

MPhil Late Antique and Byzantine Studies



Course handbook 2020-22

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Disclaimer

The Examination Regulations relating to this course are available at <https://examregs.admin.ox.ac.uk/>. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Office at current.graduates@history.ox.ac.uk.

The information in this handbook is accurate as at October 1st 2020, 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.

Covid-19 and Humanities Division teaching arrangements in 2020-21

Welcome to the Humanities Division at Oxford University. As you will be aware, the impact of the Covid-19 pandemic means that during the 2020-21 academic year the teaching arrangements for your course are being adapted to ensure the safety and wellbeing of students and staff whilst maintaining an excellent learning experience. The academic aims, design and content of your course will remain in place, but there will be changes to the ways in which teaching is delivered, particularly during Michaelmas Term. Whilst this means that your experience of the course will be different to normal, your faculty and the Humanities Division are confident you will receive an excellent standard of education through a range of complementary teaching methods.

A great deal of careful planning has taken place before the start of your programme to ensure you receive the best possible learning experience and that you benefit from the resources, services and facilities available to you at Oxford. This handbook will support you with detailed guidance on teaching and assessment for your course and will be an important point of reference for you throughout the year. Please bear in mind, however, that the changing nature of the pandemic and its impact on the University means that the standard information below may not always reflect the specific adaptations that become necessary during 2020-21.

During Michaelmas Term in particular we ask you to bear in mind that circumstances may change at short notice, and that your faculty may need to alter, adapt or postpone teaching sessions for reasons beyond the faculty's control. All efforts will be made to minimise disruption and maintain the continuity of your course experience. Please ensure that you pay close attention to email communication from your faculty, remain in regular contact with your key faculty contacts (details below), and check the University's [Covid-19 webpages](#) regularly to follow the latest institutional-level guidance.

This is a challenging year in which to be commencing your course at Oxford, but it also an opportunity to develop new study skills and to collaborate with fellow students and academic staff in developing innovative and engaging educational perspectives on your course. We are looking forward to working with you to make 2020-21 a success.

Welcome from the Director of Graduate Studies

A warm welcome as you start your Master's course in History at Oxford. I look forward to meeting you in person, whenever that will be possible, and wish you every success in the months to come. Above all, I hope that you enjoy postgraduate study here and find it rewarding.

Oxford's History Faculty is one of the largest in the world and brings together an extraordinary array of scholars pursuing an unparalleled range of research. This is reflected in the abundance of research seminars, regular graduate workshops, special lectures and discussion panels. You will find many of these listed on the Faculty website and you are welcome to attend anything that interests you. I do encourage you to explore what is on offer within the Faculty, colleges and TORCH (the Oxford Research Centre in the Humanities), beyond the regular demands of your course of study. As a postgraduate student, you will probably be spending more time in independent study than you did as an undergraduate, and the sub-culture of a regular research seminar can be an important source of both support and intellectual stimulation.

The History Faculty also has a well-established Graduate Joint Consultative Committee (GJCC), made up of academic staff and student representatives. It works in conjunction with the Oxford History Graduate Network (OHGN), a student-led forum which organises social and academic events, and raises matters of concern to graduate students. You can find more details of both these organisations below, and I would encourage you to think about getting involved.

Part of the transition to studying History as a postgraduate at Oxford is learning how Colleges and Faculties fit together and what the local ways of doing things are. Remember that this is a challenge which many of the academic staff in such a diverse body have also had to face as they move institution, and do please ask for advice and guidance as you find your feet in this new environment. Your first calls should be your thesis supervisor, the course tutors, and the course convenor. You are also welcome to contact the Graduate Office – in person, when possible, or by phone (01865 [6]15011) or email (current.graduates@history.ox.ac.uk). If none of them can answer your question, please do contact me.

This handbook is intended to be a comprehensive guide to the teaching, assessment and administrative arrangements of the course; it also contains useful information on other aspects of life in Oxford as a postgraduate historian. You can find further information about graduate matters on our [Canvas pages](#).



Professor James McDougall
Director of Graduate Studies in History

1. Introduction

This handbook has been prepared for students starting the Master of Philosophy (MPhil) in Late Antique and Byzantine Studies in Michaelmas Term 2020. We hope that it will be particularly useful to you when you first arrive in Oxford, but you are advised to refer to it throughout your course, as it will be of considerable help throughout the period of your study.

It contains information about the structure of the course, teaching and assessment deadlines; how to format and submit your work; and the exam conventions that set out how your work is marked. It also acts as a signpost to more general information, including useful contacts and locations around the Faculty and university.

Oxford University terms are named Michaelmas (autumn), Hilary (winter) and Trinity (spring).

Introductory events often take place during Week 0 of Michaelmas Term. The term dates can be found here: <http://www.ox.ac.uk/about/facts-and-figures/dates-of-term> .

Other sources of information about your course

As well as this handbook, you will also find the other sources of information useful:

- The Late Antique and Byzantine Studies Canvas pages: <https://canvas.ox.ac.uk/courses/13970>
To find information about your course, such as reading lists and available options.
- The Oxford Historians Hub: <https://ohh.web.ox.ac.uk/>
To find information on studying history at Oxford, the termly lecture list, details of the Oxford History Graduate Network, how to present your work when submitting it, and other general information relating to your studies.
- The History Assignment Submissions page:
<https://weblearn.ox.ac.uk/portal/site/:humdiv:history:masters:submissions>
To submit your work online.
- Examination regulations: <https://www.admin.ox.ac.uk/examregs/>
The definitive rules that govern the course.
- Marking criteria and conventions in this handbook.
The rules by which your work is marked.

Your supervisor will review, monitor and comment on your academic progress using Graduate Supervision Reporting (GSR), which is accessible via Student Self Service (<https://www.ox.ac.uk/students/selfservice>). You are also encouraged to submit comments on this system.

An introduction to Oxford for new students is available on the university website:

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

Useful Contacts

This programme is convened and administered by the Faculty of History. If you need help or advice relating to your course, and can't find the answer in this handbook or [on Canvas](#), you should contact one of the following:

- Your supervisor(s)
- The Graduate Office (current.graduates@history.ox.ac.uk)
- The programme convenors: Professor Marc Lauxtermann (marc.lauxtermann@exeter.ox.ac.uk)
- The Director of Graduate Studies: Professor James McDougall (james.mcdougall@trinity.ox.ac.uk)
- The Tutor for Graduates or Dean of Graduates at your college

Details of the administrative staff that support the Master's courses can be found on the Academic Administration page of the History Faculty website: <http://www.history.ox.ac.uk/academic-administration>.

If you have any comments or suggestions about the content of this handbook, please email them to current.graduates@history.ox.ac.uk.

2. Course content and structure

2.1 Overview

All course information can be found [on Canvas](#).

The Master of Philosophy in Late Antique and Byzantine Studies has been devised as a multi-purpose introduction to the Roman world in Late Antiquity, to Byzantium, the medieval successor of the East Roman Empire, and to neighbouring peoples and their cultures.

It can be taken as a free-standing degree, or as the first step towards doctoral research. Students have the option of selecting a focus of study dependent on their knowledge of languages or on their primary interests in the field.

