

MSt History of Art and Visual Culture



Course handbook 2021-22

1. Introduction.....	5
2. Course content and structure	7
2.1 Overview	7
2.2 Course Timeline	8
2.3 Unit 1: Core Course: Issues in Art History.....	9
2.4 Unit 2: Option Paper	9
2.5 Dissertation	11
2.6 Seminars.....	13
3. Submission & Assessment guidance	14
3.1 Presentation of your work	14
3.2 Extensions	15
3.3 Examination entry.....	15
3.4 Submission	15
3.5 Good academic practice and avoiding plagiarism	16
3.6 Examination Conventions	16
3.7 Progression rules and classification conventions	19
3.8 Details of examiners and rules on communicating with examiners.....	21
3.9 Release of Results	21
4. Teaching and learning	22
4.1 Organisation of teaching and learning.....	22
4.2 Archival research and fieldwork	23
4.3 Expectations of study and behaviour	24
5. Skills and learning development	26
5.1 Induction	26
5.2 Feedback on learning and assessment	26
5.3 Learning development, skills and training	26
5.4 Opportunities to engage in the faculty’s research community	27
5.5 Course aims and learning outcomes.....	27
5.6 Careers information and advice.....	28
6. Student representation, evaluation and feedback.....	30
6.1 Faculty representation	30
6.2 Division and University representation	30

6.3 Opportunities to provide evaluation and feedback.....	30
7. Student life and support.....	32
7.1 Who to contact for help.....	32
7.2 Complaints and appeals.....	33
7.3 Student societies.....	34
7.4 University policies and regulations.....	34
7.5 Equality and Diversity at Oxford.....	34
7.6 Student Welfare and Support Services.....	35
7.7 Prizes and funding.....	35
8. Facilities.....	36
8.1 Social spaces and facilities.....	36
8.2 Workspace.....	36
8.3 Libraries and Museums.....	37
9. Other useful information.....	39
9.1 Buildings, locations and accessibility.....	39
9.2 Other contacts.....	39

Disclaimer

The information in this handbook is accurate as at October 1st 2021. Although it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges, it is hoped to keep such changes to a minimum. If changes are made the faculty will publish a new version of this handbook together with a list of the changes and students will be informed.

The Examination Regulations relating to this course are available at <https://examregs.admin.ox.ac.uk/>. However, for 2021-22, this handbook will provide the authoritative guide to your course. If you have any concerns or queries please contact the Graduate Office at current.graduates@history.ox.ac.uk.

This handbook should be read in conjunction with the History of Art Introductory Guide for Graduates, which contains key departmental information. An electronic copy of this document can be found at [MSt History of Art and Visual Culture \(ox.ac.uk\)](http://MSt.History.of.Art.and.Visual.Culture.ox.ac.uk).

Welcome from the Director of Graduate Studies

Welcome to your Master's course in History at Oxford. I look forward to meeting you in person, if and whenever that will be possible, and wish you every success in your degree. Above all, I hope that you enjoy graduate 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 taking place throughout the year, whether in person or online. 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, in the Colleges, and at TORCH (the Oxford Research Centre in the Humanities), beyond the regular demands of your course of study. As a graduate 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. Please do get 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. 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 convenor of your strand. You are also welcome to contact the Graduate Office – in person, when possible, or by phone (01865 [6]15011) or, probably most often and most easily, by email to current.graduates@history.ox.ac.uk. If you still have questions or concerns that are unresolved, please do contact either Geoffrey Batchen, the Convenor of the MSt, or 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 graduate historian. You can find further information about graduate matters on our [Canvas pages](#), on the Faculty's [website](#) and on the Oxford Historians' Hub ([OHH](#)).



Professor James McDougall
Director of Graduate Studies in History

1. Introduction

This handbook has been prepared for students starting the MSt History of Art and Visual Culture in Michaelmas Term 2021. 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; teaching takes place during Weeks 1 to 8. 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 History of Art Introductory Guide for Graduates](#)
contains key departmental information
- [The Faculty and course Canvas](#)
To find information about your course
- 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.
- 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.

