



UNIVERSITY OF
OXFORD

**FACULTY OF
ENGLISH LANGUAGE AND LITERATURE**

**M.St./M.Phil.
Handbook
2017-18**

1 SECTION 1: FOREWORD

1.1 Welcome

A warm welcome to your studies with the Faculty of English at Oxford. We are very proud of what we can offer you through your course. We have more tutors and students than any other Faculty of English in the UK and we have been ranked first in the world in our subject for the last two years. Our strength lies in the range of material we cover and the individual attention we can give you to help you find your way. We aim to spark your interest and develop your talents to make you the best critics you can be. Your studies here will be stimulating, testing, challenging, and fun, in equal measure. Oxford has extraordinary resources for the study of English literature and culture; it has outstanding libraries and museums and collections, both famous and little-known; a host of entertainment venues to expand your cultural horizons; beautiful and inspiring buildings; and lovely countryside within reach. There are countless opportunities to learn at Oxford and lots of willing brilliant minds to guide you through them. Do not be afraid to seize every chance and to ask questions. I wish you all the best for your time here.

Professor Ros Ballaster

Mansfield College

Chair of the English Faculty Board.

1.2 Statement of coverage

This handbook applies to students starting the course in Michaelmas Term 2017. The information in this handbook may be different for students starting in other years.

1.3 Version

| Version | Details | Date |
|-------------|--|------------|
| Version 1.0 | 2017 handbook published | 28/09/2017 |
| Version 1.1 | Dates for submission of applications for prizes updated | 20/10/2017 |
| Version 1.2 | Section 4.1 re online submission amended to include submission of files in .pdf format | 03/11/2017 |

1.4 Disclaimer

The Examination Regulations relating to this course are available at <http://www.admin.ox.ac.uk/examregs/>. 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 Studies Office in the English Faculty on graduate.studies@ell.ox.ac.uk.

The information in this handbook is accurate at the time of publication. However, it may be necessary for changes to be made in certain circumstances, as explained at www.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.

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There is also further information available on the following on the Faculty WebLearn site: <https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/engfac/grad>

- Faculty Guidelines on Plagiarism
- Code of Practice Relating to Harassment
- English Faculty Statement on Disability

SECTION 2: THE FACULTY

1.1 Key Contacts

These notes of guidance will provide you with information about the M.St. and the English Faculty. If you have any queries, one of the following people will be able to help, but all general queries should be sent to graduate.studies@ell.ox.ac.uk:

- Emily Richards, Graduate Studies Officer; Telephone: 01865 (2)81140; email: emily.richards@ell.ox.ac.uk;
- Dr Kantik Ghosh, Trinity College/English Faculty, Director of Graduate Studies; email: kantik.ghosh@ell.ox.ac.uk ;
- Your Course Convenors:
 - 650-1550 / MPhil: Dr Laura Ashe, Professor Andy Orchard
 - 1550-1700: Dr Kathryn Murphy, Professor Lorna Hutson
 - 1700-1830: Professor Fiona Stafford, Professor David Womersley
 - 1830-1914: Dr Stefano Evangelista, Professor Kirsten Shepherd-Barr (MT17); Dr David Russell (HT17 and TT17)
 - 1900-Present: Dr Marina MacKay, Professor Laura Marcus (MT17 and TT18); Dr Rebecca Beasley (HT18)
 - English and American Studies: Professor Lloyd Pratt, Dr Rachel Malkin,
 - World Literatures in English: Dr Michelle Kelly, Dr Graham Riach
- Your College Advisor, Tutor for Graduates, and Senior Tutor
- Dr Francis Leneghan, St Cross College/English Faculty, Research Student & Staff Training Co-Ordinator/ RA Advisor
- Dr Sophie Ratcliffe, Lady Margaret Hall,, Equality and Diversity Officer

1.2 Administrative Support

The English Faculty Graduate Office is located in the St. Cross Building (room number 12).

The English Faculty Graduate Office is open as follows:

| | Term-time (incl. week 0, week 9 and bank holidays) | Vacation periods |
|-------------------|--|------------------|
| Monday - Thursday | 9:00 – 5:30 | 9:00 – 5:00 |
| Friday | 9:00 – 4.30 | 9:00 – 4:30 |

Alternatively you can call 01865 (2)81140 or e-mail graduate.studies@ell.ox.ac.uk.