All students take the core paper on History and Art & Archaeology, or History and Literature, with an emphasis on either Late Antiquity (covering the Later Roman Empire and adjoining regions) or Byzantium (covering the Byzantine Empire and adjoining regions).

Two basic pathways lead into each field of study, and graduate students are expected, in consultation with their supervisor or the programme convenor, to choose between them at the beginning of the course:

Language pathway: This is the standard option for those new to this field of specialist study and offers intensive training in any one of the following ancient and medieval languages and their literatures: Greek, Latin, Slavonic, Armenian, Syriac, Coptic, Arabic.

The course extends over 21 months and consists of three units in the first year:

- A core paper on History, Art and Archaeology, or History and Byzantine Literature
- A language paper
- A literature paper

And of another two units in the second year:

- A 30,000-word thesis
- A 10,000-word dissertation OR a second language OR Auxiliary Discipline(s)

Research skills pathway: This option is designed for those who already have considerable competence in their chosen language and are able to read the primary sources in the original. Students receive instruction in one or two Auxiliary Disciplines and engage with a Special Subject of their own choice.

The course extends over 21 months and consists of three units in the first year:

- A core paper on History, Art and Archaeology, or History and Byzantine Literature
- One special subject

- Auxiliary discipline(s)

And of another two units in the second year:

- A 30,000-word thesis
- A 10,000-word dissertation OR a second language

2.2 Course Deadlines

You **MUST** check all deadlines against the [Examination Regulations for your course](#). If there are any discrepancies with what is published here, the official Examination Regulations take precedence.

Michaelmas Term (year 1)

Week 5, Friday (noon)	Test Assignment Submission	Complete this exercise on WebLearn (see Section 3.4 for more details)
Week 6, Monday	Selection of Papers (first year)	Confirm which papers you have selected for your first year, by email to the Graduate Office (current.graduates@history.ox.ac.uk)
Week 8, Friday	Online Examination Entry	Complete online exam entry - Exam Schools will contact you with details of how to do this. PLEASE NOTE that this is compulsory, and that Exam Schools charge a fee for late entries and modifications to exam entries.

Hilary Term (year 1)

Week 2, Friday (5pm)	Core Essay 1 title	Submit your essay title for your first core essay to the Graduate office by email (current.graduates@history.ox.ac.uk)*
Week 6, Monday (noon)	Core Essay submission (essay 1)	Submit your first core essay (see Section 3 for guidance on how to submit)

Trinity Term (year 1)

Week 2, Friday (5pm)	Core Essay 2 and Special Subject Paper titles	Submit your essay titles for your second core essay and your special subject paper to the Graduate Office by email (current.graduates@history.ox.ac.uk)*
Week 6, Monday (noon)	Core essays submission	Submit your second core essay and your special subject paper(s) (see Section 3 for guidance on how to submit)
	Special subject paper submission	
Week 9	Examinations	Attend examination for languages and auxiliary disciplines (excluding Papyrology). Exam timetables will be made available earlier in Trinity Term by Exam Schools

Michaelmas Term (year 2)

Week 6, Monday	Selection of Papers (second year)	Confirm which papers you have selected for your second year, by email to the Graduate Office (current.graduates@history.ox.ac.uk)
Week 8, Friday	Online Examination Entry	Complete online exam entry - Exam Schools will contact you with details of how to do this. PLEASE NOTE that this is compulsory, and that Exam Schools charge a fee for late entries and modifications to exam entries.

Trinity Term (year 2)

Week 2, Friday (5pm)	Thesis and Special Subject Paper titles	Submit your titles for thesis and your special subject paper to the Graduate Office by email (current.graduates@history.ox.ac.uk)*
Week 6, Monday (noon)	Special subject paper submission	Submit your thesis and special subject paper(s) (see Section 3 for guidance on how to submit)
	Thesis submission	
Week 9	Examinations	Attend examination for auxiliary disciplines (excluding Papyrology). Exam timetables will be made available earlier in Trinity Term by Exam Schools

**Modification of your essay and dissertation titles is only possible up to five days before the submission deadline, and requires the permission of the course/option tutor or (for your dissertation) your supervisor. Once permission has been obtained, the new title should be sent to the Graduate Office by email (current.graduates@history.ox.ac.uk).*

Please note that most title changes that are approved are small adjustments to the title and/or focus of an essay or dissertation. Proposed title changes that radically alter the topic of a piece of work are unlikely to be granted approval at a late stage

2.3 Core paper on History, Art and Archaeology, or History and Byzantine Literature

Teaching

This module comprises two sets of weekly classes, taught during the first two terms of the academic year. Students select one of the following options:

- Core Paper on History, Art and Archaeology: Late Antiquity
- Core Paper on History, Art and Archaeology: Byzantium
- Core Paper on History and Literature: Late Antiquity
- Core Paper on History and Literature: Byzantium

Assessment & Submission

This module is assessed through the submission of two 5,000-word essays on topics of your choosing (subject to the approval of your supervisor). These must be submitted by the deadline in the table above. See Section 3 for guidance on submission and presentation of work.

2.4 Special subjects

Teaching

There is a broad range of relevant language and literature and special subject papers available; please consult your supervisor or the programme convenor for advice on the choices which would be most suitable to your academic development.

There are no detailed descriptions for these papers, as much of the teaching will be tailored to the individual training needs and interests of students on the programme. The programme convenor and a candidate's individual supervisor will agree with the student a suitable programme of work at the start of the academic year.

Assessment & Submission

These modules are assessed through the submission of either two 5,000 word essays or a 10,000 word dissertation. These must be submitted by the deadlines in the table above. See Section 3 for guidance on submission and presentation of work.

2.5 Auxiliary discipline

Teaching

The following auxiliary disciplines are on offer: epigraphy, palaeography, numismatics, sigillography, papyrology and artefact studies (ceramics, mosaics, ivories, or carved marbles). The first four are half papers; the last two, full papers. The half papers are taken in pairs and count together as one Advanced Option.

Assessment

Except for Papyrology which is examined by two 5,000-word essays, the Auxiliary Discipline papers are usually examined by unseen examination: 90-minute in the case of the half papers and 180-minute in the case of Artefact Studies.

2.6 Thesis

You must submit a thesis, on a subject approved by your supervisor, of up to 30,000 words by the deadline in the table above. See Section 3 for guidance on submission and presentation of work.

2.7 Supervision arrangements

During the admissions process you were assigned a supervisor to direct your intended individual research. In the course of the first term, your research focus may change – and in some this may lead to a change in your supervision arrangements. If this happens, you should complete a GSO.25 form (change of supervisor or appointment of joint supervisor) and submit it to the Academic Office so that the student record system can be updated:

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

Your supervisor's primary responsibility is to advise you on the programme of work necessary to complete your dissertation or thesis. To this end, they should maintain a general overview over your course work and academic development. They should help you to identify and acquire the knowledge and skills needed to complete your dissertation or thesis, and to further your aims for study or employment, insofar as these build upon the programme of graduate study.