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 Department of History of Art and 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 programme coordinator: Professor Geoffrey Batchen (geoffrey.batchen@history.ox.ac.uk)
- The History of Art admin office (admin@hoa.ox.ac.uk)
- The Graduate Office (current.graduates@history.ox.ac.uk)
- The Director of Graduate Studies: Professor James McDougall (james.mcdougall@trinity.ox.ac.uk)
- Your College: you will have a College Advisor, as well as a Tutor for Graduates, Senior Tutor, or Dean of Graduates. Please do attend your College induction events to find out who your college contacts are, for both academic and welfare matters.

Details of Faculty 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, using the links above, as well as the Examination Regulations for your course.

The course comprises a nine-month MSt, spanning the three full terms of a normal Oxford academic year. It comprises three papers or units: a core course on Issues in Art History (taught in the first and second terms); a special option course taken from a menu published on the HoA website (also taught in the first and second terms); and a dissertation (chiefly written in the third term, with research beginning as early as possible in the academic year). Language courses are sometimes recommended by tutors, but they are not formally assessed as part of the degree.

Although the full terms provide the most intensive phases of scheduled teaching and supervision for the three successive papers, students are assigned reading and research for the vacations, staff frequently arrange meetings and supervisions during these periods, and the tasks overlap to some degree. Nevertheless, the student proceeds through discrete and moderated stages from largely directed readings and class discussion towards independence in the dissertation.

2.2 Course Timeline

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

During Term	Core course: Issues in Art History	Attend weekly lectures and classes
	Option Paper	Attend weekly classes
	History of Art Research Seminars	Attend weekly seminars

Hilary Term

During Term	Core course: Issues in Art History	Attend weekly lectures and classes Attend revision class towards the end of term
	Option Paper	Attend weekly classes
	Slade Lectures	Attend weekly lectures
Friday, Week 4	Online Exam 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.
Friday, Week 6	Extended Essay titles	Submit your Extended Essay and Dissertation titles to admin@hoa.ox.ac.uk * Form available here
	Dissertation title	
Friday, Week 9 (noon)	Extended Essays	Submit two copies of extended essays to Examination Schools

Trinity Term

Monday, Week 0 (noon)	Take home exam	Take home exam (choice of topics) is uploaded to WebLearn
Friday, Week 1 (5pm)	Dissertation title, draft abstract, and bibliography	Submit finalised dissertation title, draft abstract & bibliography to admin@hoa.ox.ac.uk * Form available here
Monday, Week 9 (noon)	Dissertation	Submit two copies of dissertation to Examination 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 Unit 1: Core Course: Issues in Art History

The core course is designed to ensure that the students are competent to deal with a range of primary material, whether text or artefact, and to ensure that they have an adequate grounding in the approaches and methods of the discipline.

Teaching

This compulsory core paper introduces students to the major methodological issues, theoretical questions and historiographical traditions of the discipline of Art History, through a critical examination of key writing in the field. It aims to address the major challenges and issues that face all art historians today, no matter what their field. It is organised around a series of issues and readings that demonstrate how historiographical, theoretical and methodological questions relate to the actual practice of art history. Attendance at the classes is also compulsory for some new students pursuing research degrees, who thus enrich the discussion. In addition to occasional oral presentations, students write two short practice essays on assigned topics as part of the course's formative assessment. The course is chiefly taught during the first two terms, although one revision session is also held in the third term. Formative assessment consists of meetings with the course tutor to prepare and discuss oral and/or written work and the writing of the two short practice essays. The paper's summative assessment is by a take-home examination taken in the third term, in which students answer three essay questions.

Assessment

The course is examined by the compulsory paper (in the form of a take-home exam) on 'Issues in Art History', which consist of three essays of between 1,200 and 1,500 words each. [For instructions on regulations concerning word counts, see Section 3.] A choice of topics for these essays as prescribed by the examiners will be published on Canvas in Trinity Term.

These essays are assessed via double-blind marking by two expert examiners and then moderated by an external examiner. This paper accounts for 20% of the overall mark.

Submission

Two copies of each of the three essays must be submitted to Examination Schools by noon on Thursday week 0 of Trinity Term. Refer to Section 3 for guidance on how to submit your essays.

