note: Where suspension of status is required on the ground that the candidate has unforeseeable financial difficulties, the committee will require certification from the candidate’s college that it was fully satisfied, when the candidate was first admitted, that his or her financial position was at that time sufficiently secure to enable him or her to complete his or her studies, but that since then an unforeseeable deterioration has occurred which makes it impossible for him or her to continue his or her studies for a limited period. An increase in university fees will not normally be regarded as a sufficient ground for granting suspension of status.

ii) Where it is desirable that you should give up your work for a limited period either

1. to concentrate on some other project which cannot reasonably be deferred until your postgraduate work is completed (e.g. in order to acquire some ancillary qualification); or

2. to take up temporary work which is likely to be relevant to your subsequent career and the opportunity for which is unlikely to recur.

iii) In the case of the opportunity to study abroad

1. where you hold an AHRC or other research studentship which is suspended during the period of study abroad because of the nature of the study, or

2. where your work is unduly delayed by difficulties in making arrangements for study, or in carrying out such study, in another country.

The Faculty Board also wishes to make clear that candidates are expected to endeavor to complete their studies within the normal time limits for the course in question and it is, therefore, not prepared to consider applications for suspension merely on the ground that a candidate wishes to engage, for personal reasons, in some other activity and then return to his or her postgraduate work at some later date.
FINAL SUBMISSION

For students commencing in or after the 2015-16 academic year, the final submission consists in

EITHER

(A) For the Degree of DPhil, a thesis of up to 80,000 words, including notes and appendices, but excluding acknowledgements, bibliography, glossary, image captions and table of contents; or for the Degree of M.Litt. a thesis of up to 40,000 words, including notes and appendices, but excluding acknowledgements, bibliography, glossary, image captions and table of contents.

OR

(B) Subject to points (i-iv) below, for the Degree of DPhil, a thesis of art practice that makes an original contribution to knowledge and comprises (a) a portfolio of artwork that is documented by textual material and photographic and/or other images including labels or notes of explanation, and (b) a written component of up to 20,000 words that includes all such textual documentation, labels and notes of explanation, as well as footnotes, endnotes and appendices, but excludes acknowledgements, bibliography, glossary, image captions and table of contents; or for the Degree of M.Litt. a thesis of art practice that makes an original contribution to knowledge and comprises (a) a portfolio of artwork that is documented by textual material and photographic and/or other images including labels or notes of explanation, and (b) a written component of up to 10,000 words that includes all such textual documentation, labels and notes of explanation, as well as footnotes, endnotes and appendices, but excludes acknowledgements, bibliography, glossary, image captions and table of contents.

In the case of those candidates offering a thesis of art practice:

(i) For the purpose of these regulations, “portfolio” means a body of original artwork that may take the form of one or more objects, images, environments, performances, texts, virtual or conceptual works, or any comparable form as agreed between the candidate and his/her supervisor.

(ii) This body of work should be accompanied by documentation of high technical standards and theoretical sophistication that is sufficiently comprehensive as to fully record and communicate all aspects of the artwork where it is not possible to include the artwork itself within the written dissertation.

(iii) The candidate will also prepare a presentation of the body of original artwork, which the assessors will view in situ in advance of the oral examination, or in exceptional cases review on the basis of the documentation provided. This presentation may take the form of an
exhibition, performance, screening, demonstration or any comparable form as agreed between the candidate and his/her supervisor. The supervisor will ensure that the assessors view this presentation, which may take place in a different venue from, and on a day prior to, the oral examination. There should normally be no more than three terms between the dates of the viewing and the oral examination.

(iv) In conducting the oral examination, the assessors will be concerned to establish that the argument of the additional written component has been clearly presented in relation to the artwork, and that the artwork has been set in its relevant theoretical, historical, technical and/or critical context.

In exceptional circumstances, candidates may apply for permission to submit a written component that exceeds the specified word limit. An application for permission to exceed the limit should be submitted to the Ruskin School of Art’s Director of Graduate Studies with a detailed explanation and statement of the amount of excess length requested, and with a covering letter from the supervisor.

You should observe these regulated limits, and remember that examiners may return a thesis that is over length for abridgement. If you want to exceed the word limit, you should apply, in writing, to the Director of Graduate Studies at least in the term before you expect to submit your thesis, stating the number of words required, why you need this extension, and enclosing a letter of support from your supervisor.

Please see Appendix 1 for details on formatting and presenting your thesis. These guidelines should be followed carefully. See also the notes in GSO20a (that can be downloaded from http://www.ox.ac.uk/students/academic/guidance/graduate/progression which contain advice about the presentation of theses and the examination process. You should bear in mind that most graduates find that the last stages of a thesis take longer than they had expected. Ensure that your supervisors see the final version of your thesis, have plenty of time to review it and make suggestions, and that you also have time to incorporate them. When you come to the last stages, you should consult your supervisors about your expected date of submission and the appointment of two examiners (usually one is from the University of Oxford and the other is from another institution). Your supervisors will suggest names of suitable examiners, along with alternatives in case the original choices are unable to act. Do not approach possible examiners yourself. You should then complete an Appointment of Examiners form (GSO3 – download from http://www.ox.ac.uk/students/academic/guidance/graduate/progression and return it to the Graduate Studies Administrator in order for it to be approved by the GSC. It is advisable to do this some weeks before your anticipated submission date to avoid delay as the process can take some time, but the GSO3 can be returned at the same time as the thesis is submitted. You should also include the thesis consultation form and thesis cataloguing form (GSO3a and GSO26 - download from http://www.ox.ac.uk/students/academic/guidance/graduate/progression On the GSO3 form you are asked to state the date by which your thesis will be submitted: this date may in no case be later than the last day of the vacation immediately following the term in which you make application for the appointment of examiners. It is important to keep to this date, as your examiners will have scheduled time to read and report on your thesis. The viva is normally held within three months of the receipt of the thesis by the examiners. If you wish
to ask for an early viva, it is essential that you apply in good time for the appointment of examiners (e.g. by the first week in Trinity Term if you plan to submit by 1 August and wish for a viva by 1 September); you should remember that such an application may well mean that the examiners most suitable for your thesis may not be available.

In the case of those offering studio practice as part of the final submission, both assessors will view the portfolio or exhibition of studio work prior to the oral examination. The supervisor will ensure that the assessors view the studio work. This may take place in a different venue from, and on a day prior to the oral examination. There should normally be no more than three terms between the dates of the viewing and the oral examination. In conducting the oral examination, the assessors will be concerned to establish that the studio work has been clearly presented in relation to the argument of the written thesis, and that it has been set in its relevant theoretical, historical, or critical context.

REGULATIONS FOR STUDENTS ADMITTED TO THE DPHIL BEFORE 2015

Students who were admitted to the DPhil before the 2015-16 academic year should refer to the Regulations for the year of their admission. However, students who wish to be examined under the Regulations in place from 2015-16 onwards can apply individually to the Graduate Studies Committee and to the Education Committee. Students should submit a request outlining their reasons for being examined under the new Regulations, accompanied by a letter of support from their supervisor, by email to the GSC via Heather Savage (heather.savage@rsa.ox.ac.uk). The request will then be reviewed by the GSC and, if approved by the GSC, by the Education Committee for final approval.

All such applications for examination under the revised Regulations need to be made prior to the student’s confirmation of status.

Students whose request to be examined under the new Regulations has been approved by the Education Committee will need to notify their examiners of that approval. When students apply for the appointment of examiners on the GSO3 form (available at http://www.ox.ac.uk/students/academic/guidance/graduate/progression), they should indicate under section 2.4 that the application to be examined under the new Regulations was approved.

STUDY AND RESIDENCE REQUIREMENTS (DIVISIONAL GUIDELINES)

The residence limit for full-time graduate students (other than those studying part-time) is twenty-five miles from Carfax. This requirement does not apply to part-time students. Research students may be granted dispensation from the requirements to keep residence if it is necessary for them to carry out academic work elsewhere. To seek permission contact the Graduate Studies Administrator.

NOTE FOR AHRC FUNDED STUDENTS

Please note that many of the processes outlined here (e.g. extension or suspension of status) will also require a similar application to the AHRC. Please contact Jeremy Moyse by email (ahrccomp@admin.ox.ac.uk) for further information.
GRADUATE FORMS

Graduate forms are available on the Student Gateway:
http://www.ox.ac.uk/students/academic/guidance/graduate/progression

OXFORD RESEARCH ARCHIVE (ORA) AND THE ELECTRONIC PUBLICATION OF THESES

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

There is a 3-year default embargo for most theses. However, students funded by the Research Councils (AHRC, ESRC, etc.) are required to make their theses available within one year of leave to supplicate being granted (in accordance with RCUK policy). Where funding is provided by any other external body, students should abide by any terms and conditions for open access defined by their funding body; where there are discrepancies between these terms and the University's policy, the funding body's requirements should take priority.

When the embargo period ends the full-text of the thesis is made freely available unless i) the author applies for and is granted an extension or ii) the thesis has previously been granted a longer embargo.

