



RUSKIN SCHOOL OF ART, OXFORD
DPHIL FINE ART
HANDBOOK 2023-24

WELCOME FROM THE HEAD OF SCHOOL AND THE DIRECTOR OF GRADUATE STUDIES

We are very happy to welcome you to the Ruskin School of Art and to our lively and diverse community of artists, art historians and art theorists. Although small we are mighty and you will be able to find others here, including students, staff, visiting speakers and tutors, with whom you can share ideas and from whom you can learn, both through informal interactions and more formally in the research seminars that take place throughout the year.

You will be supervised by, and have access to, people at the forefront of their field who will encourage and support you throughout your time at the Ruskin. We hope that you will take advantage of the many opportunities available in the School to help you develop outstanding research.

Our professional and workshop staff will do everything in their power to ensure that your needs are met and to guide you through any administrative hurdles you encounter and any technical challenges you face on your progress through the DPhil programme.

But most of all we hope you find your experience here rewarding, exciting and enjoyable.

Ian Kiaer
Head of School

Anthony Gardner
Director of Graduate Studies

PREFACE

This handbook applies to students starting as research students at the Ruskin School of Art during the academic year 2023-24. Students starting in other years should refer to the handbook year of issue corresponding with their first year of study. It is intended as both a source of information in its own right and as a guide to other sources of information.

The University of Oxford is a large and complicated institution but the Ruskin itself is small and intimate and, we hope, very friendly. This handbook is designed to assist you with the navigation around the many administrative processes that you will encounter during your time at the Ruskin School of Art.

Disclaimer: The Examination Regulations relating to this course are available at <https://examregs.admin.ox.ac.uk/Regulation?code=rdftrsofart> (but also <https://examregs.admin.ox.ac.uk/Regulation?code=grgoveresedegr>, <https://examregs.admin.ox.ac.uk/Regulation?code=grftdodoctofphil> and <https://examregs.admin.ox.ac.uk/Regulation?code=rdithehumadivi>). If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Ruskin GSA on graduate@rsa.ox.ac.uk.

The information in this handbook is accurate as at 2nd October 2023. However, it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

Policies and Regulations

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University Regulations, Codes of Conduct, and Policies available on the Oxford Student website: <http://www.ox.ac.uk/students/academic/regulations>.

Cover image: Susanne Heinrich, the sink in the basement of 74 High Street

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INTRODUCTION

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). The exact specifications and requirements of these degrees are described in the relevant sections of the handbook.

Aims and Objectives of the Doctoral Programme

The Ruskin DPhil Fine Art 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 but not exclusively 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 seeks 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 DPhil Fine Art is a research programme. As such it aims to support independent research and includes no ‘taught component’. All students are admitted as ‘Probationary Research Students’ (PRS) and 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 regularly and follow a small workshop format in which students can present new research work in innovative and experimental ways.

GETTING STARTED

DATES & DEADLINES

The academic year at Oxford runs from October to September and is divided into three eight-week terms: Michaelmas, Hilary, and Trinity; and three vacations. Several events such as induction and viva voce examinations may take place outside term. Time away from Oxford should be discussed with your supervisor.

Students are responsible for their own academic progress. At Oxford the terms are short, and for this reason it is important that all course participants attend all their scheduled sessions. Students' work will be regularly monitored through tutorials, supervisions and regular staff discussion.

Term Dates: <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1>

Weekly Information and the Online Calendar

Events and information change and develop very rapidly in the RSA, and you need to keep up to date. The best way to do this is via email and the web. You will find all information about the course and a calendar in Canvas: <https://canvas.ox.ac.uk/courses/177140>

RESIDENCE REQUIREMENTS

To qualify for a higher degree, **full-time** DPhil students are required to keep **six terms'** residence in Oxford. Colleges are responsible for certifying residence. Dispensation from residence of up to three terms for the MLitt or DPhil after successful Transfer of Status may be granted by the School and your college if your research involves an extended period of time spent outside of Oxford.

See

<https://examregs.admin.ox.ac.uk/Regulation?code=rfrintheuniv&srchYear=2020&srchTerm=1&year=2019&term=1>

The object of requiring residence is to ensure that graduates have the opportunity to advance their professional development by attendance at research seminars and appropriate training sessions, and more generally by participating in the academic life and research culture of the University, not least by interacting with other senior and junior researchers in the same field. You are encouraged to remain in residence even when you have completed the minimum requirement, in order to avail yourself of these opportunities. If there are good reasons for you to reside elsewhere, you should, if possible, try to identify comparable opportunities to maintain your professional development e.g. by obtaining permission to attend research seminars at a local university.

If you do require time away, you will need to apply for Dispensation from Statutory Residence by filling in a GSO.8 form, found [here](#).

Although there is no requirement to reside in Oxford, **part-time** research students should aim to attend the University on a regular basis (particularly in term-time) for supervision, study and skills training. Research degrees are not available by distance learning. You should discuss and agree a work plan with your supervisor that enables you to participate as fully as possible in the life of the Faculty and the University while balancing degree work with your other commitments. Except for differences in the timing of progression steps, the advice and instructions below apply equally to part-time and full-time students, but we do recognise that studying part-time involves particular challenges, and we urge you to contact your supervisor, the co-ordinator of part-time studies, or the GSA graduate@rsa.ox.ac.uk, if you have any concerns.

Please note that you can apply to change from full-time to part-time mode and vice versa, but only **once** during your entire period of doctoral study.

FINDING YOUR WAY AROUND

DPhil Induction and Starter Information

A welcome email will have been sent to you by the Graduate Studies Administrator which contains information such as Induction Schedules, Course Timetables, Student Registration, etc.

Access

Both the High Street and Bullingdon Road sites are open from first week to ninth week from Monday – Friday, 09:00 until 21:00. On Saturdays of weeks 1-8 during term both sites are open 09:00 until 13:00. Subject to the completion of mandatory induction activities, and with the agreement of the Head of School and the Health and Safety Officer, graduate students may be provided with additional hours of access to their studios (until midnight and weekends), but not to workshops. Your University card provides access to both sites.

Ruskin buildings are strictly for the use of Ruskin staff and students only. The free movement around both buildings that we enjoy, and the safety and security of staff and students, are dependent on the recognition of all building users that's made possible by the small size of our community.

It is permissible occasionally to bring a guest into the School for purposes of helping you in some way in the making, or moving, of your work. If you wish to bring a guest into the School, you should seek the prior agreement of an appropriate

member of staff (at the High Street, John Grieve, or staff at reception; at Bullingdon Road, Jon, Simon, or Matty). Ruskin buildings - including individual studios - should not be used as spaces for socialising with others from beyond the School.

Studio Space

All studios in the School are located within shared spaces. Within these areas at any one time you will find multiple activities, a wide variety of materials and many interactions. Please be aware that, under Health and Safety considerations, you are not permitted to use aerosol spray paints within your studio space. You may use spray paints at Bullingdon Road but only after induction by Ruskin staff and in line with instructions. The Ruskin provides fire-proof units at the Bullingdon Road site for the storage of aerosol cans. Aerosols must not be brought onto the High Street premises.

Have a look at the end of this document under 'Provisions for graduate students' for more information about the space provided.

Your 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 your Ruskin-related email communications. It is also helpful if we have a mobile number for you, so it is important that you update your details on the Student Self Service as and when changes occur.

Examination Regulations

Search for the regulations that apply to your course here: <https://examregs.admin.ox.ac.uk/>

Note that there are three sections that complement each other:

- Regulations for Research Degrees for the Ruskin School of Art (details on milestone timing) <https://examregs.admin.ox.ac.uk/Regulation?code=rdfrsofart>
- General Regulations for the Doctor of Philosophy (Transfer, Confirmation, Residence, more detailed Examination) <https://examregs.admin.ox.ac.uk/Regulation?code=grftdodoctofphil>
- General Regulations governing Research Degrees (PRS, Supervisions, Residence, Suspension, Removal, Disabilities, Examination) <https://examregs.admin.ox.ac.uk/Regulation?code=grgoveresedegr>
- Research Degrees in the Humanities Division (details about milestone timing & process) <https://examregs.admin.ox.ac.uk/Regulation?code=rdithehumadivi>

GRADUATE SUPERVISION

When you were admitted to Oxford, you were allotted a supervisor, or supervisors: people with general expertise in the area of your research project, who can help you develop and carry it out. Your project is your own, but your supervisor has a series of responsibilities, set out below, to do whatever they can to help you do the best work you can. You also have a series of responsibilities, and your relationship with your supervisor(s) will work best if you work according to the framework set out below, which is taken from the University's [Policy and Guidance on Research Degrees](#).

Many students have a single supervisor, but an increasing number are jointly supervised – usually because their specific project will particularly benefit from the input of more than one scholar. If you feel that you need to change your supervision arrangements, you should – if possible – discuss that with your existing supervisor(s), but you are also welcome to contact the Director of Graduate Studies (via graduate@rsa.ox.ac.uk) if you want further advice. Changes of supervisor are made on the form [GSO.25](#): see below.