2.8 Seminars

The programme of teaching will be supported by regular graduate seminars, which run throughout the academic year and will be attended by graduate students and staff. Details can be found in [the Lecture List on the Oxford Historians Hub](#), but note that a weekly email alert will tell you about all the seminars, lectures and visiting speaker presentations organised by the Faculty of History.

3. Assessment guidance

3.1 Presentation of your work

Your documents should have margins of at least 2.5cm in a font size of 12 point or larger and a line spacing set at 1.5 or equivalent, except that free-standing quotations and footnotes should be presented single-spaced. Footnotes should be placed at the bottom of each page.

For further guidance on how to present your essay, including referencing styles, refer to [the guidance provided on the Oxford Historians Hub](#). The ability to conform meticulously to presentational guidelines is a professional skill, required, for example, from anyone submitting work for publication, and the examiners may lower your mark if you fail to observe the conventions specified.

Submitted essays should accord with the Faculty's conventions, and should include a bibliography of all the books and articles that you have either quoted or consulted. Any source that you have encountered through another source, but you have not seen at first hand, should not appear in the bibliography; any footnote reference to a source not directly consulted by you must make it unambiguously clear from what secondary source that you have consulted your knowledge arises.

Front page

To safeguard the anonymity of the initial assessment, do **not** write your name, student number, college, supervisor's name, or any other identifying information anywhere on your submitted work. The front page of your essay should contain the following information only:

- your **candidate number** on the top right-hand corner (note: this is different from your Student ID and University Card number; you find this number in your Student Self-Service record under the tab 'Assessment Information')
- the title of your essay
- the word count (excluding bibliography)
- the degree and term for which the work is submitted (e.g., 'Master of Science in Economic and Social History, Trinity Term 2018')

Word counts

Included in Word count:

- footnotes
- appendices
- images, figures, graphs, tables and their captions (but they should be necessary for the argument you are making)

Excluded from Word count:

- bibliographies
- title page content

- acknowledgments (if any)
- dissertation abstract

If you need an extension of the word limit, or need to add an appendix that is excluded from the word count, you can apply for this by completing and submitting a [Word Count Exemption Request form](#).

Translations of quotations from foreign languages should be provided, and do count towards the word limit, but in cases where there are a significant number of these an extension to the word limit can be requested. However, the titles of primary sources do not need to be translated.

Please note that word counts will be checked, and penalties will be applied by the exam board for over-length work. See the exam conventions for details.

3.2 Good academic practice and avoiding plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Please note that if you substantially reproduce your own written work submitted for examination, this can count as self-plagiarism. This would also be the case if you reproduce work (e.g., from an undergraduate dissertation) which has already been examined for a different degree.

Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. For more information, see the Oxford Student's guidance on plagiarism: www.ox.ac.uk/students/academic/guidance/skills/plagiarism. The Faculty utilises plagiarism detection software when essays and dissertations are submitted, and will investigate when it has reason to believe that plagiarism may have occurred.

The University provides a number of online transferable skills courses for graduate students to study at their own pace. The set of courses includes a course on Good Practice in Citation and the Avoidance of Plagiarism and all graduate students should complete this course as part of their graduate skills training portfolio: <https://weblearn.ox.ac.uk/x/5jzUSE>. This online course can be accessed via the University's Skills Hub: <https://weblearn.ox.ac.uk/portal/site/:skills>. If you are located outside the Oxford University computer network, you will need to set up access via the University's Virtual Private Network (VPN). Further information about how to do this is provided on the Skills Portal website.

The first time you take one of the online courses, you will need to create yourself a user account following the instructions provided on the right-hand side of the page in the box titled 'Is this your first time here?'. Once you have set up a user account you can login to all the online courses by entering the username and password you have set up in the boxes provided in the 'Returning to this web site?' section.

At the end of each course, there is a quiz to test your knowledge; if successful you can save a certificate for your records.

3.3 Guide to submitting work

You must submit your work online using the [History Summative Assignment Submissions system](#). You must submit your work before the deadline listed in this handbook (and in the exam regulations), in UK time. All submissions are monitored by the Taught Degrees Team in Exam Schools, and any late submissions (without permission) will be reported to the Proctors.

Please note that it is your responsibility to remember the deadlines and you will not get an alert beforehand.

Before uploading your assignment, you must make sure it has a suitable coversheet containing the information outlined in Section 3.1. There is a blank coversheet template on the [Assignments Submissions page](#), which you may use if you wish. Neither the document itself, nor its file name should contain your name or student number. You should save your file as a PDF, and name your file according to the following convention:

[programme]-[assessment unit]-[candidate number].pdf

For example: MSt US History - option essay 1 - 123456.pdf

When in the Assignment submission site, click on 'Assignments' on the left-hand menu:


The screenshot shows the 'Assignment submission' site. The left-hand menu has 'Assignments' selected. The main content area is titled 'Assignment submission' and contains instructions for submitting work, including file format (PDF), file naming convention, and a link to a coversheet template. The right-hand side shows 'Recent Announcements' with one announcement: 'Assignment: Open Date for Test assignment submission'.

Your assignment(s) will be listed here. When an upcoming assignment is open, click on the assessment title in the list:

The screenshot shows the 'Assignments' page. The left-hand menu has 'Assignments' selected. The main content area is titled 'Assignment List' and contains a table with one assignment listed. The table has columns for 'Assignment Title', 'Status', 'Open', and 'Due (UK time)'. The assignment listed is 'Test assignment submission' with a status of 'Not Started', an open date of '28-Sep-2016 21:35', and a due date of '11-Nov-2016 17:00'.

Assignment Title	Status	Open	Due (UK time)
Test assignment submission	Not Started	28-Sep-2016 21:35	11-Nov-2016 17:00

After checking you've followed all the guidance notes – particularly with regard to the naming conventions – upload your assignment. Make sure you check the 'Declaration of authorship' box before clicking 'Submit'.

Attachment
 [MSt Economic and Social History - test assignment - 123456.pdf](#) (84 kB; 28-Sep-2016 21:49) [Remove](#)

☒ Declaration of authorship - I confirm the following:

1. I have read and understood the University's disciplinary regulations concerning conduct in examinations and, in particular, the regulations on plagiarism (The University Student Handbook, Section 8.8; at <https://www.ox.ac.uk/students/academic/student-handbook>).
2. I have read and understood the Education Committee's information and guidance on academic good practice and plagiarism at <https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>.
3. The [thesis/extended essay/project/other work] I am submitting is entirely my own work except where otherwise indicated.
4. It has not been submitted, either wholly or substantially, for another Honour School or qualification at this University, or at any other institution.
5. I have clearly indicated (with appropriate references) the presence of all material I have paraphrased, quoted or used from other sources, including any diagrams, charts, tables or graphs.
6. I have acknowledged appropriately any assistance I have received in addition to that provided by my [tutor/supervisor/adviser].
7. I have not copied from the work of any other candidate.
8. I have not sought assistance from any professional agency, nor provided material for other examination candidates at this University or elsewhere (See <http://www.admin.ox.ac.uk/statutes/352-051a.shtml>).

(You must respond to submit your assignment.)