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

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

3. GRADUATE SUPERVISION

3.1 A BRIEF GUIDE TO RESEARCH SUPERVISION

The role of the Supervisor is to:

- Advise, guide and support you in all aspects of your research, providing clear intellectual leadership and giving precise guidance about academic expectations.
- Agree with you a clear plan of research, identify milestones and provide information on the availability of research resources.

- Agree with you a timetable for:
  - regular meetings (normally twice per term) for detailed discussion of your progress
  - the submission of work, to which the supervisor should respond within a reasonable time

- Produce a detailed report on your progress at the end of each term, using the Graduate Supervision System – there are sections for the student and the supervisor to complete.

- Ensure that you are aware of the formal requirements for transfer of status, confirmation of status and final submission, and that these are incorporated into your plan of work.

- Discuss with you subject-specific and general research skills required for your doctoral studies; work with you to identify areas where you require additional training to develop these and other skills; advise you on how these needs may be met, and assess your skills development and training requirements at least once a year.

- Assist and encourage you to participate in the wider academic community.

- Ensure that you are aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and lecture lists.

- Ensure that you are aware of the relevant guidelines and advice for students undertaking fieldwork.
The role of the Student is to:

- Attend induction sessions arranged by the faculty, Bodleian Libraries and IT Services.
- Meet with your supervisor(s) regularly and take note of his or her advice and guidance.
- Draw up a research plan and timetable of work in consultation with your supervisor(s), and to keep relevant records of all aspects of your work.
- Produce a detailed report on your progress at the end of each term, using the Graduate Supervision system – there are sections for the student and the supervisor to complete.
- Inform the supervisor immediately of any circumstance which might lead to interruption of study.
- Work with your supervisor(s) to draw up a programme for identifying and developing your subject-specific and general research skills, and personal and professional skills.
- Attend appropriate classes, lectures and seminars.
- Be aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research.
- Work with your supervisor(s) to pursue opportunities to engage with the wider academic community at University, national and international levels.

Further information:

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

DEPARTMENTAL STATEMENT OF PROVISION FOR POSTGRADUATE RESEARCH STUDENTS

1. What arrangements will be put in place for supervising the graduate’s work?

Different arrangements apply in the case of ‘practice-led’ (studio) and ‘by thesis-only’ (history/theory) DPhils respectively. Practice-led DPhils will generally be assigned a practice supervisor and a theory supervisor. History/theory DPhils will be assigned one and in some cases two supervisors. In exceptional cases, external supervision arrangements will be made, always with the additional co-supervision of an internal supervisor. Your supervisor(s) will normally have been identified in your offer letter, and will have overall responsibility for the direction of your work. Students typically meet with their supervisors two times a term during the period of study; but arrangements will vary in response to individual needs, depending also on whether the emphasis on any given term lies on theory or practice. These meetings are likely to take place more frequently during the earlier stages of your research programme.
2. What induction arrangements will be made?

Induction sessions are organized by the School at the start of Michaelmas Term, which will complement induction sessions offered by your college. Your first meeting with your supervisor will normally follow in the next few days.

3. What workspace will be provided?

Shared studio space is provided for all full-time DPhil students.

4. What IT support/ library facilities/ other facilities will be available?

You will have access to the Ruskin School of Art’s Library (in addition to the Bodleian and other University libraries, and the centrally provided electronic resources), the School’s IT resources and workshop facilities, and the School’s IT Officer. Other bibliographic, archive or material sources are available as appropriate to the research topic. The provision of other resources specific to your project will be agreed with your supervisor as a part of the planning stages of the agreed project.

5. Which research seminars will be available?

The DPhil Research Seminars run on Tuesday afternoons every term. The seminar format encourages graduate researchers to present their research projects and receive extensive feedback by the entire group during the discussion. Supervisors are invited to attend their students’ presentation. The Ruskin’s Visiting Speaker series takes place on Thursday afternoons every term and is open to the entire School and other Departments. It offers a larger forum for invited external speakers to present their latest research, with the opportunities for tutorials in addition to the presentation. Graduate researchers have access to all other seminars taking place at the School, and open research seminars throughout the University. Your supervisor will discuss with you when you begin your programme, and subsequently, which would be the most appropriate for you to attend.

6. What access to research funds will be available?

Your college should be your first point of contact for research fund requests. You may also apply to the Ruskin’s Graduate Studies Committee. In any such application you will need to provide full details of requests submitted to your college, and any other bodies, and the outcomes of such requests will need to be provided to the Committee, before it will consider any application. Subject to the availability of funding, the Committee may award support of up to £500 in total across the three years (six years for part-time students) of fee-liability, to cover research and examination expenses. Grants for consumables will not be made. Applications should provide precise and detailed costings. The £500 maximum may be awarded either in one year, or spread across two or more years. Payments for grants awarded will be made on receipt of invoices or receipts (to be submitted to the Head of Administration), not in advance; and payment will be for the costs demonstrably incurred, up to the maximum awarded. Candidates registered for the practice-led DPhil may also apply for a further grant of up to £500, up to but not beyond the fourth year of registration full-time, or eighth year part-time, to support the costs of the final exhibition for examination. Application forms are available from the Office in the High Street and are also available online at www.rsa.ox.ac.uk
Completed application forms should be sent as an email attachment to the Secretary to the Graduate Studies Committee (heather.savage@rsa.ox.ac.uk) by Monday of the fourth week of term. Requests should include the reasons for funding, the amount requested and a brief budget for the proposed expenditure. You will be notified by the start of the sixth week of that term whether your request has been successful.

7. What formal graduate skills training will be provided?

The Research Seminars, including the Research Methodology Seminar conducted in Michaelmas Term, address a variety of basic research skills. In addition, specialised training sessions will be organised throughout the year responsive to student demand.

Information about training and other courses offered across the University is available at https://weblearn.ox.ac.uk/portal/hierarchy/skills. (I could not access this but could be my authorization that is at fault) This site provides information about transferable skills development for research students and research staff at Oxford University, and includes a searchable database of skills training opportunities, links to articles on subjects such as project management, teaching and career planning, and message boards for asking questions and discussing issues with other researchers.

8. What opportunities will be available for developing and practising teaching skills (for second and third year graduate students)?

The Ruskin runs an annual programme, called Preparation for Learning and Teaching at Oxford (or PLTO), that introduces students to teaching and learning in contemporary art. PRS students are especially encouraged to attend.

9. What arrangements for accommodation, meals and social facilities will be made on a year round basis?

School:

Research students can use the common area at Bullingdon Road. This encourages interaction between research groups in the School. Seminars, reading groups and colloquia bring research students together with academic and other research staff in the School to hear about on-going research, and provide an opportunity for meeting people and socialising.

College:

Many colleges will be able to provide you with at least one year’s accommodation. Generally speaking your college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and you will need to familiarise yourself with your college’s detailed arrangements. In addition there are usually self-catering facilities available in graduate accommodation. You will be a member of the Middle Common Room, or equivalent, of your college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected Committee.
or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

Central:

Graduate Research Students may become members of the University Club in Mansfield Road, and participate in the range of sporting, musical and other activities supported by the University.

10. What arrangements are in place for pastoral and welfare support?

School:

Within the School, your supervisor(s), Director of Graduate Studies, the Deputy Administrator, and the Secretary to the Ruskin Committee are all available to offer support. The Graduate Joint Consultative Committee provides a channel through which graduate students’ views and concerns can be discussed and brought to the attention of the School’s main governing body, the Ruskin Committee.

College:

There is an extensive framework of support for graduates within each college. Your college will allocate to you a College Advisor from among its Senior Members, usually in a cognate subject, who will arrange to see you from time to time and whom you may contact for additional advice and support on academic and other matters. In college you may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a Fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. Each college will also have other named individuals who can offer individual advice. The University also has a professionally staffed confidential Student Counselling Service, which offers assistance with personal, emotional, social, and academic problems. (See below.)

Central:

The University provides a Student Counselling Service:
http://www.ox.ac.uk/students/welfare/counselling and Careers Service http://www.careers.ox.ac.uk

GRADUATE SUPERVISION SYSTEM (GSS): CHANGING TO GSR (GRADUATE SUPERVISION REPORTING)

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 strongly 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 skills and training needs to be addressed during the next term. Your supervisor(s) should discuss the report with you, as it will form the basis for feedback on your progress, for identifying areas where further work is required, for reviewing your progress against an agreed timetable, and for agreeing plans for the term ahead.

When reporting on academic progress, students on doctoral programmes should reflect on the progress made with their research project during the current term, including written work (e.g. drafts of chapters) and you should assess this against the plan of research that has been agreed with your supervisor(s).

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

If you have any complaints about the supervision you are receiving, you should raise this with your Director of Graduate Studies. You should not use the supervision reporting system as a mechanism for complaints.

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 your Director of Graduate Studies and to your College Advisor. When the supervisor sections are completed, you will be able to view the report, as will the relevant Director of Graduate Studies and your college advisor. Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they use to obtain information about supervision. College advisors 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(s)).