Your supervisors are very busy people, with multiple roles and responsibilities, and you have to bear that in mind; however, you are entitled to their help and support, and you and they should aim to build a good working relationship, with clear and mutually-agreed expectations. If there are things you are not happy with, you should aim to raise them with your supervisor(s) in the first instance: your supervisor(s) will want to do their best for you, and should be receptive to reasonable

requests and suggestions. If you find yourself in difficulties that can't easily be resolved with your supervisor, then you are welcome to contact the DGS, as above, and talk to them on a confidential basis; the DGS will try to work with you, your supervisor(s) and perhaps others to find a solution.

How frequently you see your supervisor is a matter to discuss and agree with them. At the start of your project, you may meet more frequently – perhaps 3 to 4 times a term (though you should expect some of these meetings to take place outside the 8 weeks of full term). As you advance in your work, and particularly if you go away to work in archives or in the field, you may meet less frequently – perhaps once or twice a term. The important thing is that you and your supervisor are happy with the frequency of contact: there are no hard and fast rules for what is appropriate. Your supervisor will report on your progress once a term, using the online GSR system. You are also encouraged to report on your work, and you will often find that your supervisor's comments are better targeted if you do that.

It is particularly important that these reports are completed if you are here on a student visa, as it helps us with visa monitoring, as required by the government.

Note that your report must be written within a fixed window (email prompts from GSR will tell you when that is).

A BRIEF GUIDE TO RESEARCH SUPERVISION

The role of the Supervisor(s) is to:

- Establish a timetable of regular meetings for detailed discussion of your progress (these meetings should happen regularly throughout the year)
- Agree a research plan and programme of work, and to establish clear academic expectations and milestones
- Write a report on your progress at the end of each term on the Graduate Reporting System (GRS)
- Ensure you are aware of the formal requirements in relation to transfer and confirmation of status and final submission, and help you incorporate these into your plan of work
- Discuss with you subject-specific and general research skills required for your doctoral studies; work with you to identify areas where you require additional training to develop these and other skills; advise you on how these needs may be met, assess your skills development and training requirements at least once a year
- Inform the DGS of any concerns about your progress
- Assist and encourage you to participate in the wider academic community
- Ensure you are aware of the relevant University guidelines and regulations, e.g., student handbook, Examination Regulations, guidance on plagiarism, and lecture lists
- Ensure that you are aware of the relevant guidelines and advice for students undertaking fieldwork

The role of the Student is to:

- Attend induction sessions arranged by the School, Bodleian Libraries and IT Services
- Meet with your Supervisor(s) regularly and take note of their advice and guidance
- Draw up a research plan and timetable of work in consultation, with your supervisor(s), and to keep relevant records of all aspects of your work
- Produce a detailed report on your progress at the end of each term, using GSR – there are sections for the student and Supervisor to complete
- 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
- Attend appropriate classes, lectures and seminars
- Inform the Supervisor(s) immediately of any circumstance which might lead to interruption of study
- Work with your supervisor(s) to pursue opportunities to engage with the wider academic community at University, national and international levels.

DEGREE PROGRESSION

Admission as Probationer Research Student (PRS).
Automatic at the beginning of your studies at Oxford.



Application for TRANSFER OF STATUS from PRS to DPhil status

Full-time students

Aim to apply on Monday week 3 of term 3, but if not ready, get supervisor support and write to GSA for an application by Monday 0th week of term 4. Full process must be completed by the end of 4th term.

Part-time students

Apply on Monday week 3, TT of year 2. Full process must be completed by the end of 8th term.



Application for CONFIRMATION OF STATUS

Full-time students

Those conducting substantial fieldwork in their second year will not be expected to submit for Confirmation until their seventh term. Otherwise students should submit by Friday 8th week of their 8th term (full-time)

Part-time students

Those conducting substantial fieldwork in their second year will not be expected to submit for Confirmation until their fourteenth term. Otherwise students should submit by Fri wk8, HT of year 6 the latest. (It is recommended that PT students apply earlier. Technically an application can be made in HT of year 4)



SUBMISSION of DPhil Thesis

Full-time students

Fri wk0 of MT year 5

Part-time students

Fri wk0 of MT year 9

Dates shown in your eVision profile: Transfer and Confirmation dates are the dates by which the process should be completed (this includes the eventuality of delay due to resubmission), not the application deadline. Your course end date shown is your maximum submission date plus 6 months for examination.

Please note that in relation to DPhil submission dates, the term technically ends on Friday, 0th week of the next term, so if you need to submit by the end of year 4, the last day for your submission is Friday 0th week of MT in year 5 – early October.

This is the timetable the Academic Committee encourages research students to follow. Circumstances may make this inappropriate in individual cases, and the Examination Regulations (<https://examregs.admin.ox.ac.uk/Contents>) do not impose this timetable. The University, however, aims to ensure DPhil submissions by the end of the fourth year. If more than 12 terms are needed to complete and submit the DPhil thesis, students must apply for an extension of time. The University also imposes stringent conditions on granting intermissions in student status (e.g. medical notes).

Applicants should note that processing of applications may be slower over the long vacation in the summer.

All progression forms for DPhil students are here
<https://www.ox.ac.uk/students/academic/guidance/graduate/progression>

Year	Term	Full-time DPhil students	Part-time DPhil students
1	1		
	2		
	3		
2	4	Mon Week 0: submit Transfer (alternative date)	Mon Week 3: Submit Transfer application
	5		
	6	End of term: residence requirement ends; minimum enrolment period ends.	
3	7		
	8	Fri Week 8: Submit Confirmation of Status application	
	9	End of term: Confirmation of Status process must be completed. Fee liability ends (end of term)	
4	10	Continuation fees start	Earliest point for Confirmation completion; minimum enrolment period ends (end of term)
	11		
	12	Final deadline to submit by end of term (ie Friday 0 th week of MT) or apply for an extension	
5	13		
	14		
	15		
6	16		Fri Week 8: Submit Confirmation application, or earlier.
	17		
	18	Maximum number of terms ends (with extensions)	Confirmation process must be completed by end of term. Fee liability ends (end of term)
7	19		Continuation fees start
	20		
	21		
8	22		
	23		
	24		Final deadline to submit by end of term (ie Friday 0 th week of MT) or apply for an extension
			Term 27: maximum number of terms ends (with extensions)

If you are not ready for these milestones, please see the 'Special Circumstances' section below.

Research degree students who have a disability may request adjustments to arrangements for their Transfer and Confirmation of Status assessments or final viva. Applications should be made using form GSO.19. Adjustments may be requested at any point from offer of a place to submission – including when applying for Transfer of Status, Confirmation of Status, or for final viva/appointment of examiners.

MILESTONES

Transfer (ToS) and Confirmation (CoS) 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 DPhil status. Following a further period of research, students can confirm their status by undergoing the final official evaluation process before submission.

TRANSFER OF STATUS

Purpose

The Transfer of Status assessment is to ensure that the student is making satisfactory progress in the development of the research, to ensure that the work is of potential DPhil quality, and that the methodology of the research is appropriate and practicable. The transfer process provides the opportunity for the student to discuss their work with two independent members of staff and to receive feedback. Broadly the assessment should show a plan for the thesis, which locates the research in the context of earlier work in the field, sets out the questions, hypotheses or issues on which it will focus, and describes and explains the methods by which these will be answered, tested or addressed.

The assessment procedures are intended to remove the risk of failure and to reduce the risk of referral as far as possible, and must therefore be as rigorous as is necessary to achieve this.

Timing See table above

How to Apply

Please note that before you can apply for Transfer of Status you must complete the online Research Integrity Course (link in GSO.2)

Candidates for Transfer of Status should submit:

- a completed GSO.2 form:
<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

For the Degree of DPhil (by written thesis only) an essay of about 5,000 words relevant to the topic proposed for the thesis.

OR

For the Degree of DPhil (for those intending to offer studio practice as part of the final submission) a portfolio or exhibition of studio work with slides or other documentation of non-submittable work, and a related essay of 3,000 words.

Applications for transfer must be accompanied by a report from the student's supervisor(s) – as part of the GSO form - and include all supporting materials.

The applicant should get the form signed by their supervisor and college before sending it to graduate@rsa.ox.ac.uk (or by snail mail to the Ruskin High Street office).

After you Apply

On receiving the submission the Academic Committee or the DGS on behalf of the Academic 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 Academic Committee. When considering thesis proposals for transfer, the Academic Committee wishes to be assured:

- 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;
- that the subject is a valid one, is satisfactorily defined, and can profitably be studied at the Ruskin; and
- 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.

Criteria for Success

For Transfer of Status to be approved, the students will need to be able to show that their proposed thesis and its treatment represents a viable topic and that their written work and interview show that they have a good knowledge and understanding of the subject.

