

The Ruskin School of Art



DPHIL HANDBOOK

FOR DOCTORAL STUDENTS AT THE RUSKIN SCHOOL OF ART

2017 - 2018

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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 2017-18. 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/rdfrsofart/>. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact Sue Clark via graduate@rsa.ox.ac.uk.

The information in this handbook is accurate as at 22 September 2017; however, it may be necessary for changes to be made in certain circumstances, as explained at <http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies>. 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.

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 2017: Sunday, 08 October - Saturday, 02 December

Hilary 2018: Sunday, 14 January – Saturday 10 March

Trinity 2018: Sunday 22 April – Saturday 16 June

General source of information about wide range of issues:

Student Gateway on the University website - 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 noughth 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. This deposit can be paid to the office by cheque. Please make cheques payable to The University of Oxford. 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.

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
John Cussans, Studio Tutor	01865 (2) 76940
Jason Gaiger, History & Theory Tutor (on leave, MT17)	01865 (2) 76940
Samson Kambalu, Studio Tutor	01865 (2) 76940
Ian Kiaer, Studio Tutor, & DPhil Seminar Co-convenor	01865 (2) 76942
Daria Martin, Studio Tutor, and Director of Graduate Studies	01865 (2) 79312
Corin Sworn, Studio Tutor (on leave 2017-18)	01865 (6) 16700

Studio, Administrative, & Support Staff

Richard Sykes, Head of Administration & Finance	01865 (2) 76944
Sue Clark, Graduate Studies Assistant	01865 (2) 76941
Juliet Franks, Deputy Administrator	01865 (2) 76946
John Grieve, Facilities Assistant, 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
TBC, Finance Officer	01865 (2) 76941

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 and is closed during lunch hours and on Tuesday and Thursday mornings.

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.

Sue Clark is the Ruskin's Graduate Studies Assistant and works Tuesday – Friday each week. Sue 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.

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.

John Grieve is the Facilities Assistant 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.

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.

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.

The Ruskin's Finance Officer (tbc) works in the office on Mondays. He/she processes claim forms, 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 pm 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 Daria Martin (daria.martin@rsa.ox.ac.uk).

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 Ian Kiaer (ian.kiaer@rsa.ox.ac.uk) co-convene the DPhil Seminar Programme. Ian, or Daria Martin as Director of Graduate Studies, should also be contacted for matters specific to the studios and the practice-led programme.

The Graduate Studies Office is split between the Ruskin's High Street site, and the Humanities Division, Humanities Divisional Office, Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG. For DPhil students, the main administrative point of contact is Jeremy Moyse, tel. (2) 70068, email: jeremy.moyse@admin.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.) as well as AHRC-related matters. Sue Clark is the Graduate Studies Assistant at the High Street (susan.clark@rsa.ox.ac.uk), who should be contacted in the first instance on any other matters related to graduate study at the Ruskin.

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 in 4th or 5th 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 Officer (Jeremy Moyse, e-mail: jeremy.moyse@admin.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 Office at the Division.

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 Officer 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 sixth 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 twelfth term (and must be completed by the end of the eighteenth 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 Officer 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 Officer. 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 Officer. 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 Officer 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 Jeremy Moyse (jeremy.moyse@admin.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)

Apart from a small number of graduate taught courses, the existing schemes for research degrees by part-time study in Education, Continuing Education, Fine Art and Theology, and a special provision within Mathematical, Physical and Life Sciences (for students to be admitted to work in a well-founded laboratory other than in Oxford), all graduate taught courses and research degrees are undertaken (for the required period of residence) on the basis of full-time supervised study in Oxford.

The residence limit for graduate students (other than those above) is twenty-five miles from Carfax. Application can be made by a student's college to the Proctors for exemption from this limit (The relevant form may be downloaded from <http://www.admin.ox.ac.uk/proctors/oxonly/collegeforms.shtml>) but it is the University's general expectation that only candidates who can meet the residence requirement will be accepted.

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 (ahrcomp@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 THESESES

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 contact 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
- Liaise with you to produce a detailed joint report on your progress at the end of each term.
- Ensure that you are aware of the formal requirements for transfer of status, confirmation of status and final submission, and that these are incorporated into your plan of work.
- Discuss with you subject-specific and general research skills required for your doctoral studies; work with you to identify areas where you require additional training to develop these and other skills; advise you on how these needs may be met, and assess your skills development and training requirements at least once a year.
- Assist and encourage you to participate in the wider academic community.
- Ensure that you are aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and lecture lists.