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

University Libraries

The Ruskin School of Art, as a department of the University of Oxford, benefits from excellent library provision.

The Bodleian Library

The Oxford University Libraries, centred around the Bodleian, are the UK’s largest academic library collection. The integrated library service of the University of Oxford comprises of nearly 40 libraries, many offering borrowing rights. The Bodleian Library (https://www.bodleian.ox.ac.uk) is a copyright library and has long collected copies of all works published in the United Kingdom, in addition to an extensive range of foreign publications. Please note that the Bodleian is a reference library; items are not available for loan.

Sackler Library

The Sackler Library, is one of the Bodleian Libraries’ principal research libraries with collections focusing (broadly) on the study of archaeology and the ancient world, art and architectural history.

The Sackler is a main point of reference for most Ruskin DPhil students. It has incorporated the collections of the former Ashmolean Library (Western Art), History of Art, East Asian Art and Classics libraries. Its holdings are in excess of 200,000 volumes, and include monographs, catalogues, periodicals on fine and decorative art, theory, criticism, historiography, as well as the collections of Edgar Wind and Francis Haskell. All books and periodicals are open access.

The Ruskin School of Art Library

The Ruskin has its own specialised in-house library of more than 6,500 volumes, comprising of lending and reference collections, both of which include written material on art history, art theory, art techniques, human anatomy, exhibition catalogues and artists’ monographs. The Ruskin Library has a particular focus on twentieth-century and twenty-first century materials, complementing the research collections of the Bodleian and Sackler Libraries.

The Ruskin holds around 20 sets of art journals and more than 2,000 art-related pamphlets. The library is fully integrated into the University’s electronic circulation system and the Ruskin Library terminals offer full access to the electronic resources of the Oxford University, most notably The Grove Dictionary of Art, ARTbibliographies, the ARTstor Digital Library, The Bibliography of the History of Art, The Design and Applied Arts Index, Art Abstracts, and e-Journals (including JStor), among numerous others.

The Ruskin Librarian

Laura Unwin is the Ruskin Librarian her normal working hours are Monday and Thursday 9.30am-2.30pm (weeks 0-9). She is here to help so please email her at:
laura.unwin@rsa.ox.ac.uk with any enquiries during term-time. Please contact: info@rsa.ox.ac.uk during the vacation period.

Library Opening Hours

Monday – Friday: 9am – 9.15pm (weeks 1-9)
Monday – Friday: 9am – 5pm (week 0)
Saturday - 9am – 1.15pm (weeks 1-8).
Closed Sunday.

The Ruskin Library is open during term-time only and is closed during vacations.

Library Loan Information

All Ruskin students may borrow from the main library and use the reference collection.

Items can be located through the SOLO online catalogue at: http://solo.bodleian.ox.ac.uk

The Ruskin Library works on a self-service issue system. Any books being taken out must be scanned at the computer terminal situated in the main library, a Bodleian card is required for this process. (All DVD boxes are empty, so please request the item from the librarian before scanning the barcode).

In summary, the library loan information including renewals and fines is:

<table>
<thead>
<tr>
<th>Item Loan Type</th>
<th>Number of items</th>
<th>Loan Period</th>
<th>Renewals</th>
<th>Fines for Returns</th>
<th>Late Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Loan</td>
<td>6</td>
<td>14 days</td>
<td>6 times</td>
<td>20p per day</td>
<td></td>
</tr>
<tr>
<td>Short Loan</td>
<td>2</td>
<td>3 days</td>
<td>6 times</td>
<td>£1 per day</td>
<td></td>
</tr>
<tr>
<td>DVDs</td>
<td>1</td>
<td>7 days</td>
<td>N/A</td>
<td>£1 per day</td>
<td></td>
</tr>
</tbody>
</table>

Please note, all returns should be placed in the white book bin situated in the main library.

Books not taken out of the main library should please be replaced on the re-shelving shelf and not re-shelved by the reader.

Items from the reference library should not be removed from the library. These should be placed on the re-shelving trolley after viewing.

Any Ruskin Library fines will be removed from your student deposit at the end of the academic year.

Additional information regarding the RSA library can be found on WebLearn under the heading Library Resources at: https://weblearn.ox.ac.uk/x/xNV6vH or at the Ruskin website at: http://www.rsa.ox.ac.uk/about/library

Electronic Information Resources
The University subscribes to a very large collection of electronic information resources, most of which can be accessed by university members anywhere in the world.

SOLO (Search Oxford Libraries Online): [http://solo.bodleian.ox.ac.uk](http://solo.bodleian.ox.ac.uk) gives access to the largest electronic resources in any UK university, including the option of cross-searching many of our collections.

OxLIP+: [http://oxford1-direct.hosted.exlibrisgroup.com/V/](http://oxford1-direct.hosted.exlibrisgroup.com/V/) is the Oxford Library Information Platform, gateway to all the University’s extensive databases, electronic reference works, e-books and e-journals, which allows cross-searching.

WebLearn: [https://weblearn.ox.ac.uk/portal/site/humdiv/ruskin](https://weblearn.ox.ac.uk/portal/site/humdiv/ruskin) A Virtual Learning Environment which contains induction and course materials and tools for learning.

Museums and Collections: [http://www.ox.ac.uk/about_the_university/museums_and_collections/index.html](http://www.ox.ac.uk/about_the_university/museums_and_collections/index.html) information about the holdings at the University.


Copac: [http://copac.ac.uk/](http://copac.ac.uk/) is the main library catalogue for (almost) all UK libraries.

Suncat: [http://suncat.ac.uk/](http://suncat.ac.uk/) provides locations to journals throughout the UK, and links to articles and tables of contents.

**RESEARCH SEMINARS AND LECTURE LISTS**

The Ruskin website is regularly updated to include information on the DPhil research seminars and artists’ talks. Please consult the School lecture list every term. Hard copies are available from the Office and online at [http://www.rsa.ox.ac.uk](http://www.rsa.ox.ac.uk).

Following the same link above, you are advised to consult the lecture lists of related disciplines across the Humanities and Social Sciences, in particular the lecture list of the Department of History of Art (also announced on the website [http://www.hoa.ox.ac.uk](http://www.hoa.ox.ac.uk)) as well as the ‘Special Lecture List’.

There is also an Oxford-wide events list available at [http://www.ox.ac.uk/events-list](http://www.ox.ac.uk/events-list).

**IT RESOURCES**

For advice on the use of the Ruskin’s IT facilities contact Jon Roome ([jon.roome@rsa.ox.ac.uk](mailto:jon.roome@rsa.ox.ac.uk))

For IT courses run by the Oxford University Computing Services see [http://www.it.ox.ac.uk/want/course](http://www.it.ox.ac.uk/want/course)

You are encouraged to make use of these resources in order to establish good basic research and presentational skills (e.g. bibliographic tools, powerpoint presentations, etc.)

**UNIVERSITY LANGUAGE CENTRE**
The Language Centre is a central academic service for all matriculated students. It is open on weekdays all year, except for two weeks at Christmas and one week at Easter, and on Saturday mornings in full term.

The library is the only one in Oxford to specialise in language learning, and about 130 languages are represented. Course books are often accompanied by audiotapes, videotapes or CDs. Live satellite television is available in fourteen languages. There are numerous quiet study spaces which users are very welcome to use individually or for a language exchange.

Courses are offered in eight European languages and in Mandarin. These courses normally last all year and are very popular. Students who need a language for study or research should ask about priority application. For highly motivated students who wish to obtain a certificate, the OPAL programme offers fee-paying evening courses in French, German, Italian and Spanish. If you are unable to take a place on a course the librarian provides advice on self-study learning and there is guidance from advisors in French and German in the Lambda project.

International students whose first language is not English may take courses in English for Academic Studies, which are aimed at improving students’ use of English, with classes focusing on oral English or on academic writing.

Contact: The Assistant Administrator, Oxford University Language Centre, 12 Woodstock Road, Oxford OX2 6HT. Tel: (2)83360; email: admin@lang.ox.ac.uk; http://www.lang.ox.ac.uk/.
5. GRADUATE TRAINING PROVISION

PERSONAL AND PROFESSIONAL DEVELOPMENT FOR HUMANITIES RESEARCHERS

Whether you are a graduate student or a postdoctoral researcher, there are two pressing questions with which you will no doubt be occupied:

- How can I get this project finished in time, and up to the standard I want it to be?
- And what am I going to do afterwards?

The development opportunities provided by the Humanities Division are designed to help you address these questions in stimulating, interactive ways. Provided by experts and with the input of industry professionals from the BBC to Citigroup, these workshops and initiatives 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.