The administrative staff for the Faculty are:

Sadie Slater, Head of Administration and Finance

Christine Bayliss, Deputy Administrator and Faculty Office Manager

Andy Davice, Academic Administrator

Katie MacCurrach, Finance Officer

Waverly March, Administrative Assistant (Lectures, events and prizes)

Lis Allen, Undergraduate Studies Officer

Angie Johnson, Undergraduate Examinations Secretary

Emily Richards, Graduate Studies Officer

The academic officers (2017-18) are:

Professor Ros Ballaster (Mansfield), Chair of the Faculty Board

Dr Kantik Ghosh (Trinity), Director of Graduate Studies

Dr Marion Turner (Jesus), Director of Undergraduate Studies

1.3 About the Faculty

The Faculty of English Language and Literature forms part of the Humanities Division, one of the University's four academic divisions. It is by far the largest English department in the United Kingdom, and has a very distinguished research record (with 40% of its research rated 4* in the last assessment exercise and its research environment awarded 100% at 4*). It covers a wide historical range, and has an excellent teaching record. It has regularly been ranked first in the *Guardian* league table of English departments in the United Kingdom.

The Faculty has 82 permanent members of academic staff, including 9 Professors. This is in addition to a further 80 or so members teaching in the colleges and temporary members of staff.

There are approximately 900 undergraduate students (with roughly 240 admitted each year to the single honours school and a further 30 to joint honours school programmes).

There are approximately 100 Master's students, with a further 180 graduate research students.

1.4 Committees and Decision-Making within the Faculty

Senior members of the Faculty (i.e. academic staff) are invited to attend meetings of the Faculty (once a term), where key items are discussed.

Strategic decisions are taken by the Faculty Board (which meets twice a term), in consultation with the Faculty, and all other committees report to the Faculty Board.

The Board is made up of 20 individuals, who are elected from all members of the Faculty. It includes a graduate and an undergraduate junior member.

There are a number of standing committees that report to the Faculty Board:

- Appointments, Finance and Planning Committee;
- Undergraduate Studies Committee (plus committees for each of the joint schools);
- Graduate Studies Committee (GSC);
- Library Committee;
- IT Committee;
- Research Strategy Committee;
- Disabilities Committee.

In addition to these, there are two Joint Consultative Committees (made up of academics and students) – one for graduates and one for undergraduates. See *section 2.5 below*.

Changes to the courses are typically discussed at the Undergraduate or Graduate Studies Committee, and then referred to the Faculty Board for approval (with consultation with the Faculty, if necessary). All significant changes to courses must be agreed by the University's Education, Policy and Standards Committee, published in the *Gazette* and amended in the *Examination Regulations*.

On a day to day basis, the Faculty is managed by the Chair of the Faculty Board and the Head of Administration and Finance.

1.5 English Graduates at Oxford (EGO) and the Graduate Consultative Committee (GCC)

All graduate students within the Faculty are members of English Graduates at Oxford (EGO), which exists to provide a social and academic network for graduates working within the English Faculty through regular events; to represent their interests to the Faculty; and to organise workshops and seminars on study skills, teaching and careers. The EGO committee is elected at the beginning of each academic year, and is responsible for organising these activities. The committee is also the first point of contact for any concerns graduate students would like to raise with the Faculty.

As well as organising its own events, the EGO committee attends meetings of the Graduate Consultative Committee (GCC), which the Director of Graduate Studies and two other Faculty members attend. The GCC meets once a term in sixth week to discuss any issues relating to graduate students within the Faculty. The minutes of the GCC are discussed by both the Graduate Studies Committee and the Faculty Board (see above).

The committee consists of the following posts:

- **President:** co-ordinates the committee, and sits as the graduate representative at Faculty Board meetings;

- **Academic Affairs Officer:** raises academic issues (especially those related to PRS/DPhil students) and sits as a representative at Graduate Studies Committee meetings;
- **Library Representative:** represents graduate interests at meetings of the Faculty's Library committee;
- **Teaching and Careers Officer:** convenes teaching and career seminars for graduates and organises the annual teaching workshop and DPhil conference. This officer is appointed by the Faculty and not elected by EGO; they attend GCC meetings but, as a Faculty employee, are answerable to the Faculty for their specific responsibilities;
- **Welfare and Mentoring Officer:** raises welfare issues concerning graduates with the committee and organises the mentoring scheme for new students;
- **M.St./M.Phil. Representatives** (up to four, each from a different strand): represent the academic and non-academic interests and concerns of students enrolled on the M.St. and M.Phil. courses;
- **Social Secretaries** (two): organise termly social events and the weekly (free!) EGO lunch;
- **Communications Officer:** publicises events.