The role of the Student is to:

- Attend induction sessions arranged by the faculty, Library Services and Computing Services.
- Meet with your supervisor/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.
- Liaise with your supervisor/s to produce a detailed joint report on your progress at the end of each term.
- 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.

Please visit http://www.humanities.ox.ac.uk/current_students/graduates/research_students/supervision) for the Code of Practice for Supervision issued by the Humanities Division.

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 should be sent as an email attachment to the Secretary to the Graduate Studies Committee (Jeremy.moyse@humanities.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>. 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.

Further details can be found on page 30 below.

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)

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 Assistant in the first instance.

4. LEARNING RESOURCES

UNIVERSITY LIBRARIES AND ELECTRONIC RESOURCES

As a Department of the University of Oxford, the Ruskin benefits from excellent library provision.

The Bodleian Library

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

Sackler library

A main point of reference for most Ruskin DPhil students is the Sackler Library, one of the principal research libraries of the University, which has incorporated the collections of the former Ashmolean Library (Western Art), History of Art, East Asian Art and Classics. 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 Library

The Ruskin has its own specialised in-house library of more than 6,500 volumes, comprising lending and reference collections, both of which include written material on art history, art theory, art techniques, exhibition catalogues and artists' monographs. There is a further deposit of 1,000 reference volumes in the Sackler Library. 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 a digital archive of the slide collection, comprising 15,000 images, is available on the departmental server. 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.

RUSKIN LIBRARY RULES AND REGULATIONS

Opening hours:

9.00 am – 9.00 pm Monday – Friday (weeks 1 -9)

9 am – 12.30 pm Saturday (weeks 1 – 8)

Closed Sunday

Closed during vacations, (some borrowing permitted at the discretion of the librarian).

To contact the School Librarian, Laura Unwin, please dial Oxford (2) 76945, or email laura.unwin@rsa.ox.ac.uk.

All Ruskin undergraduates and postgraduates may borrow from the Ruskin's main library and use the reference collection. Some undergraduate History of Art students are permitted to borrow upon application to the librarian but all other members of the University can only use the collection for reference purposes.

All books are on the SOLO system and the library works on a self-issue system. Any books being taken out should 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. On returning the DVD please either give directly to the librarian, or place in the librarian's pigeon hole in the main office.

BOOKS	Short loan	Standard Loan
Undergraduate Ruskin	No of Items: 2 Loan period: 3 days Fines : £3 per day overdue	No of Items: 6 Loan period: 10 days Fines : 50p per day overdue
DPhil Ruskin	No of Items: 2 Loan period: 3 days Fines : £3 per day overdue	No of Items: 6 Loan period: 10 days Fines : 50p per day overdue
Staff Ruskin	No of Items: 2 Loan period: 3 days Fines : £3 per day overdue	No of Items: 6 Loan period: 10 days Fines : 50p per day overdue
Undergraduate Art History	No of Items: none Loan period: Fines :	No of Items: 3 Loan period: 7 days Fines : 50p per day overdue

DVDS	Standard Loan
Undergraduate Ruskin	No of Items: 1 Loan period: 7 days Fines : £3 per day overdue
DPhil Ruskin	No of Items: 1 Loan period: 7 days Fines : £3 per day overdue
Staff Ruskin	No of Items: 1 Loan period: 7 days Fines : £3 per day overdue

Books may be renewed up to 3 times via the online system on any computer on or off campus. DVDs cannot be renewed. All fines should be paid in cash to the librarian or by cheque made out to The University of Oxford.

Please note, all book returns should be placed in the white book bin situated in the main library. All books not taken out of the main library should be replaced on the re-shelving trolley and not re-shelved by the reader.

On no account should any of the books held in the reference library be removed outside of the library. These should be re-shelved by the reader, or placed on the resolving trolley.

Further information about the library collection is available on the Ruskin website.

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>) gives access to the largest electronic resources in any UK university, including the option of cross-searching many of our collections

OxLIP+ (<http://oxford1.hosted.exlibrisgroup.com:8331/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>)

Virtual Learning Environment which contains induction material, course material and tools for learning.

Museums and collections -

www.ox.ac.uk/about_the_university/museums_and_collections/index.html

Oxford Art Online allows you to search a number of extremely useful resources: the Grove Dictionary of Art, the Oxford Companion to Western Art, Concise Oxford Dictionary of Art Terms, and the Encyclopedia of Aesthetics (ed. M.Kelly, OUP 1998). The main link is <http://www.oxfordartonline.com/>

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

Suncat provides locations to journals throughout the UK, and links to articles and tables of contents: <http://suncat.ac.uk>

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>

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>) as well as the 'Special Lecture List'.