Alongside researcher and student-led initiatives like Graduate Networks (see http://www.ohgn.org) and TORCH (The Oxford Research Centre in the Humanities http://www.torch.ox.ac.uk) initiatives such as the Interdisciplinary Graduate Conference Competition, opportunities include the following:

- Career planning using the new electronic Career Planner and the Researcher Development Framework (see http://www.vitae.ac.uk);
- Introduction to the DPhil; Managing your progress; Preparing for the DPhil viva;
- Turning your thesis into a monograph; journal article publishing workshop;
- Media training (Newsnight-style interviews); research careers outside academia;
- Introduction to postdoctoral fellowships; applying for BA and other postdoctoral fellowships;

Developing Learning and Teaching (DLT) programme, leading to Associate Fellowship of the Higher Education Academy (http://www.heacademy.ac.uk).

To find out about graduate training and development in Humanities go to: https://www.humanities.ox.ac.uk/researcher-development

The list of training courses and events is available at https://sharepoint.nexus.ox.ac.uk/sites/humanities/research_training/training/SitePages/Home.aspx

The Developing Learning and Teaching Handbook and reading material for the seminars are available on the Humanities training area on Weblearn (which requires you to log in using your single sign-on username and password). More information on the programme is available via the Oxford Learning Institute website: http://www.learning.ox.ac.uk/teaching/programmes/dlt/

Careers Service - http://www.careers.ox.ac.uk/
Computing Service (OUCS) - http://www.oucs.ox.ac.uk/
Language Centre - http://www.lang.ox.ac.uk/
PREPARATION FOR LEARNING AND TEACHING AT OXFORD (PLTO)

The Ruskin runs an annual programme, called Preparation for Learning and Teaching at Oxford (or PLTO), that introduces students to teaching and learning in contemporary art. PRS students are especially encouraged to attend.

Faculties produce teaching registers with details of graduate students and Research Staff who are interested in undertaking teaching, indicating their areas of interest and expertise; successful completion of both the PLTO course and the transfer of status assessment are the prerequisites for inclusion on the Ruskin’s teaching register.

Successful completion of the PLTO requires students to take part in 2 or 3 of the following modes of teaching, as led by a Ruskin staff member:

(a) training sessions on leading group crits, with further practical demonstration and the opportunity to lead crits through the Ruskin’s well-developed crit programme

(b) sessions on art history and theory teaching that cover an introduction to the curriculum, essays and examining, course design, and teaching strategies, with further opportunities to observe teaching at tutorials

(c) sessions dedicated to individual studio tutorials, focusing on Oxford’s renowned one-to-one teaching methods, which are the cornerstone of undergraduate teaching in the Ruskin’s undergraduate programme.

After each PLTO session, graduate students and supervising staff members will discuss teaching strategies and best practice appropriate to each mode of teaching.

Teaching opportunities in the studio and history/theory components of the BFA are offered throughout the year for DPhil students who are on the Ruskin’s teaching register. Please speak with your supervisor, the DGS or the relevant BFA tutor for further information about applying for one of these teaching opportunities.

FURTHER TRAINING – DEVELOPING LEARNING AND TEACHING

Following successful completion of the PLTO, DPhil students may wish to continue their training in teaching skills by undertaking the Developing Learning and Teaching programme (or DLT) offered by the Humanities Division. The DLT is a way of making the most of your first teaching experiences in UK higher education. If completed in full it leads to an award that is recognised at universities across the UK: Associate Fellow of the Higher Education Academy (HEA). Faculties may arrange mentored teaching opportunities, or you
may need to arrange them for yourself.

DLT involves:
- Doing a little teaching
- Observation of others' teaching
- Mentoring by an academic in your faculty
- Reading a small amount of educational literature
- A portfolio of 2500-5000 words, made up of items of your choice
- The Developing Learning and Teaching Handbook and reading material for the seminars are available on the Humanities training area on Weblearn (which requires you to log in using your single sign-on username and password). More information on the programme is available via the Oxford Learning Institute
- website: [http://www.learning.ox.ac.uk/teaching/programmes/dlt/](http://www.learning.ox.ac.uk/teaching/programmes/dlt/)

Qualified DPhil students (those between transfer and confirmation who have gone through PLTO training) have various opportunities to teach at the Ruskin: group crits, art history and theory tutorials, and studio tutorials. Of these, only group crits - a staple of art school teaching worldwide- are regularly offered to DPhils, while art history and theory tutorials are organised ad hoc, and studio tutorials are to be self-organised. Further, there are different arrangements for payment, as described below:

Group crits
You may take part in three or more per year, as coordinated by Martina Schmuecker. You will be paid £25/hour by the Ruskin for your participation, as group crits are a core teaching provision to Ruskin BFAs. You will be paired with Ruskin teaching staff member (VT or permanent faculty) to co-lead the group crit together.

Art history and theory tutorials
There are various opportunities for tutorial teaching both through the History of Art department (for students following the Ruskin's second year course) and, less regularly, at the Ruskin itself (for students designated as needing extra help by faculty). These depend on the match between the student's topic and your area of research. You will be paid £25/hour for your time. Other opportunities exist for tutoring visiting students (for example American junior-year-abroad students); the Ruskin is sometimes notified of these by colleges, but you may also make your own enquiries with Senior Tutors in colleges.

Seminars/Workshops
You may propose open seminars or workshops for BFAs, based on your prior canvassing of interest among BFAs. You may submit a proposal to the DGS and Richard Sykes consisting of possibly for a mini-series of seminars/workshops. You will be paid £25/hour for the seminar time itself.

Studio tutorials
You are welcome to self-organise tutorials with any interested BFA students, and to designate these as teaching on your CV. As this is not ‘core teaching’ at the Ruskin (VTs and permanent faculty must be primary tutors), nor faculty-requested ‘top-up teaching,’ you will not be paid for your time. We hope that, rather, these kinds of tutorials or studio
visits become part of the Ruskin’s culture: a source of teaching experience but also collegiate exchange.

Finally, a reminder that in order to teach you will need:

*to be between transfer and confirmation;
*to have filed your teaching registration form with Heather in the office;
*to have completed the PLTO training (at least two of the three offered sessions).

If you will be paid for your teaching (group crits or art history and theory tutes) you will further need:

*to contact the office (Lucy) for the casual teaching form to complete (this is additional to the teaching registry form) and
*to bring in your passport for copying for RtW check, unless you’ve made a recent previous claim for payment (in which case a message to Richard Sykes to check your engagement remains current is likely to suffice).
6. STUDENT SUPPORT

SUPERVISORS, DIRECTOR OF GRADUATE STUDIES, GRADUATE ART RESEARCH LEADER, COLLEGE ADVISER

The Director of Graduate Studies (DGS) oversees the Ruskin Graduate Programmes and their development, makes supervision arrangements, assesses applications for transfer and confirmation of status, and has a particular responsibility for recruitment and admissions, in addition to acting as a supervisor and internal examiner. The DGS is available to provide academic advice to all research students.

The DPhil Seminar convenor oversees the studio-specific component of the DPhil programme, such as matters related to studio space and studio resources (including suggestions for visiting speakers, and any conflicts arising from the use of studios).

The college adviser’s field of expertise will not necessarily be contemporary art, but may be a related discipline. Your college adviser operates as an additional source of support, should this be required, and therefore contact may be limited or intermittent.

SPECIALIST SERVICES

Counselling service

The University has a professionally staffed confidential Student Counselling Service for assistance with personal, emotional, social and academic problems. The Service is available free to all matriculated undergraduate and graduate members of the University. Further information is available at http://www.ox.ac.uk/students/welfare/counselling/

Disability Advisory Service

For information see http://www.ox.ac.uk/students/welfare/disability and http://www.admin.ox.ac.uk/eop/disab

Financial hardship

College hardship funds

Many colleges offer hardship funds to support students who are experiencing unexpected financial difficulties. Information is usually available from the College Office.

University Hardship Fund

The Committee on Student Hardship makes awards on the grounds of unforeseeable hardship and may provide help in the form of a grant or loan, depending on the applicant’s circumstances. Awards to successful applicants are made on the basis of a comparison of a student’s finances for the current academic year with University estimates of finances required. The Committee meets on a termly basis but will not normally consider more than one application per student per year, unless there have been significant changes in that student’s circumstances. Awards generally do not exceed £2000. All students registered for a degree at the University are eligible to apply to the Committee.
You should collect a form from your College Secretary and visit the College Hardship Officer at your College before completing the application. Your application will need to be supported by both your college and your tutor/supervisor.

Application forms are available from College Secretaries and College Hardship Officers.

Further information at: http://www.ox.ac.uk/students/fees-funding/ and http://www.ox.ac.uk/students/fees-funding/assistance/hardship

International Student Advisory Service

This University service offers orientation programmes and further advice on visa and immigration-related matters to international students. On their website, you will also find information on study abroad opportunities. See www.ox.ac.uk/students/international_students/

Childcare services

Full information available at: http://www.admin.ox.ac.uk/eop/child

University Policy on Student Maternity, Paternity and Adoption leave

Other Available Services

A range of services led by students are available to help provide support to other students, peer support, OUSU Student Advice Service and Nightline.