New students are warmly encouraged to attend EGO events and to consider standing for election in October.

1.6 Lecture Lists

You can find a termly Lecture List, Guide and Timetable on the University's intranet system 'WebLearn', along with details of research seminars taking place within the Faculty. See item 6.4 for further details.

SECTION 3: COURSE CONTENT

M.St. in English

3.1 Aims and Objectives

The M.St. programme is designed to serve both as an autonomous degree programme for students wishing to pursue more advanced studies in English literature for one year and as the standard preparation for a subsequent course of research for a doctorate.

The programme aims to enable students to:

- acquire advanced knowledge of written texts in a specific period of English literary history, of the cultural and historical background to those texts, and of the critical and analytic approaches that have been productively used for them;
- develop an understanding of general scholarly method and research practices in English studies;

- iii) study and acquire specific tools of scholarly research in the field, including bibliography, textual theory, and the description and transcription of manuscript materials;
- iv) develop skills in writing at an advanced level.

3.2 Teaching and Examining

Each graduate is required to attend the lecture courses and classes prescribed for their programme of study and to submit the required assessments at the appropriate times. Detailed information about these assessments, which take the form of extended essays and class tests, is to be found in this handbook and in the *Examination Regulations* at:

<http://www.admin.ox.ac.uk/examregs/information/contents/>

You will be required to complete four different kinds of work on the M.St.:

- formal essays for the B-Course and C-Courses;
- the dissertation;
- class tests for transcription;
- presentations of work given in class and at the course conference, and pieces of work submitted to your course tutor, which are not part of the formal assessment but are nonetheless course requirements.

The outcomes of the M.St. examination are pass, fail, or distinction. Candidates must achieve a pass mark on each element of the examination to be awarded the M.St.; should a candidate fail any element of the examination, that element may be re-submitted once, and once only. Candidates may resubmit that element by noon on the last Monday of the following Long Vacation.

'Formal assessment' means assessment of each candidate's work by a Board of Examiners who are strictly separate from the Course Convenors and tutors. This Board of Examiners awards the marks that determine each candidate's M.St. results. The marking criteria for the current year will be established by the Board of Examiners and circulated in Michaelmas Term.

The word limit for the essays and dissertations is fixed, but text may incorporate images if necessary without the student having to make a special request. Penalties will be imposed by the Board of Examiners should an essay or dissertation exceed the maximum word limit or fall below the minimum word limit. Please note that all word counts are checked, and students are advised to err on the side of caution.

Students will receive feedback on submitted essays and the dissertation, generally a paragraph or two in length. This will usually be forwarded at the end of Week 6 in the term following submission, or, in the case of the dissertation, approximately two weeks after the final results have been released.

It is acceptable for an essay and the dissertation to be written on the same author, or even on the same text, but you may not repeat or resubmit material in an essay or your dissertation that you have already submitted for another assessed piece of work.

You may find it helpful to read the reports from the previous year's Examining Board

and External Examiners. They can be found on WebLearn:
<https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/engfac/grad>

Please note: If you wish to change any of your course options, you should first discuss this with your Course Convenors and then submit a request through the Graduate Studies Office at graduate.studies@ell.ox.ac.uk. Requests for option changes for Hilary Term must be submitted **by Friday of week 4 in Michaelmas Term**, which is the point at which you must formally register your courses with the Examination Schools. Further details are available at:
<http://www.ox.ac.uk/students/exams/entry/>

3.3 Examination Conventions

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, re-sits, use of viva voce examinations, penalties for late submission, and penalties for over-length or short-weight work. The examination conventions for the M.St. and M.Phil. English will be emailed to students in Michaelmas Term, on Friday of week 6.

3.4 A-Course: The Core Course on Literature, Contexts, and Approaches

This consists of weekly classes, taught by a variety of tutors, through Michaelmas Term (and also Hilary Term for 650-1550), and is compulsory for all students. Each strand runs its own A-Course. Full details are available in the Course Details booklet, circulated before the beginning of term.

There is no formal assessment for the A-Course, but written work and oral presentations may be required by the class tutors.

Representatives from each strand, in consultation with the Course Convenors, will organise and hold a strand-specific conference in Trinity Term. All students are expected to give short presentations about their dissertation research at their strand's conference. Further information will be provided in Michaelmas Term. Attendance is compulsory.