In addition, the assessors will judge the application against the following criteria:

- The student has followed and completed their prescribed courses of study
- The student has undertaken preparatory research (and, where applicable, studio work) to the satisfaction of their supervisor(s)

- The proposed research topic is acceptable and that they are competent to undertake it
- In the case of those intending to offer studio practice as part of their final submission that the proposed work to be undertaken is of sufficient substance.
- Limitations to the research are addressed
- There is a suitable timetable for research
- The student is capable of carrying out advanced research
- The written work and interview show that the candidate has a good overall knowledge and understanding of the subject
- The proposed schedule of work can be completed within three or at most four years for the DPhil (six to eight years for part-time DPhil students)

Outcomes

The assessors may recommend one of four outcomes, which must be considered and approved by the Academic Committee:

Successful Transfer

Accompanied by suggestions and advice for future progress

Referral for a second attempt

If your application is not successful, you may reapply to transfer on one further occasion. You should contact your supervisor immediately to discuss your second attempt at Transfer. This second attempt should normally involve the same assessors and take place within one term of the first attempt. If the first attempt is made in the fourth term or later of PRS status, a one-term extension of PRS status is automatically granted to allow the second attempt. The assessors should provide clear guidance on what needs to be done to improve the application prior to the second attempt being submitted.

Transfer to the MLitt

Although the work presented was not suitable for transfer to DPhil status, nonetheless, the assessors felt it was strong enough for the lower award which is a less demanding and shorter time-scale research degree.

Reject the application

The assessors cannot recommend transfer to either DPhil status or the lower award.

At the first attempt at transfer only options (i)-(iii) should normally be chosen. At the second attempt, options (i), (iii) or (iv) should be considered. (Only in exceptional circumstances may a third attempt at transfer be made, and this would require the support of the Academic Committee and approval by the University's Education Committee).

If at the first attempt a student is transferred to the lower degree of MLitt, they may accept this, or may choose to retain PRS status and make a second transfer application the following term. If a student accepts transfer to the lower degree at the first attempt, or is transferred to the lower degree at the second attempt, they may exceptionally be permitted one further opportunity to transfer to DPhil status provided that sufficient time has elapsed (normally at least six months) to allow the possibility of significant improvement, that significant progress has been made, and that the student's supervisor supports the application. In addition the student's college and Director of Graduate Studies would also need to endorse the application. If a student fails to transfer to DPhil status or to the status of the applicable lower degree after two transfer applications, they shall cease to hold the status of a PRS student and their name shall be removed from the Register of Graduate Students. In such circumstances, informal counselling, often involving the student's college, should be an integral part of the procedures.

Not ready to apply yet?

Any student who has not applied to transfer status by the end of their fourth term will be required to attend a formal academic review meeting involving their supervisor(s) and Director of Graduate Studies (or at least one other member of academic staff, who may or may not be a future assessor for Transfer of Status). The purpose of this meeting will be to review progress to date, and to draw up a clear timetable to ensure that Transfer of Status is successfully achieved within six terms as required by the Examination Regulations. The student will also be required to apply for a formal deferral of Transfer of Status for one or two further terms using the form GSO.2b available here:

<https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1>.

Students are required to complete the form, which should then be signed by

the student's supervisor and College and be approved by the Director of Graduate Studies/Academic Committee.

In exceptional cases only, an extension of PRS status may be granted beyond six terms. Applications for such extensions should be again made using the form GSO.2b and would require the same approvals as above and, in addition, approval of the University's Education Committee as it requires formal dispensation from the Examination Regulations. Any extensions to PRS status do not affect the overall time permitted for registration on the DPhil.

Instructions to Assessors

Assessors are asked to contact students as soon as reasonably possible to arrange a time for the interview, or to explain problems in doing so. Students should let the GSA know if there is a problem in this respect at the time of application.

Assessors are asked to consider whether the student is capable of carrying out advanced research, and whether the subject of the thesis/studio work and the manner of its treatment proposed by the student are acceptable for transfer to DPhil status. Assessors should judge the application against the criteria for success defined above. They should aim to provide constructive criticism and advice to the student to identify and address deficiencies and therefore strengthen their proposed research topic. Dismissive or aggressive remarks are not appropriate. An application to transfer to DPhil status must provide evidence that the applicant can construct an argument, can present material in a scholarly manner, has a viable subject to work on, and can be reasonably expected to complete in 3-4 years (6-8 years for a part-time student). However, the assessors should judge submissions in light of the fact that they usually reflect a year's work and are made at the early stages of the research project. The written

work should not be judged by the standards expected in a final thesis. Omissions, unpersuasive arguments, or missing perspectives are not fatal unless they seem to indicate an inability to reach the necessary standard. The research proposal and thesis structure need not be completely finalised, but the student should have clearly defined ideas of what the research questions are, and have possible ways to answer them.

The joint assessors' report should be 1-2 pages in length, providing a permanent record of advice given to the student at this stage and an indication of the student's progress. It should normally include a summary of the points raised in the interview, feedback on the written work submitted prior to the interview, comments on the positive aspects the student's work, as well as any concerns about the student's progress and suggestions for the research going forward.

Significant differences of opinion between the assessors will be adjudicated by the DGS and/or Academic Committee in consultation with the assessors and the supervisors.

Policies & Regulations

Link to University Policy and Guidance for postgraduate research students:

<https://www.ox.ac.uk/students/academic/guidance/graduate/research/status/DPhil>

The detailed requirements for Transfer of Status are set out in the [Examination Regulations](#). Please consult these carefully (see 'Finding your Way around' earlier in this document for the different exam regs that are published)

CONFIRMATION OF STATUS

Purpose

The Confirmation of Status process allows the student to have an assessment of their work by two assessors, other than the supervisor(s), to give a clear indication of whether it would be reasonable to consider submission within the course of a further three terms, if work on the thesis continues to develop satisfactorily. However, successful confirmation of status should not be seen as being explicitly linked to the final outcome of the examination of the thesis.

The confirmation assessment is different to the transfer assessment. The assessors will be focusing on how the research/studio work is progressing, the quality of the work and on the plan for completion. The assessors will therefore be looking to ensure that the student is making the appropriate progress in the development of the thesis, so that submission will be achieved within three or at most four years (or six to eight years for part-time students). In doing so, they are required to ensure that the student is not attempting to deal with an unnecessarily large amount of material. The student should benefit from independent assessment of her/his/their work and should receive authoritative comments

and suggestions on problems and how to address them. The assessors may be able to provide guidance on how to better present the material, or on the use of concepts or methods. Even if the thesis/studio work is in good shape, the assessors may often stimulate valuable improvements to it. However, the assessors may also identify any weaknesses which may compromise the final submission. It should also be remembered that the confirmation assessment is a test (which it is possible to fail), and receiving critical comments can be difficult. Finally, the interview is a good opportunity to prepare for the viva voce examination of the final submission.

The formal Regulations for Confirmation of Status are set out in the general Exam Regulations, and in the special regulations for individual subjects, grouped within their particular Division. The most important elements are covered below, but if questions arise please check the Examination Regulations. Please consult these carefully - see 'Finding your Way around' earlier in this document for the different exam regs that are published)

Timing

See tables above

How to Apply

All doctoral students are required to confirm DPhil status. A DPhil status student will cease to hold such status unless it is confirmed within the specified period stated above. Confirmation of Status must be successful before DPhil examiners can be appointed.

- Complete a GSO.14 form:
<http://www.ox.ac.uk/students/academic/guidance/graduate/progression>
- and EITHER
 - (A) For the Degree of DPhil (by written thesis only) 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) For the Degree of DPhil (for those intending to offer studio practice as part of the final submission) a portfolio or exhibition of studio work, accompanied by statement of future plans and an essay on a related topic (3,000 words).

The application must be accompanied by a report from the student's supervisor(s) as part of the GSO form.

Criteria for Success

For confirmation to be approved, the student will need to be able to show that the research/studio work is already accomplished, shows promise of the ability to produce a satisfactory thesis/work on the intended topic, the work submitted for assessment is of the standard expected of a DPhil in the final exam and that the thesis/studio work can be completed within at most four years from admission.

The assessors will judge the submission against the following criteria:

- Potential original contribution to the field of study
- Evidence of scholarly and lucid approach to the research issues
- Ability to write in a clear and coherent manner, with due attention to presentation
- Clear indication of how the research/studio work is being developed into a thesis
- Clear timetable for the completion of the research
- The ability to articulate and defend the argument in the interview
- Draft chapters are of the quality expected for a final DPhil thesis

Assessment

All candidates will be examined orally by two assessors. In the case of those intending to offer studio practice 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).

Outcomes

The assessors may recommend one of four outcomes, which must be considered and approved by the Academic Committee:

Successful Confirmation

Accompanied by suggestions and advice for future progress.

Referral for a second attempt at Confirmation

This should normally involve the same assessors and take place within one term of the first attempt. If the first attempt is made in the final term permitted, a one-term extension is automatically granted to allow the second attempt. This extension does not affect the total amount of time permitted for the final submission. The assessors should provide clear guidance on what needs to be done to improve the application before the second attempt at confirmation is submitted. This may require additional written work or other evidence.

Referral may simply represent an attempt to ensure that the student's work is enhanced and set on the best possible course, and should not necessarily be seen as a failure. However, a referral will be disappointing to a student and may take some time to come to terms with, especially if the assessors' comments are highly critical. Most students who do then go on to successfully complete the DPhil see the comments in retrospect as helpful, having given them the opportunity and incentive to make substantial improvements to the thesis and to avoid the risk of a far more costly and time-consuming referral of the final thesis.