There is also an Oxford-wide events list available at <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)

For IT courses run by the Oxford University Computing Services see <http://www.oucs.ox.ac.uk/itlp/courses>

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

http://www.humanities.ox.ac.uk/training_and_support or email training@humanities.ox.ac.uk

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/>

Library Services (Bodleian Libraries) - <http://www.bodleian.ox.ac.uk>

Oxford Learning Institute - <http://www.learning.ox.ac.uk/>

Skills Toolkit online resources - <http://www.skillstoolkit.ox.ac.uk/>

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

The Humanities Training Officer can answer any training-related enquiry or direct the enquirer to the appropriate source of help: contact training@humanities.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 DLT handbook is available to download:
http://www.humanities.ox.ac.uk/training_and_support/teaching

The Humanities Division runs fortnightly teaching seminars to support those who are new to teaching with the production of a DLT portfolio, accredited by the Higher Education Academy. You can find out more here:
http://www.humanities.ox.ac.uk/training_and_support/teaching/teaching_seminars

Further information about the DLT can be found at
<http://www.learning.ox.ac.uk/support/teaching/programmes/dlt/>

6. STUDENT SUPPORT

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

Your supervisor/s have overall responsibility for the direction of your work. (For more detailed information on the role of the supervisor, see the 'Code of Practice for Supervision' here: http://www.humanities.ox.ac.uk/current_students/graduates/research_students/supervision)

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 office

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.

Deadlines: Monday of fourth week (Friday of second week in Trinity Term). All parts of the application form must have been received by these dates. Your college will send the form in on your behalf when all parts have been completed.

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

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 network of around 300 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.

STUDENT HEALTH AND WELFARE

The Disability Advisory Service (DAS) can provide information, advice and guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support. For more information visit: www.ox.ac.uk/students/shw/das

The Counselling Service is here to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service. For more information visit: www.ox.ac.uk/students/shw/counselling

A range of services led by students are available to help provide support to other students, including the peer supporter network, the OUSU Student Advice Service and Nightline. For more information visit: www.ox.ac.uk/students/shw/peer

OUSU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: ousu.org/get-involved/campaigns

There is a wide range of student clubs and societies to get involved in - for more details visit: <http://www.ox.ac.uk/students/life/clubs>

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 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

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: Memorandum of Guidance for Supervisors and Research Students in the Examination Regulations

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:
www.ict.ox.ac.uk/oxford/rules/

(ii) Regulations relating to the use of Information Technology Facilities

www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

Research Ethics:

- (i) Research integrity and ethics - www.admin.ox.ac.uk/researchsupport/integrity/
- (ii) Policy on the ethical conduct of research involving human participants and personal data - www.admin.ox.ac.uk/curec/policystatement/

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.ox.ac.uk/students/academic/regulations>

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:

Butcher, J. *Copy-editing: the Cambridge Handbook for editors, authors, and publishers*. 3rd ed. Cambridge: Cambridge University Press, 1992.

Gibaldi, J. *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*. 6th ed. New York: Modern Language Association of America, 2003.

Hart's Rules for Compositors and Readers at the University Press, Oxford. 39th ed. Oxford: Oxford University Press, 1983.

Modern Humanities Research Association. *MHRA Style Book: Notes for Authors, Editors and Writers of Theses*. 5th ed. London, 1996.

The Oxford Writers' Dictionary. Oxford: OUP, 1990.

University of Chicago Press. *A Manual of Style*. 14th ed. Chicago: University of Chicago Press, 1996.

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”.

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

A note number normally follows a closing parenthesis.

(In an earlier book he had said quite the opposite.)

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 18), 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.

12. Little, “Norms of Collegiality”, 330 (my italics).

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.

1. Louis Zukofsky, “Sincerity and Objectification,” *Poetry* 37 (February 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.

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:

1. Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.
2. Pollan, *Omnivore’s Dilemma*, 3.

Bibliography:

Pollan, Michael. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Two or more authors

Notes:

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.
2. Ward and Burns, *War*, 59–61.

Bibliography:

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

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:

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.
2. Lattimore, *Iliad*, 24.

Bibliography:

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Editor, translator, or compiler in addition to author

Notes:

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.
2. García Márquez, *Cholera*, 33.

Bibliography:

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Chapter or other part of a book

Notes:

1. John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War”, in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.
2. Kelly, “Seeing Red”, 81–82.