3.5 B-Course: Research Skills

The B-Course is a core part of the MSt. It introduces students to the methodology and theory of bibliography, manuscript studies, textual scholarship and book history. Teaching consists of a mixture of classes and practical sessions appropriate to each period strand across both Michaelmas and Hilary. Details are available in the Course Details booklet, circulated before the beginning of term.

All students must attend period-specific classes on Manuscript Transcription, covering techniques of manuscript description and teaching the skills necessary to recognize and transcribe a variety of scripts appropriate to the intended area of research. Students must complete satisfactorily all the exercises and class tests

required for this course.

For 650-1550 there will be a final transcription test in **fifth week of Hilary Term**.

For 1550-1700, 1700-1830, 1830-1914, 1900-present and World Literatures there will be a final transcription test in **eighth week of Michaelmas Term**.

These transcription tests are 'pass/fail' and do not contribute to the final marks awarded by the examiners for the degree as a whole. Candidates who do not pass on the first attempt are allowed to re-sit once. These re-sit tests will be in the first week of the term immediately following the term in which the original test was taken.

Assessment for the B-Course will take the form of a 6,000-7,000-word essay. The proposed title must be discussed and agreed with your strand convenor and B-Course tutors and then submitted for formal approval to the Chair of M.St./M.Phil. Examiners, care of the Graduate Studies Office by **Friday of the sixth week of Hilary Term**. You will be emailed a link to submit your essay titles online.

Once your title has been approved you must not substantially change your title; requests for minor changes should be sent to graduate.studies@ell.ox.ac.uk before you submit your essay.

Essays must be submitted electronically as Weblearn assignments no later than **noon on Thursday of the tenth week of Hilary Term**.

For advice about your essay title, speak to your Hilary Term B-Course tutor.

After sixth week, tutors are not permitted to discuss the essay or mark any draft written work to be submitted for assessment. They are, however, permitted to discuss and provide references for applications to doctoral programmes.

Please see Appendix 2 for further details about the B-Course essay, including sample titles.

3.6 C-Course: Special Options

These are courses selected from a range of options taught by individual tutors in weekly classes in Michaelmas Term and Hilary Term. Students must choose one of these options in each term. To maintain quality, there is a limit to the number of students on each option, and students are required to give a ranked list of preferred options. To ensure fairness, where a course is oversubscribed, available places will be allocated randomly. Whilst students may not always get their first choice, the course offers numerous opportunities to develop invaluable skills and experiences.

Details of the C-Courses available, and full reading lists, are in the Course Details booklet, circulated before the beginning of term, and students will have been requested to provide a list of their course preferences for Michaelmas and Hilary Terms. Any student with any queries regarding their C-Courses should contact their Course Convenors.

Please note: Undersubscribed Hilary Term C-Courses may be cancelled prior to Michaelmas term and therefore cease to be available.

In Michaelmas Term, candidates will be required to submit an essay of 6,000-7,000 words on a topic related to a C-Course taken in that term.

In Hilary Term, candidates will be required to submit two essays, each of 6,000-7,000 words, one on a topic related to one of the C-Courses taken that term, and another on a topic related to the B-Course..

You will choose your own essay titles for assessment, but these titles must be discussed with, and approved by, your course tutor, and then submitted for formal approval to the Chair of M.St./M.Phil. Examiners. You will be emailed a link to submit your essay titles online. Tutors on the C-Courses for which you are to write an essay are expected to read and comment on at least one piece of written work prior to submission of examined work. Tutors will therefore ask each student to submit a piece of written work of not more than 5000 words by the end of Week 5 of the term in which the option is being taught. Individual meetings to discuss written work will last up to 30 mins.

Michaelmas Term C-Course: Titles must be submitted online for approval to the Chair of M.St./M.Phil. Examiners, by **Friday of the sixth week of Michaelmas Term**. Once your title has been approved you must not substantially change your title; requests for minor changes should be sent to graduate.studies@ell.ox.ac.uk before you submit your essay.

Essays must be submitted electronically as Weblearn assignments no later than **noon on Thursday of the tenth week of Michaelmas Term**.

Hilary Term C-Course: Titles must be submitted online for approval to the Chair of M.St./M.Phil. Examiners, by **Friday of the sixth week of Hilary Term**. Once your title has been approved you must not substantially change your title; requests for minor changes should be sent to graduate.studies@ell.ox.ac.uk before you submit your essay.