2.4 Unit 2: Option Paper

Please note that options available vary from year to year, depending on the availability of teaching staff. Optional courses will be provided by specialists from the History of Art Department. Option Papers are available at <https://www.hoa.ox.ac.uk/masters-degree>. The Faculty reserves the right not to run an option if there are insufficient numbers enrolled.

The examiners expect the two extended essays arising from your Option paper to be clearly distinct from each other and from the dissertation in either the issue discussed or the method of treatment.

Teaching

These papers build in-depth knowledge of particular fields upon the general awareness of themes and

issues raised by the Issues in Art History core paper. Their content is reviewed every year according to developments in the field and the tutor's understanding of it; as with all papers, modes of delivery are also reviewed in the light of examiners' reports and students and student feedback. Depending on staff preferences and availability, not all courses are available every year.

Assessment

Assessment is by two extended essays, each on an agreed topic of the student's choice: one essay of 2,500 words, normally on a methodological, historiographic or other issue to allow students to develop issues relevant to their research project (accounting for 7.5% of the total mark), and one essay will be a research project of 7,500 words on a topic a topic selected in consultation with the option tutor (accounting for 22.5% of the overall mark). [For instructions on regulations concerning word counts, see Section 3.] Formative assessment consists of meetings with the tutor to discuss the papers and the reading of a draft for each paper followed by verbal and written feedback. You should follow the guidance of your tutor regarding the ideal schedule for completing drafts of each paper. Summative assessment of the extended essays, as with each piece of examined material, is by blind-marking by two expert examiners and moderation by an external examiner. These essays account for 30% of the overall mark.

Titles

Extended Essay titles must be submitted to admin@hoa.ox.ac.uk by Friday week 6 of Hilary Term, using [this form](#). When submitting your essay titles, please ensure that your option essay titles are preceded by identifiers 'essay 1' and 'essay 2'. This is important because your transcript will only identify them as such, without a title, and you would want to know which essay got which mark. Keep a copy for your own records.

The titles of your essays should be as descriptive and precise as possible, posing a question or proposition that can reasonably be dealt with within the word limits set out about. Your supervisor will be able to provide guidance where needed.

Titles of submitted work must match previously submitted titles. Requests to change a title should include a brief explanation of why the change is required, and should be submitted using [this form](#). Minor grammatical changes do not need to be submitted. **If you fail to seek approval of your title modification at any time in advance of submission the Board of Examiners may impose a penalty.**

Writing your essays

Guidance on writing up the essays, including format, citation style, etc. is provided [on the Oxford Historians Hub](#). Note that the Conventions for the Presentation of Essays, Dissertations and Theses refer primarily to theses, and as such contain some instructions not generally relevant to an extended essay (for example suggestions on the use of a preface and table of contents). You should therefore use the Conventions with common sense. Bear in mind that your essays must be with your tutors in plenty of time for reading and commenting on them.

Submission

Two copies of each of the extended essays must be submitted to Examination Schools by noon on Friday week 9 of Hilary Term. Refer to Section 3 for guidance on how to submit your essays.

2.5 Dissertation

All students must submit a dissertation. The topic should be selected in consultation with the candidate's supervisor. The dissertation accounts for 50% of the overall mark.

Supervision arrangements

Your supervisor's primary responsibility is to advise you on the programme of work necessary to complete your dissertation. 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.

Choosing your dissertation topic

Your supervisor will generally be your Option Paper tutor, though if more appropriate supervision is available for your particular topic another supervisor might be assigned. Your supervisor will take on primary responsibility for guiding the dissertation and advising on research resources. You should agree a definitive title for your dissertation with your supervisor(s). When you first submit your preliminary title to admin@hoa.ox.ac.uk on or before Friday week 6 of Hilary Term, it may reasonably be a fairly generic descriptor of the topic of research, but should be precise enough to convince the Head of Department and the Chair of Examiners that the proposed research is a realistic goal for a 15,000-word dissertation. The form can be found [here](#).

Titles of submitted work must match previously submitted titles. Titles can be changed or made more precise by submitting a [change of title form](#). Changes of title do not need a new abstract, but you should include a brief explanation of why the change is required. Minor grammatical changes do not need to be submitted. **If you fail to seek approval of your title modification at any time in advance of submission the Board of Examiners may impose a penalty.**

The examiners expect the dissertation to be clearly distinct from the two extended essays arising from your Option paper in either the issue discussed or the method of treatment. The dissertation must include some study of original source materials, whether in printed, manuscript, visual or other form.