Visit: www.ox.ac.uk/students/shw/peer/

CAREERS GUIDANCE

Careers Service

The Careers Service helps you (whether you are a current or recent Oxford University undergraduate or postgraduate student, or research staff) make and implement well-informed decisions about your career. In particular the Service encourages and enables you to appreciate and explore the range of opportunities available; to clarify your values and interests and to relate them to possible career choices; to recognise and further develop your abilities and skills; and to formulate and realise your early career plans.

The Service provides a wide range of information about occupations, employers, jobs and vacation work, postgraduate study and vocational training. Its information and reception staff are available to help you to find your way around and to find specific information or to see a Careers Adviser for a careers discussion. In addition, each day in term time, an experienced Careers Adviser is on duty in the Information Room for a 10-15 minute quick discussion and you can book for a 45 minute in-depth career review. Each term the Service lays on a full programme of talks and events. The office at 56 Banbury Road is normally open from Monday to Friday 10.00 a.m. – 5.00 p.m. Tel. (2)74646, fax (2)74653. The web-
site www.careers.ox.ac.uk contains a wide range of guidance and information, as well as comprehensive and searchable databases of vacancies and events.

EQUALITY AND DIVERSITY AT OXFORD

"The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected." Equality Policy (2013)

Oxford is a diverse community with staff and students from over 140 countries, all with different cultures, beliefs and backgrounds. As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the university community with respect, courtesy and consideration.

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the ‘protected characteristics’ of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation. Visit our website for further details or contact us directly for advice: www.admin.ox.ac.uk/eop or equality@admin.ox.ac.uk.

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University’s Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice

The School’s Harassment Advisors are Professor Malcolm Bull and Professor Daria Martin.

There is a range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit: http://www.admin.ox.ac.uk/eop/religionandbelief/

COMPLAINTS AND APPEALS PROCEDURES

1. The University, the Humanities Division and the Ruskin School of Art all hope that provision made for students at all stages of their programme of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

2. However, all those concerned believe that it is important for students to be clear about how to raise a concern or make a complaint, and how to appeal against the outcome of assessment. The following guidance attempts to provide such information.

3. Nothing in this guidance precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.
4. Many sources of advice are available within colleges, within faculties/departments and from bodies like OUSU or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

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

Complaints

6. If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the Director of Graduate Studies. Within the faculty/department the officer concerned will attempt to resolve your concern/complaint informally.

7. If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. A complaint may cover aspects of teaching and learning (e.g. teaching facilities, supervision arrangements, etc.), and non-academic issues (e.g. support services, library services, university accommodation, university clubs and societies, etc.). A complaint to the Proctors should be made only if attempts at informal resolution have been unsuccessful. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the University Student Handbook commonly known at the Proctors and Assessor’s Memorandum [http://www.admin.ox.ac.uk/proctors/pam/] and the relevant Council regulations [http://www.admin.ox.ac.uk/statutes/regulations/]

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

Academic appeals

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

10. For undergraduate or taught graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. It must not be raised directly with examiners or assessors. If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college. As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are on the web [http://www.admin.ox.ac.uk/statutes/regulations/]

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

12. Please remember in connection with all the cases in paragraphs 5 - 7 that:

(a) The Proctors are not empowered to challenge the academic judgment of examiners or academic bodies.
(b) 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.

(c) On no account should you contact your examiners or assessors directly.

13. The Proctors will indicate what further action you can take if you are dissatisfied with the outcome of a complaint or appeal considered by them.

FUNDING

A comprehensive guide to funding opportunities is provided by the Humanities Division. For detailed information see: http://www.ox.ac.uk/feesandfunding/

LINKS TO USEFUL INFORMATION

University Student Handbook known for many years as the Proctors and Assessors Memorandum – www.admin.ox.ac.uk/proctors/info/pam/index.shtml

Includes information on Welfare Matters; Oxford University Student Unions; Sport, Clubs and Recreation; Conduct; Disciplinary Procedures; Medical Incapacity; Complaints Procedures; Freedom of Speech

Examinations: Examination Regulations: http://www.admin.ox.ac.uk/examregs/information/contents/

Supervision: in the Examination Regulations: http://www.admin.ox.ac.uk/examregs/2017-18/grftdodoctofphil/Fieldwork: Safety in fieldwork - www.admin.ox.ac.uk/safety/policy-statements/s5-07/

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

IT:

(i) Regulations and Policies applying to all users of University ICT facilities: http://www.it.ox.ac.uk/do/governance-and-policies

(ii) Regulations relating to the use of Information Technology Facilities www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

Research Ethics:
The University is committed to ensuring that its research involving human participants is conducted in a way that respects the dignity, rights, and welfare of participants, and minimize risk to participants, researchers, third parties, and to the University itself. All such research needs to be subject to appropriate ethical review. More information can be found at the Research Ethics website and an online training course can be accessed on Weblearn.

Study skills and training http://www.ox.ac.uk/students/academic/guidance/skills
Guidance and online training on the avoidance of plagiarism:
http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism

Complaints and academic appeals –
http://www.proctors.ox.ac.uk/complaintsandacademicappeals/

University Policy on Harassment and Bullying -
http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/harprint.pdf
APPENDICES

APPENDIX 1. STYLE AND FORMAT OF YOUR ESSAYS AND DISSERTATION

Examination regulations
Read carefully the regulations given in the Examination Regulations for the preparation and submission of theses. They are University regulations and must be complied with.

Word limits
The word limits stated include footnotes, bibliography and appendices.

Styling your written work as you write it
There are several sets of conventions and published guides to explain them. None is obligatory, but you should follow one system consistently. The forms given below should meet the needs of most candidates when they present extended written work, but other guides you could consult include:


Notes and Bibliography: Sample Citations
The following examples illustrate citations using the Chicago Manual of Style’s notes and bibliography system.

Examples of notes are followed by examples for how to cite the source in a bibliography.

For more details and many more examples, see Chapter 14 of The Chicago Manual of Style.

The purpose of source citations
Ethics, copyright laws and courtesy to readers require authors to identify the sources of direct quotations or paraphrases and of any facts or opinions not generally known or easily checked. Conventions for documentation vary according to scholarly discipline, the
preferences of publishers and authors and the needs of a particular work. Regardless of the
convention being followed, the primary criterion of any source citation is sufficient
information either to lead readers directly to the sources consulted or, for materials that
may not be readily available, to positively identify the sources used, whether these are
published or unpublished, in printed or electronic form.

Basic structure of a note

A footnote or an endnote generally lists the author, title, and facts of publication, in that
order. Elements are separated by commas; the facts of publication are enclosed in
parentheses. Authors’ names are presented in standard order (first name first). Titles of
larger works (e.g., books and journals) are italicised; titles of smaller works (e.g., chapters,
articles) or unpublished works are not italicised, but are enclosed in quotation marks.

Footnotes and endnotes—an overview

As their name suggests, footnotes appear at the foot of a page. In a journal, endnotes
appear at the end of an article; in a book, at the end of a chapter or, more commonly, at
the back of the book. Authors can work with whichever
form seems most convenient,
though notes should be created with a word processor’s note function to facilitate
renumbering when notes are added or deleted.

Basic structure of a bibliography entry

In a bibliography entry, the elements are separated by full stops rather than by commas;
the facts of publication are not enclosed in parentheses; and the first-listed author’s name,
according to which the entry is alphabetized in the bibliography, is usually inverted (last
name first). As in a note, titles of larger works (e.g., books and journals) are italicised; and
titles of smaller works (e.g., chapters, articles) or unpublished works are enclosed in
quotation marks but not italicised.

Format and placement of bibliography

A bibliography arranged in a single alphabetical list is the most common and usually the
most reader-friendly form for a work with or without notes to the text. All sources to be
included—books, articles, dissertations, papers—are alphabetically arranged in a single list
by the last names of the authors (or, if no author or editor is given, by the title or a keyword
readers are most likely to seek). In a printed work, a bibliography is normally placed at the
end.

Placement of note number

A note number should generally be placed at the end of a sentence or at the end of a clause.
The number normally follows a quotation (whether it is run in to the text or set as an extract).
Relative to other punctuation, the number follows any punctuation mark except for the
dash, which it precedes.

“This,” wrote George Templeton Strong, “is what our tailors can do”.¹

The bias was apparent in the Shotwell series³—and it must be remembered that
Shotwell was a student of Robinson’s.

A note number normally follows a closing parenthesis.
Multiple citations and multiple references
A note number cannot reappear out of sequence; the substance of a note that applies to more than one location must be repeated under a new note number. To avoid such repetition, especially for a longer discursive note, a cross-reference may be used.

18. See note 3 above.

Although more than one note reference should never appear at a single location (such as 5, 6), a single note can contain more than one citation or comment.

Citations plus commentary
When a note contains not only the source of a fact or quotation in the text but related substantive material as well, the source comes first. A full stop usually separates the citation from the commentary. Such comments as "emphasis mine" are usually put in parentheses.