Essays must be submitted electronically as Weblearn assignments no later than **noon on Monday of tenth week of Hilary Term**.

After sixth week, tutors are not permitted to discuss the essay or mark any draft written work to be submitted for assessment. They are, however, permitted to discuss and provide references for applications to doctoral programmes.

Please see item 5.7 for information about the procedure to follow if you are ill and wish to request an extension to an essay deadline.

3.7 Dissertation

Each graduate works in consultation with a supervisor, usually a senior member of the University, with whom she/he pursues an individual programme of research leading to the submission of a dissertation (10,000-11,000 words). Course Convenors arrange the appointment of supervisors during the course of the first term and you should aim to talk early with one of your Course Convenors about your dissertation interest(s).

There is a dissertation workshop for all M.St. students early in Hilary Term; attendance is compulsory and the workshop gives students guidance on research techniques, assessment norms, and expectations regarding standards. Dissertation supervision entails a total of four individual meetings in the course of Hilary and Trinity terms, each no longer than 1.5 hours. The majority of these meetings are to involve discussion of draft written work (please note that supervisors are not expected to provide further feedback via email or phone outside these sessions). Students should expect to have agreed a dissertation topic/area with their supervisor early in Hilary and (as a minimum) to be carrying out research during this term. Sections of the thesis should then be submitted for feedback from their supervisors, preferably beginning in Hilary and then at regular intervals in Trinity.

Students should note that it is their responsibility to attend and take advantage of the support provided during supervisions, and take into consideration their supervisor's workload when considering a termly schedule (supervisors will generally not be able to hold meetings and read work at short notice). It is strongly advised that you should be able to discuss some draft written work by the beginning of Trinity Term *at the latest*. Be aware that delaying this process will leave little time to make revisions in response to feedback, and is likely to have a detrimental effect on results.

Candidates must gain approval of the topic of their dissertation first from their Course Convenor, and then formal approval by submitting the topic online to the Chair of M.St./M.Phil. Examiners, by **Friday of the sixth week of Hilary Term**, providing an outline of the topic in not more than 200 words. A link will be emailed by the Graduate Studies Office for this purpose. They are not obliged to provide a title, but may do so if they wish. Please note that candidates may not repeat material that they have already submitted as part of another assessed piece of work.

The dissertation must be submitted electronically as a Weblearn assignment, not later than **noon on Monday of the eighth week of Trinity Term**.

Please see item 5.7 for information about the procedure to follow if you are ill and wish to request an extension to an essay deadline.

A list of the key dates is included in Appendix 1.

M.Phil. in English Studies (Medieval)

3.8 Teaching and Examining

In their first year, candidates for the M.Phil. in English (Medieval Studies) follow the same course as the M.St. in English (650-1550) students. Provided they achieve a pass mark in their first-year assessments, students may proceed to the second year.

In the second year, candidates must offer three of the following subjects and a dissertation:

1. The History of the Book in Britain Before 1550 (Candidates will be required to transcribe from, and comment on specimens written in English in a 1 hour examination)
2. Old English
3. The Literature of England after the Norman Conquest
4. The Medieval Drama
5. Religious Writing in the Later Middle Ages
6. Medieval Romance
7. Old Norse sagas
8. Old Norse poetry
9. Old Norse special topic (only to be taken by candidates offering either option 7 or 8, or both)
- 10./11. One or two of the C-Courses on offer in any strand, as specified by the M.St. English for the year concerned; candidates may not re-take any option for which they have been examined as part of their first year.
- 12./13./14./15. Relevant options offered by other Faculties, as agreed with the Course Convenors. The teaching and assessment of these options will follow the provisions and requirements set by the Faculty offering the option.

Second Year Assessment

The method of examination for each course will be an essay of 6,000-7,000 words. Essays must be submitted electronically as a Weblearn assignment, not later than **noon on Thursday of the tenth week of Michaelmas Term or on Tuesday of the eleventh week of Hilary Term** (depending on the term in which the course was offered).

Candidates must gain approval of the topic of their essays by submitting the title online to the Chair of M.St./M.Phil. Examiners by **Friday of the sixth week of Michaelmas Term or Hilary Term** (depending on the term in which the course was offered). You will be emailed a link to submit your essay titles online. Once your title has been approved you must not substantially change your title; requests for minor

changes should be sent to graduate.studies@ell.ox.ac.uk before you submit your essay.