Don't forget to submit your work! A confirmation message will be displayed after submission.

After submitting your assignment, you'll get a confirmation message as below:

Welcome > Humanities > History Faculty > Masters > Assignment submission > **Assignments**

⏪

🔒 Leave access role

☰ Overview

📢 Announcements

📁 Resources

📄 Assignments

⚙ Site Info

✉ Contact Us


🆘 Help

Submission Confirmation

☒ You have successfully submitted your work. You will receive an email confirmation containing this information.

User: Emma Bolton (cont5214)

Class site: Assignment submission

Assignment:  Test assignment submission

Submission ID: **46ce097b-e5a5-44b7-bbc1-abb71a3e62f8**

Submitted on: 28-Sep-2016 21:51

History Wed Sep 28 21:51:15 BST 2016 Emma Bolton (85182) submitted

Your submission included the following:

Submitted Attachment

MSt Economic and Social History - test assignment - 123456.pdf (84 kB; 28-Sep-2016 21:49)

Please note that an assignment can only be submitted once, and that this submission is counted as final. Permission to withdraw a piece of work and re-submit a different version of it requires permission from the Proctors, which is unlikely to be granted without evidence of exceptional circumstances.

3.4 Test assignment submission

To give you the opportunity to familiarise yourself with the online submission system, you must submit a test assignment by the given deadline (see Section 2 above). All you need to do is create a Word file using the cover sheet template which is available from the Assignments home screen, or on the Test assignment course information. Complete the cover sheet using the details relating to your course. No additional content is needed. Save the file as a PDF following the naming conventions described in Section 3.3, and upload to the 'Test assignment submission' using the instructions above.

If you have any questions or problems, please email current.graduates@history.ox.ac.uk.

NB: Your candidate number may not yet be available through student self-service. If this is the case, just use '123456' for the purposes of this test.

3.5 Submission and examination dates

Please see the table in Section 2 for details of submission dates.

For more detail on exam timetables, see: www.ox.ac.uk/students/academic/exams/timetables.

3.6 Examination conventions

The Examination Conventions are the formal record of the specific assessment standards for this programme. They set out how examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of an award.

Rubrics for individual papers

Assessment of individual papers is based on pre-submitted essays and dissertations. Prescribed word limits, presentation and binding requirements of essays and dissertations are outlined in the Handbook.

For open-book examinations which include substantial prose answers, candidates should submit essays of between 1,200-2,200 words in length. A typical typed exam essay might be 1,600 words in length, but it does not need to be. The Board of Examiners would like to emphasise that candidates focus their energies on writing a fresh response to the question and not to worry about the precise word count of each essay. Candidates do not need to include a word count for each essay.]

Marking conventions

University scale for standardised expression of agreed final marks.

Agreed final marks for individual papers will be expressed using the following scale:

70-100	Distinction
65-69	Merit
50-64	Pass
0-49	Fail

Qualitative criteria for different types of assessment

For essays and dissertations markers will assess the submitted work according to the following criteria:

Engagement	Identification and definition of a problem Awareness of inter-disciplinary issues, if appropriate Location in a historiographical or other relevant scholarly context Range of issues addressed
Analysis and Argument	Analytical clarity and power Sophistication of conceptualization or framing Originality and coherence of argument
Use of Evidence	Range and relevance of evidence deployed Appropriateness of method or approach Depth, precision and accuracy of evidence cited
Organisation and Presentation	Clarity and coherence of structure Clarity and fluency of prose Correctness of grammar, spelling and punctuation Scholarly presentation of footnotes and bibliography

The above criteria inform the following mark bands

Work of outstanding distinction quality: 80 and above	Work which engages decisively, imaginatively and originally with the problem identified, displays strong analytical and conceptual power, sustains a coherent argument, deploys primary evidence skilfully and effectively. Such work will be clearly and engagingly written and presented in an impeccably lucid, correct and scholarly manner. The examiners should feel confident that a thesis at this level might be published with minimal revisions in a good, refereed scholarly journal
Work of a consistently high distinction quality: 75-79	Work which demonstrates all of the qualities stipulated above, but which contains some relative weakness in one of the areas of coverage, originality, deployment of evidence, presentation or style.

Excellent work that achieves distinction standard: 70-74	Work which demonstrates outstanding qualities of intellectual engagement with primary and secondary sources, coherence and control of argument, and impressive scope but may show relative weakness in some areas of coverage, originality, evidence, presentation or style
Work of high standard: 65-69	The work will display some of the elements of 'distinction quality' work, but may be significantly flawed in either coverage or construction of argument or presentation. It will nonetheless engage well with the problem identified, display good analytical power, be well-argued and use evidence appropriately. Work at this level may entitle the candidate to a doctoral place
Work of a solid, scholarly standard: 57-64	The work will clearly identify some relevant problem and engage well with its context, display analytical powers, and make appropriate use of evidence but will display inconsistencies and imbalances in treatment. Work at this level has the qualities of a decent pass.
Work of adequate scholarly standard at master's level: 50-56	The work will display some analytical effectiveness and skill in constructing an argument, but this will be inconsistent, or marred by serious shortcomings in coverage, use of material, presentation or language. Work at this level is narrowly of pass quality.
Work which fails to reach the required standard: 49 and below	In the upper 40s the work will display some knowledge of the issues, but with serious omissions and inaccuracies. The work may fail to define a problem adequately and/or the level of analysis and argument may be poor. The presentation and use of English may be inadequate and/or careless. A dissertation may rely too heavily on secondary literature or fail to contextualize the research material adequately. All of these issues will become progressively more evident in work achieving marks of 45 and lower. Examiners who award marks in this band must be prepared to indicate, through feedback forms or in a final report, the improvements necessary to bring the work to pass level.

Verification and reconciliation of marks

All submitted work is independently (double-blind) marked by either two members of the panel of examiners, or specialist assessors appointed in the subject area; neither of the dissertation markers must be either of the candidate's individual supervisors. In the case of dissertations the examiners may appoint an expert assessor who is not a member of the board of examiners for one of the independent markings. The examiners aim at distributing the marking load in such a way that in the overall examination process at least three people are involved in marking an individual student's submitted pieces and no individual examiner or assessor marks all three items of a given student's work.

Where independent marks are less than 6 point apart, markers may elect to average their marks (rounded up to a full percentage point). If their independent marks are 6 or more points apart, markers are

expected to reconcile their marks and submit a short explanation for their reconciliation for review by the board of examiners. Where markers are unable to agree a mark their reports and the submitted work are passed on to the external examiner for moderation. The external examiner and the chair of the board of examiners are entitled to arrange an independent third marking if they think that would be desirable.

The external examiner shall mainly act as a moderator and shall have a deciding vote in marking decisions where the full board of examiners cannot arrive at a decision by majority vote. From time to time the external examiner may be asked to blind mark some essays or dissertations in her or his area of expertise. The external examiner has the right to inspect pieces of work submitted for examination if she or he wishes to do so.

Scaling

It is not expected that circumstances would arise in which scaling would be appropriate.