11. Shakespeare, Julius Caesar, act 3, sc. 1. Caesar’s claim of constancy should be taken with a grain of salt.

Substantive notes
Substantive, or discursive, notes may merely amplify the text and include no sources. Such notes may augment any system of documentation. When a source is needed, it is treated as in the following example:

1. Ernst Cassirer takes important notice of this in Language and Myth (59–62) and offers a searching analysis of man’s regard for things on which his power of inspired action may crucially depend.

Citations taken from secondary sources
To cite a source from a secondary source ("quoted in . . .") is generally to be discouraged, since authors are expected to have examined the works they cite. If an original source is unavailable, however, both the original and the secondary source must be listed.


Chicago-Style Citation Quick Guide
This material is derived from the following source, which you can also consult: http://www.chicagomanualofstyle.org/tools_citationguide.html

Book

One author
Notes:

2. Pollan, Omnivore’s Dilemma, 3.

Bibliography:


Two or more authors

Notes:


Bibliography:


For four or more authors

List all of the authors in the bibliography; in the note, list only the first author, followed by et al. (“and others”):

1. Dana Barnes et al., Plastics: Essays on American Corporate Ascendance in the 1960s . . .
2. Barnes et al., Plastics . . .

Editor, translator, or compiler instead of author

Notes:

2. Lattimore, Iliad, 24.

Bibliography:


Editor, translator, or compiler in addition to author

Notes:

2. García Márquez, Cholera, 33.

Bibliography:


Chapter or other part of a book

Notes:


Bibliography:


Chapter of an edited volume originally published elsewhere (as in primary sources)

Notes:


Bibliography:


Preface, foreword, introduction, or similar part of a book

Notes:

2. Rieger, introduction, xxxiii.

Bibliography:

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include the date that you accessed the book online. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Notes:

3. Austen, Pride and Prejudice.

Bibliography:


Journal article

Article in a print journal

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

Notes:


Bibliography:


Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include the date you accessed the journal.
Notes:


Bibliography:


Article in a newspaper or popular magazine

The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include the date you accessed the article. If no author is identified, begin the citation with the article title.

Notes:

4. Stolberg and Pear, “Wary Centrists”.

Bibliography:


Book review

Notes:

2. Kamp, “Deconstructing Dinner”.

Bibliography:

Exhibition Titles

Titles of world’s fairs and other large-scale exhibitions and fairs are capitalised but not italicised. Smaller exhibitions (e.g., at museums) and the titles of exhibition catalogs (often one and the same) are italicised.

the Great Exhibition of the Works of All Nations; the Great Exhibition of 1851; London’s Crystal Palace Exhibition; the exhibition the World’s Columbian Exposition; the New York World’s Fair the Century-of-Progress Expositions (included more than one fair)
but A remarkable exhibition, Motor Cycles, was mounted at the Guggenheim Museum.
We saw the exhibition Ansel Adams at 100 when visiting the Museum of Modern Art.
We decided to buy the catalogue Ansel Adams at 100, by John Szarkowski.

Thesis or dissertation

Notes:

2. Choi, “Contesting Imaginaires”.

Bibliography:


Paper presented at a meeting or conference

Notes:

2. Adelman, “Such Stuff as Dreams”.

Bibliography:


Website

A citation to website content may be styled as in the examples below. Because such content
is subject to change, include an access date or, if available, a date that the site was last modified.


3. “Google Privacy Policy”.

Bibliography:


Blog entry or comment

Blog entries or comments may be cited formally in the following way. There is no need to add pseud. after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

Notes:


Bibliography:


E-mail or text message

E-mail and text messages may be cited formally in the following way:

Notes:

1. John Doe, e-mail message to author, 28 February 2010.

Bibliography:
Doe, John. E-mail message to author. 28 February 2010.
THE FORM OF YOUR THESIS ON SUBMISSION

Paper: The size of paper should be A4 (210 mm x 297). It should be a good quality bond paper, preferably 80 or 85 GSM, but no lighter than 70.

Order of contents: The usual order of contents is:
• title page;
• abstract;
• preface, if any, with acknowledgements;
• table of contents, listing with titles and page numbers all the sub-divisions of the thesis;
• list of tables, figures, photographs, maps, illustrations;
• list of abbreviations, cue-titles, symbols, etc;
• the text, divided into chapters, each with a clear descriptive title;
• appendices, with descriptive titles;
• glossary, if any;
• bibliography.

Text layout: To allow secure binding and easy opening, the inner margin must be at least 35 mm wide, preferably 40. To allow for trimming, you should also leave a margin of at least 15 mm on the right-hand side and 20 mm top and bottom. The text must be printed, in double spacing, on one or two sides of each sheet. Indented block quotations, footnotes and endnotes, must be in single spacing. Single spacing should also be used for most tables, documentary material and for entries in the bibliography. Choose a traditional font for the main text of your thesis, for example Times Roman or Garamond, and leave the right-hand margin unjustified. Use a pitch in the range of 10-12 characters per inch (cpi) for fixed-pitch printers, and in the range 10-13 cpi for proportionally-spaced printers. Double spacing should be taken to mean a distance of 1/3 inch between successive lines of text.

Pagination: Each page should be numbered, preferably at the top right-hand corner, where numbers are most easily seen. Preliminary pages may be numbered in lower-case roman, counting from the title page. The rest should be numbered in arabic numerals. All inserted maps, diagrams or illustrations should be included in this sequence, as should the appendices, bibliography and index. It may not always be possible or aesthetically desirable to show the page number, but in your numbering you must allow for any page from which it is omitted. It is invariably left off the title page and is not usually shown on the first page of a chapter or on full-page illustrations.

 Printing methods: Your thesis must be either type-written or produced by word processor. If there is no loss of legibility, second and subsequent copies may be photocopied. The following printers, if they are in good working order, will usually produce acceptable copies: laser printers, daisy-wheel printers, and 24-pin dot-matrix printers in letter quality mode. Nine-pin dot-matrix printers, in double strike or near letter quality mode, are a borderline case. If they are in excellent order and are equipped with a good ribbon, they can produce acceptable copies of ordinary English text. They are generally unsuitable for theses containing special symbols or exotic alphabets. Printing from nine-pin dot-matrix printers in the single strike or draft mode is not acceptable. Moreover, it will rarely yield photocopies without severe loss of legibility.

Numbers of copies and form of binding: You are required at the time of submission to submit two copies of your thesis; these should be securely and firmly bound in either hard
or soft covers (loose-leaf binding is not acceptable). You should check that copies produced by photocopying are legible; material reproduced from a faint top copy or by a badly maintained copy often appears patchy, and this is not acceptable. If your examiners recommend to the Board that you should be allowed to supplicate for the degree, you will have to submit a finalised copy of the thesis to the University Offices for deposit in the Bodleian Library. This copy should be hard-bound, in a dark colour, and lettered on the spine with your surname and initials, the degree and the year of submission. You should note that you will not be able to take your degree – suggest the word graduate here until this library copy has been received by the University Offices. If you include tables and illustrations that have to be folded and inserted separately, make sure their folds will not get cut during binding. Folded sheets should open upwards and to the right. Draw the binder’s attention to them. If you include mounted photographs or other illustrations, choose a paper heavy enough to preclude cockling. When mounting them, try to leave room for captions on the same page. If they cannot be given there, they may be printed on the verso of the preceding leaf, facing the illustration.

Title page details:

These should include:

• the title of your thesis as formally approved;
• your name in full;
• your college or hall;
• University of Oxford;
• the title of the degree for which you are submitting it;
• the term and year of submission.

The abstract: One copy of the abstract must be deposited for retention by the Committee for Graduate Studies with a view to publication. One copy must be bound into the copy of the thesis that, if the applicant is successful, will be deposited in the Bodleian Library. The British Standards Institute defines an abstract in this way:

The summary shall provide a synopsis of the thesis and shall state clearly the nature and scope of the research undertaken and of the contribution made to the knowledge of the subject treated. There should be a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached. (British Standards Institute, Recommendations for the Presentation of Theses (London, 1972), p. 8)

It must be laid out as follows:

ABSTRACT
Title of Thesis
Name Degree
College or hall Term or year of submission
[Text of abstract, double-spaced, not exceeding 300 words.]

Submission of thesis: Candidates are advised to pack each copy of the thesis and abstract intended for the examiners into a separate unsealed size 6 or 7 “Jiffy” bag, ready in all respects, except the address to be posted to the examiners when appointed. Each bag should bear the candidate’s name and college and the words ‘DPHIL THESIS AND
ABSTRACT(S)’. ‘MLITT THESIS AND ABSTRACT(S)’ as the case may be in BLOCK CAPITALS in the bottom left-hand corner, and a slip giving the address to which the examiners should write should be enclosed with each copy of the thesis. Candidates are responsible for ensuring that their examiners have no difficulty in communicating with them. The separate copies, thus packed, should be sent to the Examination Schools in one covering parcel. The theses of candidates who fail to follow this advice are liable to delay in being forwarded to the examiners.