The dissertation (of 13,000 -15,000 words) must be submitted electronically as a Weblearn assignment, no later than **noon on Monday of the eighth week of Trinity Term**. The dissertation must be presented in proper scholarly form. Candidates must gain approval of the topic of their dissertation by submitting the topic online to the Chair of M.St./M.Phil. Examiners, care of the English Graduate Studies Office, by **Friday of sixth week of Hilary Term**, providing an outline of the topic of not more than 200 words. You will be emailed a link to submit your dissertation topic online They are not obliged to provide a title, but may do so if they wish.

Normally, dissertation supervision for the MPhil entails a total of 5 individual meetings, each no longer than 1.5 hours. The majority of these meetings are to involve discussion of draft written work (please note that supervisors are not expected to provide further feedback via email or phone outside these sessions).

Students should note that it is their responsibility to attend and take advantage of the support provided during supervisions, and take into consideration their supervisor's workload when considering a termly schedule (supervisors will generally not be able to hold meetings and read work at short notice). Be aware that delaying this process will leave little time to make revisions in response to feedback, and is likely to have a detrimental effect on results.

Candidates are warned that they must avoid duplicating in their answers to one part of the examination material that they have used in another part of the examination, but the dissertation may incorporate work submitted for the first-year dissertation.

No candidate who has failed any of the above subjects will be awarded the degree in that examination. Candidates who fail any of the three papers or the dissertation may resubmit it by noon on the last Monday of the Long Vacation. A candidate may only resubmit or retake a paper on one occasion. No resubmitted work will be marked before the resubmission deadline.


A list of the key dates is included in Appendix 1.

SECTION 4: ASSESSMENT AND STUDY ADVICE

4.1 Submission of Essays / Assignments and Dissertation

- All assessments are submitted electronically via WebLearn.
- You must make at least one **practice submission** before attempting to submit any final piece of work for assessment. A “Mandatory Practice Submission” must be submitted two weeks before the first assignment submission date. A guide to online submission will be available on Weblearn. Please contact the Graduate Office for any further queries on how to submit work electronically. You may make as many practice submissions as you want.
- Your **candidate number** must be used on all items of submitted work. You can obtain the number using Student Self Service (see item 5.1). Please note that your candidate number is **different from your Student number and University Card number**.
- All submitted files must be in .doc, .docx or .pdf format.
- All submitted files must be free from any metadata that could identify you as the author. To ensure files are free of metadata, we strongly recommend that you write your essays on the blank template available on WebLearn. See the Weblearn guidance on metadata, or contact the Graduate Office for more advice.
- All submitted files must be named according to the following convention: [CANDIDATE NUMBER] [UNDERSCORE] [TYPE].

The **types** of submission are “PRACTICE”, “MTC” (Michaelmas Term C essay), “HTC” (Hilary Term C essay), “HTB” (Hilary Term B essay), or “DIS” (Dissertation).

For example, if your candidate number is 123456, and you are submitting your Hilary Term B Course essay as a Word document, your file would be named “123456_HTB”.  123456_HTB

- The submission time (noon) and date **must** be strictly adhered to unless you have been given permission by the Proctors (via your college) to submit at a later time and date. Penalties will be imposed by the Board of Examiners for work that is submitted after the deadline.
- Hardware or internet connectivity problems unrelated to the Weblearn system will **not** be accepted as mitigating factors for late submission. Make frequent backups of your work, and **give yourself plenty of time to make your submission**.
- Remember to put your **candidate number, assignment title and word count on the front cover** of your work. **Do not** add your name, college or supervisor to any part of the work.
- Take time to **check your submission** before submitting it online. Make absolutely sure that the file you are submitting is the correct and final version.

Once you have submitted a piece of work, you will not be permitted to change your mind and resubmit a substitute.

- As part of your submission, you must make a declaration certifying that the essay is your own work.
- Please note that in accordance with the University regulations regarding plagiarism, you must avoid duplication when it comes to your essays and dissertation – you may not repeat or resubmit material in an essay or your dissertation that you have already submitted as part of another assessed piece of work. The relevant regulation states:

Unless specifically permitted by the Special Subject Regulations for the examination concerned, no candidate shall submit to the Examiners any work which he or she has previously submitted partially or in full for examination at this University or elsewhere. Where earlier work by a candidate is citable, he or she shall reference it clearly.