Permission to include any appendices to the dissertation must be sought in good time by letter to the Chair of Examiners (c/o the Manager of Administration, History of Art Department), at the very least 14 days in advance of the submission deadline. Appendices thus approved will not be included in the word count.

Planning your research

The following notes for students and supervisors provide rough guidance for students and supervisors – individual progress rates will vary, depending (for example) on the level of your background

knowledge; whether you need to acquire new technical skills; the speed at which you identify a workable topic; the accessibility of sources in Oxford or Britain; the time needed to process data; the extent to which the research programme makes feasible the drafting of chapters while research is in progress, etc.

Michaelmas term:

- Meet supervisor
- Identify any training needs
- Plan lecture/seminar attendance and a programme of secondary reading necessary to set the scene for proposed research
- Initial exploration of primary sources
- Discuss subject and nature of the research proposal you plan to submit as part of your examination
- Expect to spend one day a week on preparing your dissertation project, and arrange to see your supervisor (if not your Option Course tutor) once or twice after the initial meeting

End of Michaelmas Term:

- Discuss whether applying for doctoral research in Oxford or elsewhere, and if so nature of doctoral research proposal (deadline for submission of the application mid-January)

Christmas vacation

- Proceed, against the background of continuing work as above, to refine definition of dissertation topic
- Continue to identify and establish familiarity with primary and secondary sources central to your proposed master's research
- If applying for re-admission to doctoral programme, AHRC funding, or other funding requiring a doctoral research proposal, work with supervisor to refine that well in advance of the application deadline

Hilary Term

- Finalise plan of work remaining for dissertation and agree this with supervisor
- Revise the structure of your master's dissertation in the light of this ongoing exploration
- Expect to continue spending one day a week on your dissertation project
- Again, arrange to see your supervisor (if not your Option Course tutor) for two sessions

Easter vacation/Trinity Term

- Complete research, modifying plan and structure as necessary in process
- Produce draft – make sure draft is in supervisor's hands in plenty of time for supervisor to comment (supervisors are not expected to comment on drafts received later than Monday of 6th week)

- Revise in light of comments: make the most of the opportunity to work full-time on your dissertation up to submission, extensively consulting original sources and carefully revising your dissertation, giving it a tightly argued structure and presenting it in idiomatic English which makes it accessible to a non-specialist reader

Writing your dissertation

The dissertation should consist of up to 15,000 words. [For instructions on regulations concerning word counts, see Section 3.] The dissertation must be accompanied by a short abstract which concisely summarises its scope and principal arguments, in about 300 words; the abstract should be bound into the dissertation, immediately after the title page.

Guidance on writing up the dissertation, including format, citation style, etc. is provided [on the Oxford Historians Hub](#). A complete draft of your dissertation should be with your supervisor(s) in plenty of time for reading and commenting on it, ideally at least a fortnight in advance of the submission deadline.

Dissertation submission and word limit

Two copies of the dissertation must be submitted to Examination Schools by noon on Monday week 9 of Trinity Term. Refer to Section 3 for guidance on how to submit your dissertation.

Assessment

Formative assessment consists of meetings with your supervisor to discuss the dissertation and the reading of a draft followed by verbal and written feedback. Summative assessment, as with each piece of examined material, is by blind-marking by two expert examiners and moderation by an external examiner. The dissertation accounts for 50% of the overall mark.

2.6 Seminars

M.St. students are expected to attend the weekly Art History Research Seminars in Michaelmas term, the weekly Slade Lectures in Hilary term, and the Terra Lectures in Trinity Term.

The programme of teaching is also supported by regular graduate seminars in the History Faculty, 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 History Faculty website (<http://www.history.ox.ac.uk/events>) 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. Submission & Assessment guidance

3.1 Presentation of your work

For further guidance on how to present your essay, including referencing styles, refer to the History Faculty's guidance [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 and dissertations 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 (see Section 3 below).