Short-weight convention and departure from rubric

There are no formal penalties for short-weight in essays or dissertations, and candidates are reminded that the word-limits are not a target, but a maximum. However, dissertations and essays which are significantly shorter than the maximum are likely to be inadequate in their coverage and content, and will be so marked. As a rough guideline, a 15,000-word dissertation would likely to be judged inadequate if it were shorter than 12,000 words.

Where a candidate in a written examination has answered one entire question fewer than required or failed to complete a question in full, the following procedures apply.

- Omission of an entire question: the overall mark awarded is the average of the marks awarded multiplied by the fraction of the paper completed.
- Incomplete answer: the marker should award a mark to that question on its merits (thus factoring in its brevity), and then calculate an average mark from all the questions attempted, as usual.

Any penalties are imposed by the Board as a whole, not by markers; and consideration is given to their effect on a candidate's overall classification.

Penalties for late or non-submission

The scale of penalties agreed by the board of examiners in relation to late submission of assessed items is set out below. Details of the circumstances in which such penalties might apply can be found in the Examination Regulations (*Regulations for the Conduct of University Examinations*, Part 14.)

Late submission	Penalty
After the deadline but submitted on the same day	-1 mark
Each additional calendar day	-1 mark

Max. deducted marks up to 14 days late	-14 marks
More than 14 calendar days after the notice of non-submission	Fail

Failure to submit a required element of assessment will result in the failure of the assessment. The mark for any resit of the assessment will be capped at a pass.

Penalties for over-length work and departure from approved titles or subject-matter

The Board has agreed the following tariff of marks to be deducted for over-length work:

Percentage by which the maximum word count is exceeded:	Cumulative mark penalty (up to a maximum of – 10)
Up to 5% over word limit	-1 mark
Up to 10% over	-2
Up to 15% over	-3
Each further 1%-5% over	-1 further mark

Penalties for poor academic practice

In the case of poor academic practice, and determined by the extent of poor academic practice, the board shall deduct between 1% and 10% of the marks available for cases of poor referencing where material is widely available factual information or a technical description that could not be paraphrased easily; where passage(s) draw on a variety of sources, either verbatim or derivative, in patchwork fashion (and examiners consider that this represents poor academic practice rather than an attempt to deceive); where some attempt has been made to provide references, however incomplete (e.g. footnotes but no quotation marks, Harvard-style references at the end of a paragraph, inclusion in bibliography); or where passage(s) are 'grey literature' i.e. a web source with no clear owner.

While it is naturally permissible in the course of an open-book exam to consult work that has been written during the course of their studies (e.g. notes, collections, tutorial essays), students should be strongly discouraged from copying text straight from such material into their exam-answers. This is especially true if the material is derived from another source (e.g. notes or essays written by someone else, direct quotations in notes, etc) due to the risks of inadvertently committing academic misconduct such as collusion or plagiarism.

If a student has previously had marks deducted for poor academic practice or has been referred to the Proctors for suspected plagiarism the case will be referred to the Proctors. Also, where the deduction of marks results in failure of the assessment and of the programme the case will be referred to the Proctors.

In addition, any more serious cases of poor academic practice than described above will be referred to the Proctors.

Penalties for non-attendance (open-book examination)

Failure to attend an examination will result in the failure of the assessment. The mark for any resit of the assessment will be capped at a pass.

Penalties for late submission of open-book examination scripts

Candidates should upload their submission within the time allowed for their open-book examination. Candidates who access the paper later than the published start time (and who do not have an agreed alternative start time) will still need to finish and submit their work within the originally published timeframe or be considered to have submitted late. Candidates who access the paper on time but who submit their work after the published timeframe will also be considered to have submitted late.

Where candidates submit their examination after the end of the specified timeframe and believe they have a good reason for doing so, they may submit a mitigating circumstances notice to examiners to explain their reasons for the late submission. The Exam Board will consider whether to waive the penalties (outlined below) for late submission.

The penalties will be applied at the paper level and are as follows:

Time	Penalty
First 5 minutes	No penalty
6 minutes – 20 minutes	5 marks
21 minutes – 40 minutes	10 marks
Up to an hour	15 marks
After one hour	Fail mark (0)

Penalties will only be applied after the work has been marked and the Exam Board has checked whether there are any valid reasons for late submission.

3.7 Progression rules and classification conventions

Qualitative descriptors of Distinction, Pass, Merit and Fail classifications

For qualitative descriptors please consult the mark banding descriptions in section 3.6 above.

Final outcome rules

In assessing a candidate's overall performance the examiners will weigh the assessment elements as follows:

In assessing a candidate's overall performance, the Examiners give equal weight to the following components of the examination – each pair of core essays, each three-hour timed paper or combination of timed papers lasting three hours, each Special Subject dissertation (if any) or pair of essays substituted for it. The 30,000-word thesis is counted as equivalent to three of the above components of the examination.

An overall mark of 50 or higher is required for a Pass. Agreed marks below 50 on the thesis and of 45 or lower for any two other components of the examination count as a failure and cannot be compensated for in any other the other components.

For a Merit, the following criteria must be met:

EITHER:

- An agreed mark of 65 or higher for the thesis
- Marks of 65 or higher for two components of the examination other than the thesis
- No marks below 52

OR

- An agreed mark of 60 or higher for the thesis
- Marks of 65 or higher for all four non-thesis components of the examination

For a Distinction, the following criteria must be met:

EITHER:

- An agreed mark of 70 or higher for the thesis
- Marks of 70 or higher for two components of the examination other than the thesis
- No marks below 57

OR

- An agreed mark of 65 or higher for the thesis
- Marks of 70 or higher for all four non-thesis components of the examination

Review of marks and classification are not mechanical processes, and in their final meeting the panel of examiners shall be bound solely by their academic judgement. Candidates who have initially failed any element of the examination will not be eligible for the award of a Distinction or Merit. Where appropriate examiners will take account of external factors (such as a candidate's illness) if notified by the candidate's college through the proper channels of such circumstances.

Progression rules

Not applicable.

Use of vivas

Not applicable

Resits

A candidate who fails the examination will be permitted to retake it on one further occasion only, not later than one year after the initial attempt. Marks for any element that has been successfully completed at the first attempt may be carried forward, and therefore it will only be necessary for students to re-sit the failed element(s).

Consideration of mitigating circumstances

A candidate's final outcome will first be considered using the classification rules/final outcome rules as described above in section 4. The exam board will then consider any further information they have on individual circumstances, as well as on the whole cohort.

Detailed guidance has been published on how exam boards should assess any impact of the pandemic on the whole cohort sitting a particular paper. This includes a review by the board of paper level marks against those of the years 2017-2019. Where appropriate, paper level marks may be adjusted by scaling to bring average marks more in line with expected outcomes and the results from 2017-2019. The board will also review overall outcomes against those of the 2017-2019 cohorts and may use its discretion to progress or classify students in reference to these results. Further information on the procedures is provided in the [Examinations and assessment framework Annex E 'Assessment Support Package'](#), and information for students is provided at <https://www.ox.ac.uk/students/academic/exams>.