Transfer to MLitt

Although the work presented was not suitable for confirmation of DPhil status, nonetheless, the assessors felt it was still strong enough for the lower award which is a less demanding and shorter-timescale research degree. In cases where transfer to a lower award is approved, if the student is already in their ninth term or beyond, a formal extension of time will also be needed to allow the student to stay on the graduate register for the lower degree, otherwise their status will lapse and they will have to subsequently apply for reinstatement to the graduate register.

Reject the application

The assessors felt that that work presented for a second attempt at CoS was not strong enough to approve or to transfer to MLitt. If a student fails CoS after two applications she/he/they shall cease to hold the status of student and her/his/their name shall be removed from the Register of Graduate Students. In such circumstances, informal counselling, often involving the student's college, should be an integral part of the procedure.

Not ready to apply yet?

If a student is unable to apply for confirmation of status within nine terms of admission as a graduate student (or by the

deadline defined in the subject specific regulations if later), they must apply for a deferral of confirmation of status, otherwise their student status will lapse

and their name will be removed from graduate register. It is possible to apply for a deferral of confirmation of status for up to three terms, as long as the total number of terms from admission as a graduate student does not exceed twelve.

Any student who is considering applying for a deferral of confirmation of status will be required to attend a formal academic review meeting involving their supervisor(s) and Director of Graduate Studies (or at least one other member of academic staff who may or may not be a future assessor for confirmation of status). The purpose of this meeting will be to review progress to date, and to draw up a clear timetable to ensure that confirmation of status is successfully achieved within the proposed period of deferral.

To apply for a deferral of confirmation of status, a student will need to submit the

GSO.14B form available [here](#). Students are required to complete the form, which should then be signed by the student's supervisor and College. The Director of Graduate Studies/Academic Committee will then assess the application for deferral, taking into account any recommendations from the academic review meeting.

If confirmation of status is not achieved within nine terms of admission as a graduate student, or approval given for a deferral of confirmation of status, her/his/their status will lapse. In exceptional cases only, deferral may be granted beyond twelve terms; however, this requires approval by both the Director of Graduate Studies/Academic Committee and the University's Education Committee as it requires formal dispensation from the Examination Regulations.

Instructions to Assessors

Assessors are asked to contact students as soon as reasonably possible to arrange a time for the interview, or to explain problems in doing so. Students should let the GSA know if there is a problem in this respect at the time of application.

Assessors are asked to consider the submitted work against the criteria listed above.

The joint assessors' report should be 1-2 pages in length, providing a permanent record of advice given to the student at this stage and an indication of the student's progress. It should normally include a summary of the points raised in

the interview, feedback on the written work submitted prior to the interview, comments on the positive aspects the student's work, as well as any concerns about the student's progress and suggestions for the research going forward.

Significant differences of opinion between the assessors will be adjudicated by the DGS and/or Academic Committee in consultation with the assessors and the supervisors.

The assessors will submit a report and a recommendation to the Academic Committee.

DPHIL EXAMINATION

APPLICATION

Form GSO.3: <https://www.ox.ac.uk/students/academic/guidance/graduate/progression>

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 GSO.3.

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 GSO.3 can be returned at the same time as the thesis is submitted. However, a thesis will not be sent out by the Examination Schools until both examiners have formally agreed to examine. Therefore, please bear in mind, if a GSO.3 form and thesis are submitted on the same date, the thesis will NOT be sent out to the examiners until these preliminaries have been completed. You must also indicate on the form the date by which you intend to submit; 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. 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.

Please note that you are not permitted to submit a copy of your thesis directly to the examiners.

You should also include the thesis consultation form and thesis cataloguing form (GSO.3a and GSO.26).

In the case of those offering studio practice as part of the final submission, both examiners will view the portfolio or exhibition of studio work prior to the oral examination. The supervisor(s) 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.

FINAL SUBMISSION

The following material is required:

EITHER

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

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, including all such textual documentation, labels and notes of explanation, as well as footnotes, endnotes and appendices, but excluding 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/their 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/their 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.

All submissions need to be accompanied by an abstract of no more than 300 words (excluded from total word count)

You need to submit the examiners’ copy of your thesis here: <https://student.rtds.ox.ac.uk/>

Word limit

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 DGS 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 DGS in the term before you expect to submit your thesis at the latest, stating the number of words required, why you need this extension, and enclosing a letter of support from your supervisor.

Early Viva (incorporated into the GSO.3 form)

If an early viva is required, this should be clearly indicated on the GSO.3 form. A viva may not be held less than one calendar month after the date of submission or after the date on which the examiners have agreed, whichever is the later.

THE VIVA AND ITS OUTCOMES

The viva is a formal examination of the University. You will be expected to wear academic dress – sub fusc and a gown. This includes the appropriate gown (your college can advise), a mortar board or soft-cap, and the preferred sub fusc from the following list: one of dark suit with dark socks, or dark skirt with black tights or stockings, or dark trousers with dark socks; dark coat if required; black shoes; plain white collared shirt or blouse; white bow tie, black bow tie, black full-length tie, or black ribbon.

The recommendations open to examiners are set out in detail in the Examination Regulations – below is a short summary of the main points:

Award of the DPhil as the thesis stands

If your examiners are satisfied that the thesis is of sufficient merit to qualify for the degree, and that you possess a good general knowledge of the particular field of learning within which the subject of your thesis lies, and that they therefore can recommend that the degree should be awarded and the thesis can be deposited in the Bodleian, then the examiners will submit their report to the Faculty without undue delay. Once the Faculty has endorsed the recommendation, the Research Degrees Examinations Team will send you the Leave to Supplicate letter as well as a copy of the examiners' report.

Minor corrections

If your examiners are satisfied that they can recommend that the degree should be awarded, but minor corrections need to be made before the thesis can be deposited in the Bodleian, then the completed minor corrections must be approved, usually by

the internal examiner, before the examiners make their report to the School. In that case, your examiners will provide you with a list of the required corrections. If you have not received the list of corrections within two weeks of the viva, then you should contact the GSA graduate@rsa.ox.ac.uk.

The University expects that these minor corrections will be completed to the satisfaction of your internal examiner within one month of being issued. If, for exceptional reasons, additional time is needed you may apply for one additional month by submitting a copy of form GSO.18 ([‘Extension of Time for Minor Corrections’](#)). If you fail to complete your corrections within the time allowed your name will be removed from the Graduate Register and a reinstatement application will be required.

Major corrections

If your examiners are satisfied that they can recommend that the degree should be awarded subject to the completion and review of major corrections, and the School endorses this recommendation, then these major corrections must be completed and reviewed by both examiners, who will produce a second report for the Faculty. A copy of the Examiners’ Report with the required corrections will be sent to you by the Research Degrees Examinations Team, following approval by the relevant Board. The University expects that these major corrections will be completed to the satisfaction of your examiners within six months of being issued. Your examiners may wish to hold a second viva examination before producing their final report for the School. If you fail to complete your corrections within the time allowed your name will be removed from the Graduate Register and a reinstatement application will be required.

Reference back for DPhil or MLitt (as appropriate)

If your examiners are not satisfied that the thesis as a whole is of sufficient merit to qualify for the degree, they are required to refer the thesis back for revision. The School will review their recommendation, and, once the Faculty has endorsed the recommendation, the Research Degrees Examinations Team will inform you about the outcome of the examination and the procedures for a resubmission of your thesis.

When you are re-submitting a thesis you should follow the same procedures detailed above, except that you will need to pay the required [re-submission fee](#).

Candidates resubmitting a thesis must also include a separate report indicating the specific changes made to the thesis for resubmission. For students in the Humanities, the word limit for the accompanying report is 1,000 words.

It is possible for you and your supervisor to propose new examiners at the time of re-submission, but it is usual for the previous examiners to be proposed since of course it is according to their guidelines that you have been revising your thesis.

Technically, a re-submission is a fresh examination, and you should remember that the oral examination is not necessarily restricted to points noted in the original examination. Examiners are still required to satisfy themselves that the revised thesis as a whole is of sufficient merit to qualify for the degree, and that you possess a good general knowledge of the particular field of learning within which the subject of your thesis lies.

The report on the first examination will automatically be sent to the examiners of the re-submitted thesis. This is to ensure that the examiners are aware of the background to the revisions which you have made. If you wish to make a case for this not happening, permission must be sought from the Proctors. You will need to apply in writing via the GSA graduate@rsa.ox.ac.uk, stating your reasons, before or at the same time as re-applying for the appointment of examiners.

In the case of a re-submission a faculty board can exempt a candidate from a viva only where the examiners certify that they can recommend the degree without examining the candidate orally. However, this does not always happen even where a thesis goes on to be awarded the degree.

Notification of Results

After the viva the examiners will write a report giving recommendations to the Academic Committee. (Please note that this does not apply to candidates with Minor Corrections). After the Report has been approved the Research Degree Examination Office will notify candidates of the outcome in writing.

For candidates with minor corrections only - the Examiners give a list of the required amendments directly to the candidate who has one month to make the necessary changes and submit the work back to the Examiners for their approval. After the minor corrections have been approved the report is sent to the Academic Committee for their approval.