Word limit: Every candidate when submitting the thesis, must state the approximate number of words which it contains. If a thesis exceeds the permitted length, the board may decide to appoint examiners or to forward the thesis to examiners already appointed, or may return it to the candidate for revision; and if the examiners find that a thesis which has been forwarded to them exceeds the permitted length, they may report the fact to the board and await further instructions before proceeding with the examination.
APPENDIX 2. ACADEMIC GOOD PRACTICE AND PLAGIARISM

What is plagiarism?

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work.

Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.

Why does plagiarism matter?

It would be wrong to describe plagiarism as only a minor form of cheating, or as merely a matter of academic etiquette. On the contrary, it is important to understand that plagiarism is a breach of academic integrity. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

What forms can plagiarism take?

• Verbatim quotation of other people’s intellectual work without clear acknowledgement. Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else’s ideas and language.

• Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

• Cutting and pasting from the Internet. Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to
evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

- **Collusion.** This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

- **Inaccurate citation.** It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. Title of Book, discussed in Wilson, E., Title of Book (London, 2004), p. 189).

- **Failure to acknowledge.** You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

- **Professional agencies.** You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.

- **Autoplagiarism.** You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination.

**Not just printed text!**

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students’ essays. You must also attribute text or other resources downloaded from web sites.

For further information, visit:
http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism

**APPENDIX 3. LOCAL RULES CONCERNING THE LAND, BUILDINGS, SERVICES AND FACILITIES AT 74 HIGH STREET AND 128 BULLINGDON ROAD, OXFORD.**

All students should note that any breaches of the following departmental rules will be reported to the Proctors. Breaches of rules 2, 3, 4 and 7 will result in the person or persons responsible being immediately excluded from the department for up to two weeks.

1. It is forbidden to climb on roofs or buildings.
2. Tampering with any fire precautions or fire-fighting equipment is a criminal offence, punishable in the courts by large fines and possible imprisonment. In addition, the Head of School will take the strongest possible internal disciplinary action against offenders.

3. The actual lighting of fires, or reckless behaviour likely to cause a fire, are serious disciplinary offences.

4. Students must ensure that any electrical equipment brought into the department is safe and maintained in a safe condition. Electrical circuits must not be overloaded. Improvised wiring is not permitted. Government safety regulations require that any electrical equipment brought into the department must be tested and certified as such by the designated Departmental Safety Officer. The Head of School and Safety Officer visit all the rooms in the department regularly and have the authority to remove or disable electrical equipment which is deemed to be unsafe.

5. In the interest of safety, smoking is never permitted in the School buildings at Bullingdon Road or 74 High Street. This includes the area outside the entrance to the Bullingdon Road site and the steps of the High Street building.

6. It is forbidden for students to tamper with the fabric of the building or any of its services in any way. Please note that this includes the application of paint to any electrical or heating installation, however small.

7. Students intending to display their works (e.g. in connection with an examination) must obtain express permission from the Head of School and ensure that they comply with the conditions set in each case for affixing and removing such works. Action taken by the Proctors against offenders might affect students’ permission to graduate, or result in increased fines (perhaps with compensation orders to enable the School to remove the works and make good any damage).

8. Materials other than those used in normal practice i.e. chemicals, unusual paints, organic materials etc must be checked with the Safety Officer before being used in the studios.

9. All plans for installations that affect access in both buildings, should be made in consultation with the Safety Officer.

10. All passages, staircases and walkways must remain clear of stored materials or other obstructions; especially for examinable exhibitions.

APPENDIX 4. SAFETY AT THE RUSKIN SCHOOL OF ART

Safety is a very important element at the Ruskin School of Art. Students and staff are working in intimate and sometimes demanding spaces with many different processes. Constant supervision is carried out by the Departmental Safety Officer, academic and technical staff and by students themselves. Regular inspections are conducted under the supervision of the Head of School and the Departmental Safety Officer. Many substances in use in the school may be volatile or hazardous. These are strictly controlled and supervised under COSHH guidelines. Students may not bring unauthorized materials into
the studios. All processes and materials are monitored through the Safety Officer. General tidiness and awareness of prohibited storage areas is essential. Walkways and fire exits are continually inspected to be certain of unrestricted passage in the event of emergency.

The Health & Safety Officer at the Ruskin is Jon Roome.

Workshops

Students may only use power tools after they have been instructed in their use by a qualified technician or member of staff. Sensible clothing must be worn in all workshop areas. Ear-defenders, gloves, goggles and face masks are provided at all work stations. Special aprons and other protection is available for specialist work, such as welding, etching, grinding, etc. Eye wash stations are provided in workshop areas.

Electrical Equipment

All electrical equipment is checked by the safety officer and technical staff, and specialized equipment is monitored by experts. Students may not bring unchecked electrical equipment into the School. All items are marked safe and dated.

First Aid

Staff at 74 High Street and 128 Bullingdon Road have been trained in First Aid. Most of the accidents in the school are trivial and often caused by lack of attention, minor cuts from Stanley knives being the most regular. While all is done to guard against accidents, individual awareness and responsibility are still key factors in prevention. On every level in the High Street and at Bullingdon Road there are first aid kits available for your use when needed.

All accidents, however trivial, should be recorded in the accident book. There is one of these in each building.

Fire

Fire alarms are fitted throughout the School. Fire drill is conducted once a term. Fire extinguishers are stationed in all buildings and staff and students are required to familiarize themselves with their location. Fire alarms are tested at the High Street every week, usually on Friday mornings.

Safety meetings are held once a term to examine potential problems and update information received from the University Safety Department. Special meetings and memos may occur throughout the term about specific subjects e.g. arrangements for the degree show etc.

Safety notice boards are in both buildings. These are updated when appropriate and should be consulted. The Safety Officer is available for consultation or advice on any safety matter.

APPENDIX 5. CODE OF CONDUCT FOR USING IT FACILITIES
The University regulations relating to the use of Information Technology facilities can be found at: http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

APPENDIX 6. UNIVERSITY CODE OF PRACTICE RELATING TO HARASSMENT

The University code of practice relating to harassment can be found at:

http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/harprint.pdf
APPENDIX 7. COMPLAINTS IN RELATION TO HIGHER DEGREES INVOLVING RESEARCH

By virtue of the University Statutes (Title IX, Section VI, § 3) the Proctors are empowered to investigate complaints, and are responsible for seeing that university examinations and procedures such as transfer and confirmation of status are properly and fairly conducted. On receiving a complaint concerning graduate examination student candidature or examination (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. The procedures are as follows:

Making a complaint

1. All complaints must be directed to the Proctors (customarily the Senior Proctor) at the Proctors’ Office, University Offices, Wellington Square, Oxford OX1 2JD. Complaints sent to faculty boards or the Graduate Studies Office should be forwarded immediately to the Proctors. Complaints involving taught-course examinations must be forwarded via the Senior Tutor, Tutor for Graduates or other responsible officer of the student’s college; this officer may also provide comments to the Proctors on the college’s behalf. Graduate students may request a meeting with one of the Proctors or a senior member of the Proctors’ Office staff to discuss procedures or matters of concern before deciding whether to make a formal complaint.
2. No complaint can be considered unless it is in writing. Only in exceptional circumstances will complaints be considered which do not come from either the candidate or the supervisor. After a thesis has been submitted, the Proctors will not consider a complaint under this procedure dealing with allegations relating to inadequate supervision or other arrangements during the period of study.
3. A complaint must relate to the graduate student’s candidature or the outcome of the graduate degree in question. The complaint should identify the specific allegations relating to which remedy is sought, where complaints relate to the conduct of examinations or other procedures for academic assessment, the Proctors will concern themselves principally with allegations relating to (i) procedural irregularities in the examination; (ii) circumstances affecting the student’s performance of which the examiners were not aware when their decision was taken; (iii) evidence of prejudice or of bias or of inadequate assessment. Candidates should note that complaints relating to the academic judgment of the examiners or Faculty Boards will not be considered.
4. Where a complaint relates to the conduct of an examination or other procedure for academic assessment, notice of the receipt of the complaint will be sent to the chairman of examiners concerned (in the case of taught-course examinations) and to the chairman of the relevant faculty board, the responsible officer of the candidate’s college, and the candidate’s supervisor(s) (in the case of research degree examinations).
5. A complaint relating to the conduct of a taught-course examination must be lodged with the Proctors within six months after the publication of the results of the examination concerned. A complaint relating to the outcome of a research degree examination must be lodged with the Proctors within twelve months of the date of the formal notification of the result of the examination from the Graduate Studies Office. Only in exceptional circumstances, for example, where the Proctors are satisfied that new evidence has come
to light since the expiry of the time limit, will a complaint be considered outside these limits.

Investigating a complaint: the candidate
6. The candidate has the right to appear before the Proctors to state his or her case, and may be accompanied by a friend or adviser of his or her choice.
7. In the case of a research degree examination that has resulted in referral for the DPhil, or the relevant lower degree, the candidate will receive a statement from the examiners indicating the respects in which the thesis falls below the standard required for the degree in the case of outright failure or the award of the relevant lower degree. In the case of outright failure the Proctors may ask the examiners for a statement on the thesis for transmission to the candidate.
8. Candidates are reminded that direct communication with examiners during the course of a Proctorial investigation is not permitted.