At individual level, candidates may provide a statement alongside any submitted work to describe the impact that lack of access to in-person resources or activities has had on their submission.

Candidates may make a submission under Part 13 of the Regulations for Conduct of University Examinations, that unforeseen circumstances may have had an impact on their performance in an examination. A subset of the board (the 'Mitigating Circumstances Panel') will meet to discuss the individual applications and band the seriousness of each application on a scale of 1-3 with 1 indicating minor impact, 2 indicating moderate impact, and 3 indicating very serious impact. The Panel will evaluate, on the basis of the information provided to it, the relevance of the circumstances to examinations and assessment, and the strength of the evidence provided in support. Examiners will also note whether all or a subset of papers were affected, being aware that it is possible for circumstances to have different levels of impact on different papers. The banding information will be used at the final board of examiners meeting to decide whether and how to adjust a candidate's results.

3.8 Details of Examiners and rules on communicating with Examiners

Candidates must not under any circumstances seek to make contact with individual internal or external examiners about matters concerning their examination. Any questions concerning their examination should be directed in the first instance to the History Faculty Graduate Office.

3.9 Release of Results

Results are not released to candidates until after the end of the academic year, once the Board of Examiners has met to ratify marks and degree classifications. The Board of Examiners typically meets in July, and the Faculty is unable to inform candidates of their results before this meeting has taken place.

4. Teaching and learning

4.1 Organisation of teaching and learning

Supervision

As outlined in Section 2, work towards the dissertation is based on one-to-one sessions with a supervisor in which independent critical thinking and the cogent presentation and defence of argument can be developed. Your supervisor will review, monitor and comment on your academic progress using the Graduate Supervision Reporting (GSR) system. You are also encouraged to submit comments on this system, and can access it via [Student Self-Service](#). Students are strongly encouraged to complete a self-assessment report every reporting period, and an automated email notification will be sent to you at the start of each reporting window.

Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance for the relevant reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view. If you have any difficulty doing so please speak to your supervisor or to the Director of Graduate Studies.

Use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the timetable and requirements of your programme of study
- Identify skills developed and training undertaken or required (within the self-assessment report for taught programmes, and via the TNA form in GSR for research programmes)

- List your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)

Classes

Teaching of Core and Option classes is mainly by small, dedicated classes to allow flexibility of approach and regular interaction between students and teachers. Classes are the main form of course-specific interactive learning. Their function is to allow the students to investigate the assigned topics in an interactive forum, or to practise the skills (in the case of conceptual or practical skills) with staff moderation, guidance and supervision.

Lectures

The Faculty and University provide a substantial programme of lectures which are designed to 'package' large bodies of knowledge into a compact and coherent form that can be assimilated and usefully pursued by students. They provide examples of how complex materials can be organised into intellectually persuasive patterns, and enhance the development of intellectual and practical skills.

Research seminars

There are regular weekly staff-graduate research seminars in most areas covered by the streams of this programme, and they usually feature visiting and local speakers (staff members as well as advanced graduate students) for a one-hour presentation followed by questions and informal interaction. These showcases both work in progress and cutting-edge research results, and are intended to develop and enhance graduate students' research and communication skills by example.

If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in the History Faculty's Complaints and Appeals document, which can be found in the [Student Welfare section of the Oxford Historians Hub](#).

4.2 Archival research and fieldwork

Many students undertake archival research or fieldwork when preparing their dissertation. Necessity of fieldwork depends on the nature of a student's research, and funding to cover travel expenses is not automatically provided, although a limited number of small grants may be available (see Section 7).

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. More information can be found at the Research Ethics website and an online training course can be accessed on Canvas.

If your research involves interviews, or confidential personal information such as medical records, you will need to seek approval from the Ethics Committee of the Social Sciences and Humanities Divisions (IDREC): <https://www.admin.ox.ac.uk/curec/apply/>. Students who intend to conduct interviews are also advised to

attend the History Faculty's annual training workshop on oral history, usually scheduled for Hilary Term.

Safety and insurance

All students who wish to undertake fieldwork or archival work beyond the University must complete a Risk Assessment and take out University travel insurance. This applies even when students are travelling within the UK or travelling overseas to their country of origin. Forms for this can be found [here](#).

4.3 Expectations of study and behaviour

Expectations of study

Students are responsible for their own academic progress and are expected to attend all lectures, classes and tutorials as agreed with supervisors and course convenors, unless prevented from doing so by illness or another good reason. All graduate students are expected to apply themselves to academic work on a full-time basis throughout the duration of their course, both during university terms and vacations, except during public holidays outside term and when they take time off for personal holidays (perhaps to a total of six weeks during the year).

Students are expected to be resident in Oxford during term time. Tutorials, classes and seminars, and formal assessment will normally be scheduled only during full term or in Weeks 0 and 9. During university vacations students are expected to pursue independent study and research. Neither supervisors nor students will necessarily be in Oxford during vacations, but supervision meetings may be arranged if it is mutually convenient.

Students who may need to suspend their studies for health or other reasons should contact the Graduate Office. Longer term absences, for example due to maternity leave or unforeseen changes in personal circumstances, are permitted but the student must contact the Graduate Office to discuss this as soon as possible.

Any student who feels that their ability to study is impeded by health, disability, personal circumstances, financial issues etc. should contact the Graduate Office or their College Office or Tutor for Graduates: they will do their utmost to help.

Expectations of behaviour

All students are expected to conduct themselves in a manner befitting an Oxford University student. Fellow students and staff, and members of the general public in Oxford should be treated with respect at all times. Abusive behaviour, bullying or harassment will not be tolerated; discrimination on the grounds of gender, ethnicity, sexuality, religion, disability, age or personal circumstance is absolutely unacceptable and may lead to expulsion.

Any student who is experiencing difficulties of this nature is strongly encouraged to seek advice immediately (see contacts in Section 9).

Paid or voluntary work

Some students may wish to undertake paid or voluntary work during their course. Before doing so, please consult the paid work guidelines for graduate students:

www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork.

Students who hold a Tier 4 visa will have restrictions on the paid and voluntary work permitted under the terms of their visa.

5. Skills and learning development

5.1 Induction

Information on postgraduate History induction events is distributed to all new students before the start of their course.

5.2 Feedback on learning and assessment

Formative feedback

- small classes or tutorial groups, which allow constant monitoring of development
- submission of written work on a regular basis
- meetings with supervisors, which occur several times a term. The dissertation is guided and monitored on a regular basis by a specialist supervisor (see section 2.5). As mentioned earlier, your supervisor should also submit termly reports on the Graduate Supervision Reporting (GSR) system.

Summative feedback

Please note that we are not able to release any marks until after the final exam board at the end of the course. The procedures for summative assessment are outlined in the Examination conventions.

5.3 Learning development, skills and training

Language provision

All new students are invited to fill in a Language Needs Survey before they start their course, to identify any language needs they may require during their degree.

Information

Training sessions: <https://ohh.web.ox.ac.uk/graduate> (section on training & workshops)

Seminars: <http://www.history.ox.ac.uk/research-seminars>

Lecture List: <https://ohh.web.ox.ac.uk/termly-lecture-list>

Language training is organised through the Faculty (in conjunction with the Language Centre) at the start of the academic year, except where it is made clear to students that they need to organise their own tuition

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing – through the university website: www.ox.ac.uk/students/academic/guidance/skills.