PUBLICATION, COPYRIGHT, ACCESS AND DISPENSATION FROM CONSULTATION

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

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

DPhil, MLitt and MSc (by Research) Degrees

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

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

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

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

<http://ox.libguides.com/aecontent.php?pid=435474&sid=3564761>

Third party copyright

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

<http://ox.libguides.com/aecontent.php?pid=435474&sid=3564761>

Further information or queries about depositing digital theses should be addressed to ORA@bodleian.ox.ac.uk.

Restricted access arrangements

Whilst the Humanities Division strongly supports open access to, and wide dissemination of, theses produced by its students, access to the full text of digital theses can be restricted unless requirements of funding bodies require open access to be provided earlier (see below). When completing the ORA online deposit form authors should therefore indicate whether they would like an embargo (currently a choice of one year or three years) or to make their thesis available immediately. For example, if the author's funding specifies an earlier

release date. There is no need to complete a separate application for Dispensation from Consultation at the time of deposit

Further information on Dispensation from consultation and thesis embargo can be found here:

<https://libguides.bodleian.ox.ac.uk/digitaltheses/dispensation>

<https://libguides.bodleian.ox.ac.uk/digitaltheses/embargo>

and on the GSO3c

<https://www.ox.ac.uk/students/academic/guidance/graduate/progression>

Dispensation from consultation is granted by the department/faculty not the Bodleian Libraries or ORA staff.

CONTENT CONSIDERATIONS

Journal articles included within the thesis

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

Plagiarism

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

Before starting to write any work to be submitted, you must familiarise yourself with the details on Plagiarism, published on the University website:

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

GENERAL QUERIES

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

For a graph overview of the examination process, please see here:

https://www.ox.ac.uk/sites/files/oxford/field/field_document/Research%20Degree%20Examination%20Process.pdf

STYLE AND FORMAT OF YOUR ESSAYS AND DISSERTATION

For detailed advice on Style and Formatting of all submitted written work, please look at Canvas: https://canvas.ox.ac.uk/courses/123432/pages/useful-documents-library-use-plagiarism-study-skills-formatting?module_item_id=1747487

THE FORMAT OF YOUR THESIS ON SUBMISSION

All information on how to present and submit your thesis is here:
<https://www.ox.ac.uk/students/academic/exams/research>

ETHICAL REVIEW PROCEDURES FOR RESEARCH

Research Ethics (including CUREC)

The University is committed to ensuring that its research involving human participants is conducted in a way that respects the dignity, rights, and welfare of participants, and minimises risk to participants, researchers, third parties, and to the University itself. All such research needs to be subject to appropriate ethical review.

The University and the School regards research integrity as a core value and has a longstanding commitment to ensuring that it is embedded in its research culture and activity. The University's Academic Integrity in Research: Code of Practice and Procedure states that all its researchers, be they staff, students or visitors, are expected to maintain the highest standards of rigour and integrity in all aspects of their research. To facilitate this, the University and therefore the School is guided by the Central University Research.

It is very important that no research is undertaken until ethical clearance has been granted. Retrospective clearance cannot be granted, and the lack of ethical clearance will reduce the integrity of your work, pose reputational damage to the School and University and will likely hinder your ability to publish.

Please see the attached links for further information:

<https://researchsupport.admin.ox.ac.uk/governance/ethics/apply/sshidrec>

If you have ANY concerns about ethics approval for your research and study or you are unsure if you require ethics approval please contact the Graduate Studies Administrator as soon as possible.

All CUREC forms submitted for research by Postgraduate Students must be sent to the Graduate Studies Administrator who will arrange for the Director of Graduate Studies to assess the forms in the first instance.

CHANGES & DELAYS

All forms are here

<https://www.ox.ac.uk/students/academic/guidance/graduate/progression> and

<https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1>

Changes to the 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 GSO.6 form (a new electronic system is being introduced so please check with the GSA before starting to complete a form as she will be able to issue you with the correct guidance) to the GSA who will refer it to the Academic Committee 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 Academic Committee as soon as possible. If the proposed change is so substantial that it requires a change of supervisor, the Academic Committee 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 a DPhil thesis, twelve terms, is 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 Academic Committee not later than the twelfth term for an extension; such an application must be supported by your supervisor(s) and your college and will be approved only in exceptional circumstances. You should complete a GSO.15 - a new electronic system is being introduced so please check with the GSA

before starting to complete a form as she will be able to issue you with the correct guidance. The Committee can award up to a total of six further terms 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 such as, for example, your entitlement to a University card, or your exemption from council tax. Students may subsequently apply for reinstatement.

Suspension of Status

With the support of your college and supervisor, you may apply for suspension of status for a specified period. A GSO.17 should be completed (a new electronic system is being introduced so please check with the GSA before starting to complete a form as she will be able to issue you with the correct guidance). 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 you should complete a GSO.17a (a new electronic system is being introduced so please check with the GSA before starting to complete a form as she will be able to issue you with the correct guidance).

The Academic 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. parental/guardian leave, cases of unforeseeable financial difficulty, unexpected domestic crises, and physical or mental incapacity).

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/her/their financial position was at that time sufficiently secure to enable them to complete their studies, but that since then an unforeseeable deterioration has occurred which makes it impossible for them to continue their 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 Academic Committee also wishes to make clear that

- candidates are expected to endeavour 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.

- applications for retrospective suspensions will not be considered unless under exceptional circumstances. Please consult the GSA should you wish to consider
- applying for a retrospective suspension.

Change of Supervisor

If you need to change your supervisor, or apply to add a co-supervisor, please complete a GSO.25 to formalise the change. Since the Ruskin School of Art is so small, a complete change of supervisor may not be possible.

Change of Study Mode

The University allows DPhil students to change from full-time to part-time mode, and vice versa, only once during their enrolment. A change in mode of study is not an automatic entitlement, and should only be made in exceptional circumstances.

You should discuss any plans to apply for a change of mode of study with your supervisor and the DGS prior to applying. The relevant form is GSO.4

Lapse of status, withdrawal and removal from the register, or reinstatement

If you fail to submit your thesis within the prescribed time (including any approved extensions), or if you fail to transfer to either MLitt or DPhil status within four terms (part-time students eight terms), or fail to have your DPhil status confirmed in your third year (part-time students sixth year) your student status automatically lapses and your name will be removed from the Register of Graduate Students. However, a lapsed or withdrawn student who subsequently completes the thesis

can, under certain conditions, be reinstated to enable the work to be examined (please consult the History Faculty's policy for assessing Reinstatement applications). In certain circumstances a student may be removed from the register on academic or disciplinary grounds.

To reinstate, complete a GSO.23 and read the full details of the procedure here: <https://examregs.admin.ox.ac.uk/Regulation?code=grgoveresedegr>

FUNDING OPPORTUNITIES

Your college should be your first point of contact for research fund requests. Should your college be unable to assist, you may be eligible to apply to the Ruskin's Academic Committee. You should contact the Graduate Studies Administrator in the first instance so that the correct form and eligibility criteria may be sent to you. 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. Subject to the availability of funding, the Committee may award support of up to £1000 in total across the three years (six years for part-time students) of fee-liability, to cover research and examination expenses. Grants for consumables, including IT equipment and software, will not be approved. Applications should provide precise and detailed costings. The £1000 maximum may be awarded either in one year, or spread across two or more years. 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 Graduate Studies Administrator.

Please note that all applications should be submitted during term time. Any application received outside term time will

not be actioned until the start of the next term.

A comprehensive guide to funding opportunities is provided by the Humanities Division. For detailed information see:

<https://www.ox.ac.uk/admissions/graduate/fees-and-funding>

In order to secure the speediest response to any questions you have about financial matters, please enquire as follows:

i. For queries about salary payments, either Dag Martinsen, dag.martinsen@humanities.ox.ac.uk (paid as claimed submissions) or Richard Sykes (other salary queries)

ii. For queries about approved non-salary payments (e.g., expenses claims, materials grants, Degree Show grants, etc.), Henry Barker-Warwick: finance@rsa.ox.ac.uk

iii. For student requests for funding to support student initiatives, the Ruskin's termly Academic Committee (Tues week 4): please submit the request to the Graduate Studies Administrator not later than Tuesday of week 3 of the term in which you wish a request to be considered. Please note that there is no allocated budget for such purposes so any funding granted by Academic Committee will be under exceptional circumstances and limited in scale.

COMMITTEES

DPhil Student Representatives

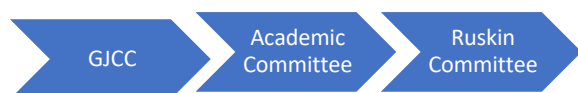
Each year two DPhil representatives are sought and elected. All DPhils are strongly encouraged to volunteer for a period between their Transfer and Confirmation. Their role is to help flag students' issues to the School. It is a form of 'community service' and the time commitment is minimal.

DPhil reps introduce themselves to the cohort at the beginning of the academic year and liaise with the MFA reps for servicing the GJCC (see below). They collect items for the meeting agendas from other students and present them to the committee. They are also invited to attend unreserved business of the Academic Committee and the Ruskin Committee.