Each copy of the essays or dissertation must be separately and securely bound, whether by staples or in soft cover. Loose sheets of paper cannot be accepted for examination. Each copy should normally be printed on A4 paper with margins of at least 1 inch, 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.

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 / dissertation
- the word count (excluding bibliography)
- the degree and term for which the work is submitted (e.g., 'Master of Studies in History of Art and Visual Culture, Trinity Term 2018')

Word counts

Included in Word count:

- footnotes

Excluded from Word count:

- bibliographies

- image captions and illustrations list
- title page content
- acknowledgments (if any)
- dissertation abstract
- table of contents
- appendices

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 using the 'Word limit extension form' found [here](#).

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 Extensions

Extensions to assessment deadlines can be requested if you have been affected by ill health, or by other factors that have hindered your ability to complete an assessment. Only the Proctors are able to grant extensions, and the Faculty does not have the discretion to do so.

The online form for requesting an extension can be found [here](#).

3.3 Examination entry

Examination entry is the process by which the papers that you will be assessed in are formally recorded in the University's records. The deadline for this process is Friday of Week 4, Hilary Term, and Exam Schools will contact you in advance of this deadline to provide instructions for this process.

This process must be completed on time as Exam Schools charge a fee for late exam entry, as well as for any amendments to the papers that you are entered for after the Week 8 deadline has passed. This fee is imposed by the University, and the Faculty of History is unable to waive it.

3.4 Submission

Each piece of submitted work must be uploaded to [Inspera](#) before the deadline set. A signed statement ([certificate of authorship](#)), declaring that the essays / dissertation are your own work except as indicated otherwise through quotations and references, should also be submitted. Note: when submitting the extended essays please ensure that on each title page the essay is clearly identified as option essay 1 and option essay 2 to avoid ambiguities in the marking process and to ensure that you know which essay attracted which mark.

The University has produced a guide for submitting work via Inspera, which can be found at <https://www.ox.ac.uk/sites/files/oxford/Inspera%20-%20Student%20Guide%20v2.0.pdf>.

3.5 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.

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 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/portal/site/:skills:generic:avoidplag>. 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).

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.

The University has a set policy regarding the use of third-party proof-readers. The details of what is and isn't permitted under this policy can be found [here](#).

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.

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

These criteria inform the following mark bands

Work of outstanding distinction quality: 80 and above	<p>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 piece of work at this level might be published with minimal revisions in a good, refereed scholarly journal</p>
Work of a consistently high distinction quality: 75-79	<p>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.</p>
Excellent work that achieves distinction standard: 70-74	<p>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</p>
Work of high standard: 65-69	<p>The work will display some of the elements of 'distinction quality' work, but may be significantly flawed in <i>either</i> coverage <i>or</i> construction of argument <i>or</i> 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</p>

<p>Work of a solid, scholarly standard: 57-64</p>	<p>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.</p>
<p>Work of adequate scholarly standard at master's level: 50-56</p>	<p>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.</p>
<p>Work which fails to reach the required standard: 49 and below</p>	<p>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.</p>

Verification and reconciliation of marks

Extended essays and dissertations will be 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. 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 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.

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
Up to one day (<i>including submitted on the day but after the deadline</i>)	-1 mark (- 1 percentage point)
Each additional day (<i>note that each weekend day counts as a full day for the purposes of mark deductions</i>)	-1 mark (- 1 percentage point)
Max. deducted marks up to 2 weeks late	-14 marks (- 14 percentage points)
More than 2 weeks late	Fail

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:

Dissertation	Extended Essay	Penalty
1-500 words over	1-250 words over	-1 mark
501-1000 words over	251-500 words over	-2 marks
1001-1500 words over	501-750 words over	-3 marks
Each further 500 words over	Each further 250 words over	-1 mark
		<i>Up to a maximum of -10</i>

Poor academic practice

Examiners may deduct marks for poor academic practice (lack of adequate referencing, poor use of citation conventions etc.) of up to 10% of the marks available.

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:

- 20% for the Take-Home examination
- 30% for Option papers (the shorter assignment at 7.5%, the longer research paper at 22.5%)
- 50% for the dissertation

Marks of 50 or higher in all four elements are required for a Pass. A mark of 45 or below in one of the elements counts as a fail and cannot be compensated for by other marks.