Investigating a complaint: the Proctors
9. The Proctors may inspect any relevant material including examiners’ records, faculty board minutes relating to the receipt of the examiners’ report and reports from the candidate’s supervisor(s).
10. The Proctors may consult the supervisor, the examiners, the chairman of the appropriate faculty board and anyone inside or, if necessary, outside the University whose views are considered relevant.
11. The Proctors may call on a candidate to explain his or her case, and the candidate may be accompanied by a friend or adviser of his or her choice.

The outcome of a complaint
12. At the conclusion of their investigation, the Proctors will decide, whether, on the facts of the case, the complaints should be upheld wholly or in part, or should be rejected. The Proctors’ decision will be final.
13. If satisfied that justice has not been done, the Proctors may recommend an appropriate course of action to the faculty board. They may, if necessary seek a decree of the University Council or its Educational Policy and Standards Committee to bring about the action which they recommend.
14. The Proctors’ decision and any subsequent recommendation will be communicated to the candidate. This will be accompanied by a reasoned statement of their decision.
15. The chairman of the faculty board, the appropriate officer of the college, the supervisor(s), and, in some circumstances, the examiners will be informed of the outcome of the Proctors’ investigation.
16. A complaint who is dissatisfied with the outcome of his or her complaint may make further representations to the Proctors, who have discretion to re-open a case (e.g. in the light of new evidence).
17. An annual report on the outcome of the investigation into complaints is given to the Graduate Panel of the University Council’s Educational Policy and Standards Committee in Hilary Term.
18. The procedures followed reflect national guidelines to universities on handling student complaints.
APPENDIX 8. DPHIL TEACHING REGISTER FORM 2018/19

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<th>Teaching training (Ruskin PLTO training sessions / observation of teaching; Humanities Division Teaching Training and Support Programme; other university department or art school; external qualification)</th>
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Please indicate which of the following teaching opportunities you would be interested in:

- Theory tutorials
- Studio tutorials
- Leading Group Crits
- Basic Skills Workshops - if so, which skills?

Oxford University Research Archive (ORA) and Digital Publication of Theses

The University of Oxford is committed to the widest dissemination of research theses produced by its graduate students. The Oxford University Research Archive (ORA) is an online archive of research output including theses created in fulfilment of Oxford awards, produced by graduate students at the University of Oxford.

DPhil and MLitt Degrees

All students following the DPhil and MLitt who registered for the DPhil from 1 October 2007 onwards, are required to deposit both a hardbound and a digital copy of their thesis with the Bodleian Libraries. Please be aware that this is a condition for award of the degree and it is enforced. The digital copy should be deposited into ORA at http://ora.ox.ac.uk after Leave to Supplicate (LTS) has been granted. Students who commenced these degrees before October 2007 must deposit a hardbound copy but may also optionally submit a digital copy.

ORA provides maximum visibility and digital preservation for Oxford digital theses. Students should read the important information about the deposit of, and access to, digital theses which is available at http://ox.libguides.com/digitaltheses and includes:

- Legal requirements (including funder mandates) and author responsibilities
- When to deposit the digital copy of your thesis
- How to deposit the digital copy of your thesis
- Options for open access and embargos. Theses, or parts of theses, can be embargoed for reasons such as sensitive content, material that would affect commercial interests, pre-publication or legal reasons
- Information about file formats, fonts and file sizes

Copyright of the thesis usually rests with the author: this does not change when depositing your thesis in ORA. The author does not give away any rights to the Oxford University Research Archive or the Bodleian Libraries. However, students should read the information on third party copyright.
Third party copyright

If material has been incorporated within the thesis where copyright is held by an individual or group that is not the author (third party copyright) permission will be needed to make such material freely available on the Internet. It is best to obtain such permission when sourcing the material. Proof of permission will need to be provided when depositing the thesis in ORA (e.g. e-mail or letter). Authors should contact ORA staff (ORA@bodleian.ox.ac.uk) if they are unsure. A useful template to keep track of permissions for use of third party copyright materials is available for download.

Further information or queries about depositing digital theses should be addressed to ORA@bodleian.ox.ac.uk.
The Humanities Division – Restricted access arrangements

Whilst the Humanities Division strongly supports open access to, and wide dissemination of, theses produced by its students, access to the full text of digital theses can be restricted unless requirements of funding bodies require open access to be provided earlier (see below). When completing the ORA online deposit form authors should therefore indicate whether they would like an embargo (currently a choice of one year or three years) or to make their thesis available immediately. For example, if the author’s funding specifies an earlier release date. There is no need to complete a separate GSO3.C Dispensation from Consultation form at the time of deposit.

If an embargo is chosen at the time of deposit, only the following information from your thesis will be available in ORA for the duration of the embargo:

(i) Item record (details including your name, thesis title, subject area) and

(ii) Abstract and

(iii) Full text search for single words or short passages of text.

At the time of deposit an author may request permanent closure in ORA under the following circumstances:

(a) For digital material where copyright is held by a third party and permission to disseminate it via the Internet in ORA has not been granted by the copyright holder, the <Faculty> will grant permission for the copyright material to be deposited as a separate file from the thesis, on the understanding that the thesis will be available for consultation or reproduction but access to the copyright material will be restricted.

(b) Where confidential material forms only a small part of a thesis and the force of the thesis will not be seriously impaired by the removal of such material, the <Faculty> may grant permission for the access to the confidential material to be closed on the understanding that the thesis will be available for consultation or reproduction but access to the confidential material will be restricted.

Authors can also choose to override any requested embargo and make their thesis open access, either at the time of deposit or at any time during the embargo. Authors who wish to make their thesis freely available on deposit should indicate this on the online ORA deposit form. Once the embargo is in place, students wishing to end it early should e-mail ORA@bodleian.ox.ac.uk. It is not recommended for those planning to publish their research as a book or article to make their thesis openly available in ORA without first discussing this matter with their supervisor and consulting potential publishers to ascertain their policy. The embargo will be automatically lifted when it expires, and it is the responsibility of the author to apply for an extension, prior to expiry, if required. **No reminder will be sent** by the Department/Faculty, the Bodleian Libraries or ORA staff, and it will be assumed that the full text can be released if a Dispensation from Consultation form (GSO.3C) is not submitted (see below).
If you are in receipt of research funding the following may apply:

The Terms and Conditions of Research Council Training Grants (http://www.rcuk.ac.uk/documents/documents/termsconditionstraininggrants-pdf/) require that metadata describing the thesis should be lodged in ORA as soon as possible after leave to supplicate has been granted, and for the full text version to be available within a maximum of twelve months. The Division has therefore agreed that the full-text of RCUK-funded students’ theses should be made available within one year of leave to supplicate being granted.

Students funded by any other external body should be aware of, and also abide by, the terms and conditions for open access defined by their funder. Where there are discrepancies, the funding body’s requirements should supersede any embargo selected by the student at the point of deposit.

Dispensation from consultation of your thesis – The Bodleian Libraries and ORA

(i) Authors may apply for dispensation from consultation beyond the end of an embargo period (or other period specified by their funding body) of the copy of the thesis deposited in the Bodleian or other University Library and/or of the electronic copy of the thesis deposited in ORA if there is good reason for such a request. Reasons for requesting dispensation might include Intellectual Property considerations: that consultation or reproduction would put at risk confidential material or invalidate an application for a patent on a product or process described in a thesis. Students are advised to be particularly mindful of the terms of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis.

(ii) Dispensation will always be granted (a) in cases where confidentiality has been made a condition of access to materials that are subsequently incorporated in a thesis and (b) for material where copyright is held by a third party and permission to disseminate it via the Internet has not been granted by the copyright holder. Students should apply for dispensation by completing form GSO.3C, available at:

http://www.ox.ac.uk/students/academic/guidance/graduate/progression

Dispensation from consultation is granted by the department/faculty not the Bodleian Libraries or ORA staff. If you need any help with progression forms, please contact your Graduate Studies Administrator:

https://www.ox.ac.uk/students/academic/guidance/graduate/contacts?wssl=1

Journal articles included within the thesis

Authors sometimes include published journal articles within their theses. Authors needing to include such articles as part of the e-thesis can make the article freely available only in compliance with copyright and any sponsor permissions. See www.sherpa.ac.uk/romeo.php for guidance or ask ORA staff (ORA@bodleian.ox.ac.uk).
Plagiarism

Making the thesis open access increases its visibility, gains recognition for the author and certifies them as author of the work. It can also give rise to concerns about increased risk of plagiarism. However, when work is available open access, plagiarism is easier to detect (by using a web search engine).

General Queries

Any further information or queries regarding the deposit of your digital thesis, should be referred to ORA@bodleian.ox.ac.uk.