The Humanities Division has a team that supports the personal and professional development of postgraduate students and researchers. The key focus of the team's role is to enhance generic skills training offered to Humanities graduate students and researchers at the University of Oxford. Details of it can be found on the Oxford Historians Hub.

5.4 Opportunities to engage in the faculty's research community

The Faculty offers a wide range of research seminars, often associated with particular Research Centres and Projects, which run during term-time throughout the academic year. These seminars are directed primarily at postgraduate students and Faculty members: www.history.ox.ac.uk/events.

Other opportunities for interdisciplinary engagement are available through The Oxford Research Centre for the Humanities (TORCH): www.torch.ox.ac.uk.

5.5 Course aims and learning outcomes

The programme is designed either to be taken in preparation for doctoral work, or to offer a terminal degree in preparation for professional work in which knowledge of this area of study may be an advantage.

5.6 Careers information and advice

The academic and college environment at Oxford University is rich with opportunities for you to develop many transferable skills that are eagerly sought by employers. Undertaking an intellectually demanding academic course (often incorporating professional body requirements) will equip you for the demands of many jobs. Your course will enable you to research, summarise, present and defend an argument with some of the best scholars in their subject. Under the direction of an experienced researcher, you will extend their skills and experiences through practical or project work, placements or fieldwork, writing extended essays or dissertations. In college and university sports teams, clubs and societies you will have the chance to take the lead and play an active part within and outside the University.

Surveys of our employers report that they find Oxford students better or much better than the average UK student at key employability skills such as Problem Solving, Leadership, and Communication. Hundreds of recruiters visit the University each year, demonstrating their demand for Oxford undergraduate and

postgraduate students, fewer than 5% of whom are unemployed and seeking work six months after leaving.

Comprehensive careers advice and guidance is available from the Oxford University Careers Service, and not just while you are here: our careers support is for life. We offer tailored individual advice, job fairs and workshops to inform your job search and application process, whether your next steps are within academia or beyond. You will also have access to thousands of UK-based and international internships, work experience and job vacancies available on the [Careers Service website](#).

6. Student representation, evaluation and feedback

6.1 Faculty representation

History graduates are represented in and through the Graduate Joint Consultative Committee (GJCC), a body which includes research student members from each core seminar or group of specialist seminars, and representatives of all master's programmes within the Faculty. Further details regarding the GJCC can be found [here](#).

The Oxford History Graduate Network (OHGN) organises the election of officers of the GJCC, and also assists with the recruitment of representatives from the various research areas and master's programmes: <https://www.history.ox.ac.uk/oxford-history-graduate-network>. The President and the Academic Affairs Officer of the GJCC are ex officio members of the Faculty's Graduate Studies Committee.

6.2 Division and University representation

Divisional representation

Students from the faculties and departments within the Humanities Division are also represented at Divisional committee level.

University wide representation

Student representatives sitting on the Divisional Board are selected through a process organised by the Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level: <https://www.oxfordsu.org/education/representation/>

6.3 Opportunities to provide evaluation and feedback

Faculty feedback mechanisms

The Director of Graduate Studies will be pleased to hear any feedback or comments you have about your experience of being a graduate student with the History Faculty. Verbal, informal feedback is always welcome; more formalised feedback can be provided through the channels below. Master's students receive an annual feedback form to fill in towards the end of their course.

Questionnaires on Faculty teaching

Questionnaires to provide feedback on lectures and classes are often handed out by lecturers at the end of lecture series, and students are encouraged to complete these and hand them to the lecturer before leaving the lecture room.

Graduate Supervision Reporting (GSR)

Each term graduate students are given the opportunity to report through the Graduate Supervision Reporting (GSR) system on their student experience. This is particularly relevant for their regular stock-taking on their individual research for their course dissertation. This opportunity for reflection is not only useful for students themselves, it also helps their supervisors and advisors, and the Director of Graduate Studies to gain an informed view of their progress, and to identify any additional support that might profit them.

University-wide feedback mechanisms

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

7. Student life and support

Details of the wide range of sources of support available more widely in the University are available from the university website, including in relation to mental and physical health and disability:

www.ox.ac.uk/students/welfare.

7.1 Who to contact for help

Personal and pastoral support

Students can sometimes find themselves faced with personal problems and need expert advice. Remember that a whole range of people – supervisors, college advisers, etc. – may be ready, not necessarily to solve your problem, but to advise you on where to turn to for appropriate help. So too, colleges may have a range of designated college counsellors. College chaplains, nurses, and doctors are also experienced in helping with student problems of many kinds.

The University Counselling Service (www.ox.ac.uk/students/welfare/counselling) assists students who are experiencing psychological stress. Appointments can be made either by calling (2)70300 or by calling in person at their offices (3 Worcester Street); you do not need a referral from your GP or anybody else. The office of the Service is open Monday to Friday from 9am to 5pm throughout the year, except for short periods in the vacations which are publicised on their website well in advance.

Every college has its own systems of support for students: please refer to your college handbook or website for more information on whom to contact and what support is available.

Administrative support

The Faculty's Graduate Office aims to provide advice as well as administration for students on taught Master's courses and research programmes in all fields of history. Day-to-day responsibility for the running of the Graduate Office lies with the Graduate Officer (see the History Faculty website for details: www.history.ox.ac.uk/academic-administration), who also acts as the liaison officer to the University's Student Administration Section.

The overall supervision of the activities of the Graduate Office lies with the Director of Graduate Studies, who chairs the Faculty's Graduate Studies Committee and manages the development and implementation of policy on graduate matters. He is also available to offer confidential advice and assistance to graduate

students, particularly on matters of teaching, learning and administration, and/or more sensitive difficulties.

Students should use the shared email address: current.graduates@history.ox.ac.uk or call 01865 615001.

General academic support

Advice for students is available through those teaching each course element and through the student's allocated supervisor. The latter will have been chosen on the basis of his/her expertise in the field in which the student wishes to pursue research and will provide specific in-depth advice on the research topic, but will also be able to give more general guidance about library resources.

The officers of the Faculty's Graduate Joint Consultative Committee (GJCC) and of the Oxford History Graduate Network (OHGN) are also happy to provide support through the organisation of academic and social events which bring you together with fellow students. See Section 6 for details.

All students are also based in colleges, where there is a tutor for graduates or dean of graduates, with special responsibility for graduate students, and a college adviser for each individual.

7.2 Complaints and appeals

If you experience a problem with teaching or supervision on your course which you are not comfortable raising directly with the person concerned, then please discuss it with either the Strand Convenor or your College advisor, as you wish. If they are not able to resolve the issue or you do not feel comfortable raising it with them, then please contact the Director of Graduate Studies:

james.mcdougall@trinity.ox.ac.uk. Many issues can be resolved informally, but not all: the University has a formal complaints procedure, [which is set out here](#).