For a Merit, the following criteria must be met:

- An average mark of 65 or more across the four elements
- Marks of 65 or better in at least two elements, one of which will normally be the dissertation

For a Distinction, the following criteria must be met:

- An average mark of 70 or more across the four elements
- Marks of 70 or better in at least two elements, one of which will normally be the dissertation

Merit classifications were introduced for the 2018/19 academic year, and are intended to reflect strong performance throughout the year by candidates who have not met the requirements for a Distinction.

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. 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).

Mitigating Circumstances

Where a candidate or candidates have made a submission, under Part 13 of the Regulations for Conduct

of University Examinations, that unforeseen factors may have had an impact on their performance in an examination, the board will discuss the individual applications. When reaching a decision, examiners will take into consideration the severity and relevance of the circumstances, and the strength of the evidence. 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 information will be used at the final board of examiners meeting to adjudicate on the merits of candidates. Further information on the procedure is provided in the *Policy and Guidance for examiners, Annex B* and information for students is provided at www.ox.ac.uk/students/academic/exams/guidance.

3.8 Details of examiners and rules on communicating with examiners

Details of the examiners can be found on Canvas. 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)

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](#).

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. History of Art Lectures can be found on the termly Lecture list that is available [here](#).

Research seminars

There are regular staff-graduate research seminars in most areas covered by History of Art as well as the History Faculty's programmes, 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 showcase both work in progress and cutting-edge research results, and are intended to develop and enhance graduate students' research and communication skills by example.

Further information:

www.hoa.ox.ac.uk/events.

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

Seminars: <http://www.history.ox.ac.uk/research-seminars> (also weekly email)

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

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

Some students may 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).

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.

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.

The Faculty has a limited number of audio devices that it can provide for students who wish to conduct interviews as part of their research.

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. Meetings, 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:

<https://academic.web.ox.ac.uk/policies/paid-work-guidelines-graduate-students>.

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 graduate induction events is distributed to all new students before the start of their course.

5.2 Feedback on learning and assessment

Formative feedback

Students will receive regular informal feedback on their class presentations and contributions from the class leaders and their peers.

Students are entitled to receive comments on ONE draft of the Option essays from their supervisor. Such a draft must be handed in to them as far in advance of the submission deadline as possible so that they have the opportunity to comment on the draft well in advance of the final revision of your submission.

Formative feedback on your dissertation follows the same pattern. Handing in your draft as soon as possible will ensure adequate time for you to respond to your supervisor's feedback. Be sure to discuss the timing with your supervisor who may have other commitments which may make it necessary that you provide her/him with your draft by a specific time.

Your supervisor should also submit termly reports on the Graduate Supervision Reporting system (GSR).

Summative feedback

The examiners will provide summative feedback on your dissertation. This will be sent to you and your supervisor. 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

Training provision

All new students are invited to fill in a self-assessment training form before they start their course. This serves as a basis of discussion about training needs and skills with their supervisor in the first meeting. Also, the form gives an indication of what training provisions are available for History postgraduates.

Further information

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 (link see above), 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.

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 MSt in History of Art and Visual Culture has four main aims:

- to provide a postgraduate 'conversion' course suitable for students who, as undergraduates in the humanities or other relevant disciplines, have developed a deep interest in art history and visual culture.
- To provide an introduction to advanced study for those who have already specialised in art history at an undergraduate level
- For both the above groups, to provide a basic training in the extended advanced study of a chosen topic, including fostering:
 - a) critical awareness of current problems in the field
 - b) ability to reach new insights
 - c) an understanding of how methods of enquiry advance knowledge.It is a potential gateway to further research in art history and related fields.
- To provide an advanced intellectual training, combining visual and verbal reasoning, developing presentational, organisational and motivational skills. As a postgraduate programme it provides an opportunity to demonstrate self-direction and originality in tackling problems. These skills are all transferable to a wide range of employment contexts and life experiences.