You can find the contact details of the student reps in Canvas.

Other committees: Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford University Student Union (Oxford SU). Details can be found on the Oxford SU website along with information about student representation at the University level.

There are three Ruskin committees meeting each term:



Graduate Joint Consultative Committee (GJCC) Convenes once a term usually in 3rd week

The Graduate Joint Consultative Committee (GJCC) meets once a term to discuss matters relating to the postgraduate programme. This is a student-led committee. Both DPhil and MFA Student Representatives chair the GJCC, which reports to the Academic Committee and the Ruskin Committee for unreserved business at their regular termly meetings. All students are encouraged to attend these meetings.

Academic Committee (AC) Convenes Tuesday 4th week of each term

The Academic Committee discusses and approves all issues relating to the student body within the School. The Postgraduate Student Representatives also attend this Committee for unreserved business.

The Ruskin Committee Convenes Tuesday 6th week of each term

Students at the Ruskin School of Art come under the jurisdiction of the Ruskin Committee and their responsibilities are carried out according to the decrees and regulations published each year under the title Examination Regulations (<https://examregs.admin.ox.ac.uk/Contents>).

Both Undergraduate and Postgraduate Student Representatives may attend this Committee meeting for unreserved business matters.

COMMUNICATION

Canvas

This platform is used by the School to make announcements that affect all members of the School. CANVAS also hosts DPhil documentation including Handbooks and Seminar schedules <https://canvas.ox.ac.uk/courses/177140>

Policy for Email Address Usage

We expect everyone in Humanities Division to use an ox.ac.uk email for University business.

Why is using an Oxford address preferable?

It will enhance your credibility. An Oxford email address provides greater status when seeking out collaboration opportunities or attempting to recruit volunteers for studies.

Oxford email addresses provide a stronger brand for individual faculties, thus increasing their standing in the minds of others.

Using the University's email, rather than other email address providers, reduces the risk of infringing GDPR and thus potentially jeopardising our research due to negative publicity with funding bodies. It also reduces the risk of incurring a financial penalty from the Information Commissioner's Office. Using unauthorised

email accounts can result in compromising commercially sensitive or confidential University information. There are issues around retention and retrieval of the data with a third-party data processor who may well be outside the EEA.

It is your official University email address and will be included on a variety of circulation lists and used for official communications. Some messages could relate to crisis situations where immediate receipt is vital.

It is more likely to be received as a genuine communication.

It would reduce the risk of being lost in Junk mail.

Ruskin Mailing Lists

Make sure that you register your preferred (i.e. either college or RSA) email address with the GSA so that it can be added to the mailing lists. The RSA 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 DPhils are the 'DPhil List' (PGR students only) and the 'All Students List' (all students including Undergraduates). If you would like to email any of these groups, you can use the following addresses:

Mailing lists are used for the internal communication of news, events and official School business and are designed to be flexible in facilitating communications, while maintaining the security and availability of technology resources, and maintaining consistency and appropriateness of message content and appearance.

Social Media Guidance

Social Media can bring enormous benefits and opportunities to an academic community. There is, however, an inherent risk involved in using social media, in that it is an instantaneous and far-reaching form of communication; inappropriate use has the potential to cause serious, and sometimes unexpected and long-term, consequences.

The University and the School encourages you to engage, collaborate and innovate through social media; however, wherever and whenever you do this, you must be

ruskin-dphilstudents@maillist.ox.ac.uk

ruskin-allstudents@maillist.ox.ac.uk

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

Please note that misuse of the mailing lists will result in your removal from that list and that this removal may be permanent dependent on the severity of the situation.

Please be mindful when sending emails to a mailing list. Please note that students should not use the mailing list to forward information that should be distributed by staff members.

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.

aware of the potential impact on you and other users.

Social media is any online interactive tool which encourages participation, interaction and exchanges, such as blogs, discussion forums, instant messaging and any website that allows public commenting or posting. When using social media it can be tempting to speak and act in a way we wouldn't face-to-face. Remember that innocently intended comments posted online may be

misconstrued, as the written word can lack the nuances of face-to-face interaction.

IT Services have published some helpful guidance on etiquette involving the use of email and on newsgroups, much of which will be applicable for social media as well: <http://help.it.ox.ac.uk/email/netiquette/index>.

Consequences of posting inappropriate material:

Be careful not to post confidential material online without permission. This might be personal confidential information about an individual or information which is confidential for professional reasons.

Using social media to post offensive comments, images or other content may be a breach of the Code of Discipline under [Statute XI](#) and could result in disciplinary action by the Proctors. Remember that various civil and criminal laws apply to content posted online.

Civil claims that could be brought include actions for defamation, harassment, breach of intellectual property rights, fraudulent misrepresentation or breach of confidence. Criminal offences that could occur online include harassment, stalking, hate crimes, coercive or controlling behaviour, disclosing private sexual images without consent, blackmail, malicious communications and terrorism offences.

Be careful not to infringe copyright by posting others' content online (photographs, text, videos, music, etc.) without ensuring that you have permission to do so. This includes checking the terms of any licence – for example, you may need to credit the author and/or link to the licence.

If you are posting an image of a logo or trademark, always check that you have permission to do this. You may have the photographer or designer's permission, but not necessarily that of the owner of the logo/trademark.

You should also consider checking the terms and conditions of social media accounts and/or websites before uploading material as by doing so you may be releasing ownership rights and control of content.

The University is not responsible for, and does not hold any ownership of, any content posted on social media by its students. When posting online there may be circumstances in which you risk giving the impression that you are speaking on behalf of the University or your department. If in doubt, you should consider adding a disclaimer to make it clear that you are posting in a personal capacity.

Noticeboards, Student Post and University Messenger

There are a number of notice boards at HS and BR with details of forthcoming exhibitions, notices, and other events across the University, including external prizes, seminars and trips. The notice boards in the RSA are used for sign-up

sheets for departmental group events or small workshops.

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 RSA's calendar in Canvas.

At HS, tutors have pigeonholes in the main office. Student mail sent to the RSA is

forwarded to their colleges. The University messenger system, the University's internal mail-service, collects and delivers to the RSA daily. Mail for this service can be left in the office or at your college lodge.

University Code of conduct for using IT facilities

The University regulations relating to the use of Information Technology facilities can be found at: <https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002>

DEPARTMENTAL STATEMENT OF PROVISION FOR POSTGRADUATE RESEARCH STUDENTS

SUPERVISION

Arrangements for supervising 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. Students typically meet with their supervisors once or twice a term during the period of study; but arrangements will vary in response to individual needs, depending also on whether the emphasis in 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.

Graduate Supervision Reporting (GSR)

At the end of each term, your supervisor(s) will submit a report on your academic progress. To facilitate this reporting, the University operates the Graduate Supervision Reporting (GSR) system online. 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 the DGS. 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 the DGS and to your College Advisor. When the supervisor sections are completed, you will be able to view the report, as will the relevant DGS 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)).

GSR is accessed via Student Self Service and you will receive an automated email towards the end of each term with an invitation to submit a report.

SPACE & FACILITIES

Workspace

Shared studio space can be provided at the Bullingdon Road site for all full-time practice-led DPhil students. Please note that studio space is generally scarce and there is always a waiting list, so clearing your space swiftly after submission is required. If a student has a space allocated to them, but doesn't make regular and good use of it, they should consider that there may be others with a greater and more urgent need and be prepared that they might have to relinquish it.

Please be considerate and keep your belongings and materials within your defined studio space.

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 part of the planning stages of the agreed project.

Arrangements for accommodation, meals and social facilities on a year-round basis

School: Research students can use the kitchen area at BR. 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 (MCR), 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 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.

Safety at the Ruskin School of Art

Safety is a very important element at the RSA. 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 and 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 are 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 HS and BR 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 HS and BR 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 extinguishers are stationed in all buildings and staff and students are required to familiarize themselves with their location. Fire alarms are tested every week at BR on Monday mornings, and at the HS on Friday mornings. Tests last just a few seconds. If the alarm rings at any other time, or lasts longer than a few seconds you should follow the building evacuation procedures. Fire drills are conducted periodically, when you should follow the building evacuation procedure.

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.

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 BR or HS. This includes the area outside the entrance to BR and the steps of the HS building. From 7 January 2019 the prohibition has been extended to cover the use of electronic cigarettes or similar devices ('vaping').
6. It is forbidden for students to tamper with the fabric of the building or any of its services in any way. Please note that this includes the application of paint to any electrical or heating installation, however small.
7. Students intending to display their works (e.g. in connection with an examination) must obtain express permission from the Head of School and ensure that they comply with the conditions set in each case for affixing and removing such works. Action taken by the Proctors against offenders might affect students' permission to graduate, or result in increased fines (perhaps with compensation orders to enable the School to remove the works and make good any damage).

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

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

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

LEARNING

Induction

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.

Research seminars

The Ruskin runs a series of research seminars each term. 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 opportunities for tutorials in addition to the presentation.

Graduate researchers have access to all other research 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.