Bibliography:

Kelly, John D. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War”. In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

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

Notes:

1. Quintus Tullius Cicero, "Handbook on Canvassing for the Consulship", in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.
2. Cicero, "Canvassing for the Consulship", 35.

Bibliography:

Cicero, Quintus Tullius. "Handbook on Canvassing for the Consulship". In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

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

Notes:

1. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.
2. Rieger, introduction, xxxiii.

Bibliography:

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

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:

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed 28 February 2010, <http://press-pubs.uchicago.edu/founders/>.
3. Austen, *Pride and Prejudice*.
4. Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

Bibliography:

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed 28 February 2010. <http://press-pubs.uchicago.edu/founders/>.

*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:

1. Joshua I. Weinstein, "The Market in Plato's *Republic*", *Classical Philology* 104 (2009): 440.
2. Weinstein, "Plato's *Republic*", 452–53.

Bibliography:

Weinstein, Joshua I. "The Market in Plato's *Republic*". *Classical Philology* 104 (2009): 439–58.

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:

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network", *American Journal of Sociology* 115 (2009): 411, accessed 28 February 2010, doi:10.1086/599247.
2. Kossinets and Watts, "Origins of Homophily", 439.

Bibliography:

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network". *American Journal of Sociology* 115 (2009): 405–50. Accessed 28 February 2010. doi:10.1086/599247.

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:

1. Daniel Mendelsohn, "But Enough about Me", *New Yorker*, 25 January 2010, 68.
2. Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote", *New York Times*, 27 February 2010, accessed 28 February 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.
3. Mendelsohn, "But Enough about Me", 69.
4. Stolberg and Pear, "Wary Centrists".

Bibliography:

Mendelsohn, Daniel. "But Enough about Me". *New Yorker*, 25 January 2010.

Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote". *New York Times*, 27 February 2010. Accessed 28 February 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Book review

Notes:

1. David Kamp, "Deconstructing Dinner", review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, 23 April 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html> .
2. Kamp, "Deconstructing Dinner".

Bibliography:

Kamp, David. "Deconstructing Dinner". Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, 23 April 2006, Sunday Book Review. <http://www.nytimes.com/2006/04/23/books/review/23kamp.html> .

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:

1. Mihwa Choi, "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).
2. Choi, "Contesting *Imaginaires*".

Bibliography:

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty". PhD diss., University of Chicago, 2008.

Paper presented at a meeting or conference

Notes:

1. Rachel Adelman, "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, 21–24 November 2009).
2. Adelman, "Such Stuff as Dreams".

Bibliography:

Adelman, Rachel. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition". Paper presented at the annual meeting for the

Society of Biblical Literature, New Orleans, Louisiana, 21–24 November 2009.

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.

1. "Google Privacy Policy", last modified 11 March 2009, <http://www.google.com/intl/en/privacypolicy.html> .
2. "McDonald's Happy Meal Toy Safety Facts", McDonald's Corporation, accessed 19 July 2008, <http://www.mcdonalds.com/corp/about/factsheets.html> .
3. "Google Privacy Policy".
4. "Toy Safety Facts".

Bibliography:

Google. "Google Privacy Policy". Last modified 11 March 2009. <http://www.google.com/intl/en/privacypolicy.html> .

McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts". Accessed 19 July 2008. <http://www.mcdonalds.com/corp/about/factsheets.html> .

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:

1. Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, "Double Exports in Five Years?," *The Becker-Posner Blog*, 21 February 2010, <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html> .
2. Jack, comment on Posner, "Double Exports".

Bibliography:

Becker-Posner Blog, The. <http://uchicagolaw.typepad.com/beckerposner/> .

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.

Useful tips for form of 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.

Text Layout: To allow for easy opening, the inner margin must be at least 35 mm wide. 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.

Binding: It is not necessary for essays and the dissertation to be fully bound, but some kind of covers and spine, as can be purchased from most stationers, would be useful to keep the pages neat and clean.

Pagination: Each page after the first (by convention left unnumbered) 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.

Numbers of copies: You are usually required at the time of submission to submit two copies of any written work. You should check that copies produced by xeroxing are legible; material reproduced from a faint top copy or by a badly maintained copy often appears patchy, and this is not acceptable.

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 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 effect 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 2016/17

Name email address or other contact details
--

Theory or Practice-led? Term in which you transferred to DPhil status Supervisor(s)
--

Teaching areas

Previous teaching experience

Teaching training (Ruskin PLTO training sessions / observation of teaching; Humanities Division Teaching Training and Support Programme; other university department or art school; external qualification)
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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?
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