The intended programme outcomes are as follows:

Knowledge and understanding of:

- The role of images and material objects in the transmission of culture in the past and in the present
- How primary evidence can be employed in art-historical and theoretical argument
- The development of the History of Art and Visual Culture as a subject, the role and function of images in past and present contexts, and the intellectual foundations of the discipline
- Analytical and practical research skills

With respect to intellectual skill, the ability to:

- Undertake sophisticated analysis
- Argue persuasively
- Approach problems with creativity and imagination
- Develop the exercise of independence of mind, and a readiness to challenge and criticise accepted opinion
- Complete a demanding research project in the History of Art and Visual Culture

With respect to practical skills, the ability to:

- Write well for a variety of audiences and in a variety of contexts
- Engage in oral discussion and argument with others, in a way that advances understanding of the problems at issue and the appropriate approaches and solutions to them
- Ensure, often working independently, that the fullest range of evidence and opinion can be brought to bear on a problem
- Employ appropriate research tools

With respect to transferable skills, the ability to:

- Find information, organise and deploy it
- Apply concepts in the analysis of art and visual culture to a wide range of empirical contexts
- Work well independently, with a strong sense of self-direction, but with the ability to work constructively in co-operation with others
- Effectively structure and communicate ideas in a variety of written and oral formats
- Plan and organise the use of time effectively
- Draw on information, and with a trained and analytical intelligence, consider and solve complex problems in ways that are imaginative, yet sensitive to the needs and cultural expectations of others

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 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

In addition to the History of Art student representatives for each cohort, 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 on the Oxford Historians Hub (<https://ohh.web.ox.ac.uk>).

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 handed out by lecturers termly, and students are encouraged to complete these and take them to the History of Art office.

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 [here](#).

7. Student life and support

Details of the wide range of sources of support are 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. Your college 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

Advice and administration, specifically regarding induction, teaching and examination is provided locally by the History of Art administrative team (see the History of Art website for details: <http://www.hoa.ox.ac.uk/academic-and-admin-staff>).

The Faculty Graduate Office aims to provide advice as well as administration for students on all 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: <https://www.history.ox.ac.uk/administrative-staff>), 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, details of which can be found at <https://www.ox.ac.uk/students/academic/complaints>.

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” [Equality Policy \(2013\)](#).

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

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

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. More information on the University’s Harassment and Bullying policy and the support available for students can be found [here](#).

There is range of faith societies, belief groups, and religious centres within Oxford University that are open to students. More information can be found [here](#).

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. Details regarding trust funds can be found on the Oxford Historians Hub (<https://ohh.web.ox.ac.uk>).

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

Beyond the facilities in the History of Art Department, detailed in the History of Art Introductory Guide for Graduates, 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

Students are welcome to use the workstations in the student side of the Centre for Visual Studies in the History of Art Department. 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 Sackler Library in St John Street is the principal research library of the University for Art History and Visual Culture, and also include collections on Archaeology and Classics (Ancient History and Literature). This library incorporates the collections of the former History of Art Departmental Library, the Ashmolean's Western Art Library, the Ashmolean's Classics and Archaeology Library, the Eastern Art Library, and a number of other smaller but significant departmental and institutional collections. The Sackler holds the Classics Lending Library, which is a lending collection for undergraduate and postgraduate students in the University. The History of Art collection does not offer lending facilities, but the very generous opening hours ensure that it is readily accessible to users.
- 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.oumnh.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.

All teaching rooms and the Common Room have Wi-Fi access: students are encouraged to use OWL or Eduroam to log on.

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 of Art Department (<https://goo.gl/maps/JN7yVufJxRD2>)
- The Sackler Library (<https://goo.gl/maps/BwxPziJeMS42>)
- The History Faculty (<https://goo.gl/maps/BBntwGne8h62>)
- The History Faculty Library in the Radcliffe Camera (<https://goo.gl/maps/EAcCSm4gi3T2>)
- 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

There is an up-to-date list of History of Art academics here: <http://www.hoa.ox.ac.uk/academic-and-admin-staff>

Disability contacts

The Disability Co-ordinator for History of Art graduate students is Penelope Lane, History of Art Manager (manager@hoa.ox.ac.uk). 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), Dr Sloan Mahone (sloan.mahone@history.ox.ac.uk), and Professor Maria Misra (anna-maria.misra@keble.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 library.history@bodleian.ox.ac.uk