University Libraries

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

The Bodleian Library

The Oxford University Libraries, centred around the Bodleian, are the UK's largest academic library collection. The integrated library service of the University of Oxford comprises of nearly 40 libraries, many offering borrowing rights. The Bodleian Library (<https://www.bodleian.ox.ac.uk>) is a copyright library and has long collected copies of all

works published in the United Kingdom, in addition to an extensive range of foreign publications. Please note that the Bodleian is a reference library; items are not available for loan.

Bodleian Art, Archaeology and Ancient World Library (formerly Sackler Library)

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

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

The Ruskin School of Art Library

The Ruskin has its own specialised in-house library of more than 7,000 volumes, comprised of lending and reference collections, both of which include written material on art history, art theory, art techniques, human anatomy, exhibition catalogues and artists' monographs. The Ruskin Library has a particular focus on twentieth century and twenty-first century materials, complementing the research collections of the Bodleian and Art, Archaeology and Ancient World Libraries.

The Ruskin Library is a small and welcoming departmental library mainly for students and staff at the Ruskin School of Art. The library is fully integrated into the university's electronic catalogue system SOLO and students are able to borrow items from the main collection, a useful difference from other Oxford libraries.

The Ruskin Librarian

Laura Unwin is the Ruskin Librarian. Her normal working hours are Monday 12.15pm to 4.15pm and Thursday 10am to 4pm (weeks 0-9). She is here to help so please email her at: laura.unwin@rsa.ox.ac.uk with any enquiries during term-time. Please contact the GSA during the vacation period.

Library Opening Hours

Mon-Fri	09:00 – 17:00	(week 0)
Mon-Fri	09:00 – 21:00	(weeks 1-9)
Saturday	09:00 – 13:00	(weeks 1-8)

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

Library Loan Information

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

Items can be located through the SOLO online catalogue at: <http://solo.bodleian.ox.ac.uk>
The Ruskin Library works on a self-service issue system. Any books being taken out must be scanned at the computer terminal situated in the main library, a Bodleian card is required for this process. (All DVD boxes are empty, so please request the item from the librarian before scanning the barcode).

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

Item Loan Type	Number of items	Loan Period	Renewals	Fines for Late Returns
Standard Loan	6	14 days	6 times	20p per day
Short Loan	2	3 days	6 times	£1 per day
DVDs	1	7 days	N/A	£1 per day

Please note, all returns should be placed in the white book bin situated in the main library. Books not taken out of the main library should please be replaced on the re-shelving shelf and not re-shelved by the reader. Items from the reference library should not be removed from the library. These should be placed on the re-shelving trolley after viewing.

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

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.

CANVAS: <https://canvas.ox.ac.uk> is a virtual learning environment (VLE) delivered by Instructure. The software is intuitive and easy to use. Handbooks, schedules and sign-up sheets are all found via CANVAS.

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+: <https://libguides.bodleian.ox.ac.uk/az.php> 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

Oxford Art Online: <http://www.oxfordartonline.com/> 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 Encyclopaedia of Aesthetics.

Museums and Collections: <https://www.glam.ox.ac.uk/collections> information about the holdings at the University.

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

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

Graduate Seminars and Lecture List

The Ruskin Canvas calendar is regularly updated to include information on the graduate seminars and Visiting Speakers.

There is also an Oxford-wide events list available at <http://www.ox.ac.uk/events-list> as well as OxTalks <https://talks.ox.ac.uk/>

Please note the University policy on recording lectures by students:
academic.admin.ox.ac.uk/policies/recording-lectures-other-teaching-sessions

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.it.ox.ac.uk/want/course>

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

Equipment for Loan

There is a booking system within the school so Fine Art students can take out on loan cameras, sound and film equipment for their projects.

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.

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/>

SKILLS DEVELOPMENT, EMPLOYABILITY AND CAREERS SUPPORT

There are a number of services and programmes across the University that provide support in developing yourself both personally and professionally. These opportunities complement the development opportunities provided through your own activities – within and beyond your research – and those provided by your School.

TRAINING

Formal graduate skills training

The Research Seminars address a variety of basic research skills. In addition, specialised training sessions will be organised throughout the year responsive to student demand.

Opportunities 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. Please note that completion of PLTO is required before you can be admitted to the School's 'Graduate Teaching Register'. Once included on this Register you may have opportunities for paid teaching within the School. This period of teaching will be restricted to the period of study between completion of

ToS and CoS. Should you wish to teach you should first consult with your supervisors and make early contact with the GSA. In order to be included on the register you will have to complete some paperwork in good time, before starting any teaching commitment. International students should be mindful of their Visa status which may limit their access to paid employment. Students undertaking PLTO should inform the GSA at the start and completion of the programme. Please see further details later in this Handbook.

Humanities Researcher Development and Training Programme

Our Researcher Development and Training Programme is a comprehensive

programme of events, opportunities, workshops and resources to support and

develop Humanities researchers at all stages of their career from postgraduate level upwards. Some of these opportunities are bespoke and developed in-house; others are provided through external partners, student support services or in partnership with faculties. All workshops and events are free and open to Master's and DPhil students and postdoctoral researchers (including teaching-only and college-only appointments).

Our programme is organised via six 'training pathways', designed to foster virtuous circles between research and personal development. Pathways give participants the flexibility to construct their own training programmes by combining several pathways over the course of their time at Oxford. The pathways are flexible, with multiple points of entry, intersection and exit, and open up further opportunities across and beyond the University.

The pathways are:

Preparation for Academic Practice: resources to support all aspects of your development as a researcher, from writing book proposals to preparing for the DPhil viva, and from fellowship applications to academic CVs.

Entrepreneurship: information and resources to encourage and support entrepreneurship and entrepreneurial thinking amongst Humanities researchers

Heritage: lectures, workshops and site visits led by expert practitioners, providing researchers with the skills, knowledge and confidence to engage effectively with partners in the heritage, museums and cultural sector, whether through research collaborations or as a career choice. This pathway is delivered by the [Heritage Partnerships Team](#) and the [National Trust Partnership](#). Heritage Pathway is also open to undergraduates and visiting students.

Teaching: courses and workshops on all aspects of teaching, from pedagogy to teaching philosophies. This pathway is delivered in partnership with the [Centre for Teaching and Learning](#) and the [University Engagement Programme at the Ashmolean Museum](#).

Public Engagement with Research: skills and tools to enable researchers to communicate, collaborate and inspire beyond the academy. Workshops include podcasting, storytelling, and a termly introductory session for researchers wishing to write for [The Conversation](#).

Career Confidence: designed and delivered in partnership with the [University of Oxford Careers Service](#), this pathway provides resources and opportunities tailored to the interests, skills and preferred career destinations of Humanities researchers.

Contact: training@humanities.ox.ac.uk

SUPPORT FOR RESEARCH STUDENTS FROM THE CAREERS SERVICE

Doing a research degree opens up a range of career options, yet it is up to you to seize the opportunities to exploit these and get ready for the next step. Our best advice is to start early, because you will get busier as your research progresses. No need to decide at this point whether you will stay in academia or move onto new pastures: many of the career-building steps that you can take will benefit your CV and your wider employment options whichever step you take next.

The Careers Service (www.careers.ox.ac.uk) works alongside the Humanities Divisional Training Team to offer information resources, one-to-one support and a programme of bespoke workshops focusing on key career skills and tools for career planning and development. We support DPhil students and research staff from every department across the university, regardless of their chosen career paths.

How to get involved

The researcher pages (www.careers.ox.ac.uk/researchers) on the main Careers Service website contain a wealth of information on what other researchers have done, tips on how to develop your careers thinking and links to useful resources. The Resources Room in the Careers Service building (56 Banbury Road, open 09:00 to 17:00, Monday to Friday) stocks leaflets, briefings and relevant career-related matters, including books on securing work in the academic job market and other sectors, or negotiating a change in direction.

Our termly programme of workshops caters specifically for researchers and focus on career design and development, networking, CV writing, job applications and interviews, and more. See our programme and book places via the CareerConnect calendar*. And do not miss our insight into Academia programme, which gives insider perspectives on becoming an academic and the steps required to keep you there, along with tips to maximise your chances of application success.

* All DPhil students are automatically issued a CareerConnect account, research staff can easily create a free account by following the instructions [here](#). Contact reception@careers.ox.ac.uk if you need assistance in accessing CareerConnect.

If you are looking to boost your skill set, consider taking part in the [Researcher Strategy Consultancy](#), which provides early career researchers with an opportunity to develop the core employability skills required for independent consulting in any field or a transition into analytical, business or policy roles in the public and private sector.

Research students are also eligible for the fantastic opportunities to explore different work sectors, and roles offered through our [summer internships](#) and [micro-internships](#) programmes; see the Internships Office pages (<https://www.careers.ox.ac.uk/internships>) for more information on these.

Unsure where to begin or how to use your time here most effectively? A one-to-one conversation with a Careers Adviser may help! Come and discuss your personal career plans, aspirations and worries in a confidential setting: appointments can be made via CareerConnect.

For an overview of the services available to researchers at the university, download this [leaflet](#) or call in at the Careers Service and pick up a copy.

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 critiques, with further practical demonstration and the opportunity to co-lead crits through the Ruskin's well-developed critique 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 may be 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.