Academic appeals concern the outcome of examinations and follow a different process from complaints about teaching and supervision. You should discuss your concern in the first instance with your supervisor and College advisor/ Graduate Tutor. If you want to lodge an appeal, this has to be brought via your College to the Proctors, not via the Faculty's Graduate Studies Office. This is primarily because Oxford separates teaching and examination. Please note that on no account should you raise your concerns directly with those whom you think may have examined your work.

Please remember in connection with all academic appeals that:

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

For further guidance also see the Faculty's [Complaints and Appeals document](#).

7.3 Student societies

There is a wide range of student clubs and societies to get involved in - more details can be found [here](#).

7.4 University 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 Students website www.ox.ac.uk/students/academic/regulations/a-z.

Please see the University Awards Framework (UAF) for information on the different qualifications that the University awards and explains how they relate to the national standards agreed for higher education qualifications: <https://www.admin.ox.ac.uk/edc/policiesandguidance/awardsframework/>.

Relevant subject benchmark statement: There is no [subject benchmark statement](#) for a History degree at Master's level.

7.5 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

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: www.ox.ac.uk/students/shw/counselling

While working remotely due to the pandemic, the Disability Advisory Service and the Counselling Service are both offering virtual consultations.

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

7.6 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. More information [can be found here](#).

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. More information can be found [here](#).

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 <https://www.oxfordsu.org/communities/campaigns/>.

7.7 Prizes and funding

The History Faculty is able to provide some support for student research through its [trust funds](#), but you are expected to explore also other sources of support such as your college.

The Faculty also offers annual prizes for the best dissertations.

A central list of all University prizes can be found [here](#).

8. Facilities

8.1 Social spaces and facilities

The Joan Thirsk Common Room in the History Faculty is open to all graduate students from 8am to 9pm every day, except for some limited periods in vacations, or when the room is booked for conferences or workshops. There is a hot drinks vending machine and a water dispenser

During term, the History Faculty Librarian will hold drop-in surgeries in the Common Room at least once a week. The times will be published on the Oxford Historians Hub.

Students are also welcome to use the History Faculty garden as a social space.

The History Faculty has a number of rooms that can be booked for meetings, classes, seminars, workshops, etc. Rooms must be booked in advance by calling Reception (01865 6 15000) or emailing board.admin@history.ox.ac.uk.

History graduates are also welcome to use library and common room in the new Social Sciences Centre at Manor Road.

The University Club in Mansfield Road (www.club.ox.ac.uk) provides social and sporting facilities for employees, graduate students, alumnae and visitors. There is no fee for graduate members. The Oxford Union Society in St Michael's Street (www.oxford-union.org) is more central and traditional. It offers not only a useful lending library, but also a dining room, games and television rooms, and a bar, but these are available to members only. Membership is by subscription. If you are interested you should make contact as soon as possible after you arrive in Oxford: substantial discounts are available for those joining early.

And finally, college Graduate or 'Middle' Common Rooms are often lively places, and offer a good opportunity for meeting people in other disciplines.

8.2 Workspace

The History Faculty does not provide dedicated workspace for Master's students in the building. Students are advised to ask whether their college has suitable facilities.

However, the Faculty's Joan Thirsk Common Room has Wi-Fi access and power sockets for the use of laptops, and students have found it appropriate for informal group discussions relating to class preparation.

8.3 Libraries and museums

Libraries

There are several resources in Oxford that provide support for both taught and research elements of the course:

- The Bodleian Libraries. Under this heading come most of Oxford's libraries, including the main Bodleian Library and the Weston Library with its specialist collections.
- The Bodleian History Faculty Library collections are located in the Radcliffe Camera and Gladstone Link on the central Bodleian Library site. The Library houses the University of Oxford's main collection of undergraduate lending materials in both Medieval and Modern History, as well as in the History of Art and History of Science. Designed primarily to serve undergraduates reading for the Honour School of Modern History and associated joint schools in the University, as well as undergraduates in the Department of History of Art, it also serves as a lending resource for graduate students and Senior Members of the Faculty of History.
- The Taylor Institution Library with its extensive holdings in European languages and literature.
- The Radcliffe Science Library collection includes works on the history of science and medicine of all parts of the world.
- The Bodleian Law Library contains materials on Indian legislation, Indian law reports and textbooks on Indian law, and a basic collection of law reports for Pakistan.
- College libraries are usually open only to members of their own college, though access may be granted to other members of the University who can show academic need for consulting material only available in a particular college.

Museums

Students are strongly advised to familiarise themselves with the University museums, particularly those which hold items, or conduct research, relevant to their area(s) of study. These are likely to include:

- The Ashmolean Museum for Art and Archaeology (www.ashmolean.org)
- The Pitt Rivers Museum for Anthropology and Archaeology (www.prm.ox.ac.uk).
- The Museum of the History of Science (www.mhs.ox.ac.uk)
- The Oxford University Museum of Natural History (www.oum.ox.ac.uk).

8.4 IT

There is an extensive network of IT resources and support within Oxford. Colleges provide good IT resources, and Support Officers prepared to train and assist students. Oxford University IT Services also provides facilities for graduates and a variety of training programmes. The University holds site licences which allow access to a number of important English language research tools (e.g. corpora and the software which is used to work with them).

The History Faculty employs their own IT support staff, and each Faculty offers dedicated networked graduate workspace.

IT training is provided by IT Services: an up to date list of courses can be found here:

<https://www.it.ox.ac.uk/do/training-and-facilities>. Students can also buy a range of discounted software from the IT Services shop (<http://www.it.ox.ac.uk/want/shop/>).

9. Other useful information

9.1 Buildings, locations and accessibility

Key locations for this course are:

- The History Faculty (<https://goo.gl/maps/BBntwGne8h62>)
- The History Faculty Library in the Radcliffe Camera (<https://goo.gl/maps/EAcCSm4gi3T2>)
- The History of Art Department (<https://goo.gl/maps/D36rGSov89920>)
- The Sackler Library (<https://goo.gl/maps/BwxPziJeMS42>)
- Examination Schools (<https://goo.gl/maps/UP7AdWTWJR22>).

The location and accessibility of many University buildings are described in this online Access Guide: <https://www.admin.ox.ac.uk/access/>.

9.2 Other contacts

Course Convenor and class leaders

Details of course convenors and class tutors can be found on Canvas.

Disability contacts

The Disability Co-ordinator for graduate students is Alex Vickers (alexandra.vickers@history.ox.ac.uk), and she can help with all general enquiries. Students can also contact the Secretary to the Faculty's Disability Working Group, Cheryl Birdseye (cheryl.birdseye@history.ox.ac.uk)

Harassment advisors

The History Faculty Harassment Advisors are Dr Conrad Leyser (conrad.leyser@worc.ox.ac.uk) and Dr Sloan Mahone (sloan.mahone@history.ox.ac.uk). Students are welcome to contact them for a confidential discussion about any concerns.

Other useful History Faculty contacts

- Reception and general enquiries: board.admin@history.ox.ac.uk
- IT Support: itsupport@history.ox.ac.uk
- History Faculty Library isabel.holowaty@bodleian.ox.ac.uk