Please note that unless all necessary paperwork has been submitted to the Graduate Studies Administrator you will NOT be paid for any teaching you may undertake.

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

Group Critiques

You may take part in three or more per year. You will be paid by the Ruskin for your participation, as group crits are a core teaching provision to Ruskin BFAs. You will be paired with a Ruskin teaching staff member (VT or permanent faculty) to co-lead the group critique

together. **Please note that there is some paperwork to be completed before you can teach and be paid.** This should be done in good time and includes a Right-to-Work check and for visa holders the teaching commitment cannot take them over the allowed work hours.

Art history and theory tutorials

There are various opportunities for tutorial teaching both through the History of Art department (for students following the Ruskin's second year course) and, less regularly, at the Ruskin itself (for students designated as needing extra help by faculty). These depend on the match between the student's topic and your area of research. For tutorials provided for the Ruskin you will be paid approximately £25/ hour for your time, provided arrangements have been agreed in advance with the GSA and Head of Administration and Finance (Dr Richard Sykes). Any tutorial teaching undertaken for the History of Art Department will need to be agreed – including hourly rate – with appropriate staff in the History of Art Department. Other opportunities exist for tutoring visiting students (for example American junior-year-abroad students); the Ruskin is sometimes notified of these by colleges, but you may also make your own enquiries with Senior Tutors in colleges.

Seminars/Workshops

You may propose open seminars or workshops for BFAs, based on your prior canvassing of interest among BFAs. You may submit a proposal to the DGS and HAF for one, or – if working collaboratively – a mini-series of up to four seminars/workshops. If approved, you will be paid £25/ hour (pro rata if team-teaching) for the seminar time itself. In order to run, a seminar must attract a minimum number of 6 participants. Please consult the GSA.

Studio tutorials

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

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

- *to be between Transfer and Confirmation of Status;
- *have completed the necessary paperwork obtained from the GSA;
- *to have completed the PLTO training (at least two of the three offered sessions).

SUPPORT

<https://www.ox.ac.uk/students/welfare>

Pastoral and welfare support

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>

School: Within the School, your supervisor(s), DGS and the GSA are all available to offer advice. The GJCC 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.

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. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish." University of Oxford [Equality Policy](#)

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 reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex and sexual orientation. Visit our

website for further details or contact us directly for advice: edu.web.ox.ac.uk or equality@admin.ox.ac.uk.

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

The University does not tolerate any form of harassment or victimisation and expects all members of the University community (including students), its visitors and contractors to treat each other with respect, courtesy and consideration. All members of the University community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others. All members of the University community have a personal responsibility for complying with this Policy and Procedure and must comply with and demonstrate active commitment to this Policy by:

- a. Treating others with dignity and respect.
- b. Discouraging any form of harassment by making it clear that such behaviour is unacceptable.
- c. Supporting any member of the University who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate.

More information: <https://edu.web.ox.ac.uk/policies-guidance-and-procedures>

Ruskin Harassment Advisors: Daria Martin daria.martin@rsa.ox.ac.uk and Richard Sykes Richard.sykes@rsa.ox.ac.uk

There are a range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit: edu.admin.ox.ac.uk/religion-and-belief-0

Student Welfare and Support Services

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: <https://www.ox.ac.uk/students/welfare/counselling>

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

Oxford SU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: www.oxfordsu.org/communities/campaigns/
There is a wide range of student clubs and societies to get involved in - for more details visit: www.ox.ac.uk/students/life/clubs

Financial Assistance

College hardship funds

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

Oxford Financial Assistance

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 £3000. All students registered for a degree at the University are eligible to apply to the Committee.

You should collect a form from your College Secretary and visit the College Hardship Officer at your College before completing the application. Your application will need to be supported by both your college and your tutor/supervisor.

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

Further information at: <https://www.ox.ac.uk/students/fees-funding/assistance>

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: <https://childcare.admin.ox.ac.uk/home>

COMPLAINTS & APPEALS

For the University-wide complaints procedure, see <https://www.ox.ac.uk/students/academic/student-handbook>

COMPLAINTS AND APPEALS PROCEDURES

The University, the Humanities Division and the Ruskin School all hope that provision made for students at all stages of their course of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution.

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

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

Complaints

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 (Anthony Gardner) as appropriate. Complaints about departmental facilities should be made to the Departmental administrator (Richard Sykes). If you feel unable to approach one of those individuals, you may contact the Head of School (Ian Kiaer) who will attempt to resolve your concern/complaint informally.

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

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

Academic appeals

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

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

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

KEY CONTACTS

Find these (and more) here <https://www.rsa.ox.ac.uk/people>

The High Street Office is open Monday-Friday, 09:00 to 17:00 – Please note these hours may be changed at short notice.

Graduate Studies Administrator

Susanne Heinrich graduate@rsa.ox.ac.uk
01865 (2)76941

First point of contact for all postgraduate enquiries.

The GSA is based mainly in the High Street Office (but has some presence during full term in Bullingdon Road), and should be contacted in the first instance on all post-graduate issues. The Graduate Studies Administrator supports the MFA Course Leaders and works with the DGS to address the School's graduate academic administration, including admissions processes, on-course support and examinations.

Director of Graduate Studies

Anthony Gardner
Anthony.gardner@rsa.ox.ac.uk

The DGS has general oversight of the Ruskin Graduate Programmes and their development. The DGS is available to provide academic advice to all graduate students and should be contacted if it has not been possible to resolve an ongoing difficulty.

Please Note: before contacting the DGS you should consult, in the first instance, with the GSA. The GSA, in most instances, will be able to assist you and will refer on any issues requiring the DGS's personal attention.

Head of School

Ian Kiaer
ian.kiaer@rsa.ox.ac.uk

The Head of School is available to provide academic advice should difficulties arise that cannot be resolved by contacting the Director of Graduate Studies.

College Advisor

Your College Adviser operates as an additional source of support should this be required, and therefore contact may be limited or intermittent.

Head of Administration and Finance

Richard Sykes
Richard.sykes@rsa.ox.ac.uk

Richard Sykes is the Head of Administration and Finance (HAF) at the Ruskin and has his office in the High Street building. Duties include personnel and financial management, as well as oversight of academic and student administration and premises management. He is also available to discuss any matters you wish to raise in confidence.

Events & Communications Officer

Johanna Gullberg
reception@rsa.ox.ac.uk

The Events and Communications Officer works from the High Street building and is also in charge of all room bookings within the School.

Electronic Media Specialist & IT Manager

Jon Roome
Jon.roome@rsa.ox.ac.uk

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

Senior Technician

Simon Lewis
Simon.lewis@rsa.ox.ac.uk

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

Technician

Matthew Terry
Matthew.terry@rsa.ox.ac.uk

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.

Technician & Building Manager

John Grieve
John.grieve@rsa.ox.ac.uk

John Grieve works from the High Street building. He looks after all aspects of the building where he also has a small workshop for making canvases. Students should approach him if they need a canvas or want to buy painting supplies.

Librarian

Laura Unwin
Laura.unwin@rsa.ox.ac.uk

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

Finance Officer

Henry Barker-Warwick
finance@rsa.ox.ac.uk

The Ruskin's Finance Officer processes orders and expenses forms, and addresses other departmental financial responsibilities.

Also:

Undergraduate Administrator
Peter Chilton
Angela Carpenter
Gabriel Sheehan

Lucy Till-Awny
Evening & Saturday porter (BR)
Evening porter (HS)
Saturday porter (HS)

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

Addresses:

74 High Street, Oxford OX1 4BG & 128 Bullingdon Road, Oxford OX4 1QP

General enquiries: info@rsa.ox.ac.uk

<https://www.rsa.ox.ac.uk/>

<https://www.facebook.com/theruskinartschool>

<https://twitter.com/TheRuskin>

Emergency Contact Numbers:	
University Security Services – Emergency 01865 (2)89999 (24 hrs)	University Security Services General Enquiries 01865 (2) 72944 (24 hrs)

List of Acronyms Used Throughout the Handbook

AC	: Academic Committee (formerly the GSC)
BR	: Bullingdon Road Building/Site
CoS	: Confirmation of Status
Crits	: Critiques
DGS	: Director of Graduate Studies
DPHil	: Doctor of Philosophy (i.e. PhD)
DUS	: Director of Undergraduate Studies
EdC	: Education Committee
Exam Regs	: Examination Regulations
GJCC	: Graduate Joint Consultative Committee
GSO Forms	: Graduate Studies Office Forms
GSA	: Graduate Studies Administrator
GSR	: Graduate Supervision Reporting
H&S	: Health and Safety
HAF	: Head of Administration and Finance
HoS	: Head of School
HS	: High Street Building/Site
HT	: Hilary Term
Hum Div	: Humanities Division
LTS	: Leave to Supplicate
ORA	: Oxford University Research Archive
MFA	: Master of Fine Art
MT	: Michaelmas Term
PRS	: Probationer Research Status
RSA	: Ruskin School of Art
ToS	: Transfer of Status
TT	: Trinity Term
VS	: Visiting Speaker
VT	: Visiting Tutors