You may find it helpful to read the reports from the previous year's Examining Board and External Examiners. They can be found on WebLearn.

4.2 Resubmission of Work

Candidates must achieve a pass mark on each element of the examination in order to be awarded the M.St; should a candidate fail any element of the examination, that element may be resubmitted once, and once only. Candidates may resubmit that element by noon on the last Monday of the following Long Vacation. No resubmitted work will be marked until the deadline has passed, and the highest mark that may be awarded for resubmitted work is 60 (pass). Candidates who have initially failed any element of the examination will not be eligible for the award of a Distinction.

If you fail a piece of work, you may request a discussion of the examiners' feedback with your supervisor or Course Convenors, and seek advice from them on how to proceed with the resubmission; however, no further supervisions will be provided.

Note that graduation is not possible until any resubmitted work has been formally verified by an exam board. This will generally take place towards the end of Michaelmas term in the following academic year.

If you resubmit an essay or dissertation you should follow the same procedures listed under section 4.1.

4.3 Style and Format of Essays

Formatting Work

It is a courtesy to your readers and a requirement of your examiners that your written work should be lucid and presented in a scholarly manner. Those are not incompatible qualities. Display only as much evidence as is essential to substantiate your argument without loss of weight or clarity. Document it in a manner which is concise, consistent, accurate and complete.

The text must be printed, in double spacing, on **one** side of each sheet (your work should not be double sided). Indented block quotations, footnotes and endnotes, must be in single spacing. Single spacing should also be used for most tables, documentary material and for entries in the bibliography.

Pagination: Each page after the first (by convention left unnumbered) should be numbered, preferably at the top right-hand corner, where numbers are most easily seen.

Examination regulations

Read carefully the regulations given in the *Examination Regulations* for the preparation and submission of essays. They are University regulations and must be complied with. They can be found online at:

<http://www.admin.ox.ac.uk/examregs/information/contents/>

Word limits

The word limits stated for the C-Course essays, B-Course essay and dissertation include footnotes, headings and sub-headings, epigraphs and picture captions but exclude the essay title, bibliography and appendices. Penalties will be imposed by the M.St Examining Board should you fall short of the minimum or exceed the maximum word limits.

The relation of text, notes and appendices

The ideal relationship is perhaps best expressed as one of scale. The text is self-evidently your major contribution. The word limit placed upon your thesis assumes a scale appropriate to the topic, the time you have to research it, and the importance of reporting your results clearly and succinctly. In writing and revising it, strive always to make it simpler and shorter without prejudicing the substance of your discussion.

When revising your text, you may find it helpful to relegate as much as you can spare of it to footnotes, until your argument stands clear. Then pare down the footnotes until they serve only to offer essential references, citations of primary evidence, or cautionary qualifications.

Appendices offer a convenient way of keeping your text and footnotes clear. Any material in an appendix will not be assessed, and is not included in the word count. If you have hitherto unpublished evidence of primary importance, especially if it is unlikely to be readily accessible to your examiners, it may be helpful to append it. If your dissertation requires extensive quotation from texts in languages other than English, the substantive passages should be included in the text in their original language, and translations provided in an appendix. Indexes to important material in documents you alone have examined will often save other scholars a great deal of time and trouble in locating evidence they need. But every case must be argued in terms of the relevance and intrinsic value of the appended matter.

You must seek formal approval if the nature of the materials on which you are working is such that you might need to exceed the specified word limit (for example, the extensive quotation of manuscript material not conducive to inclusion in an appendix, particular kinds of translation work, etc.). However, these are exceptional cases and will be considered by the Chair of the M.St. Examiners only in cases of clearly demonstrated academic necessity.

Styling your written work as you write it

There are several sets of conventions and published guides to explain them. None is obligatory, but some are more appropriate than others for literary theses. You should follow one system throughout all the pieces of work submitted at all stages.

The following forms given should meet the needs of most candidates within the English Faculty when they present extended written work, but other guides you could consult include:

Butcher, J. *Copy-Editing: The Cambridge Handbook for Editors, Authors, and Publishers*. 3rd ed. Cambridge: Cambridge University Press, 1992.

Gibaldi, J. *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*. 7th ed. New York: Modern Language Association of America, 2009.

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

Modern Humanities Research Association. *MHRA Style Guide: A Handbook for Authors and Editors*. 3rd ed. London, 2013, repr. 2015.

New Oxford Dictionary for Writers and Editors. Oxford: OUP, 2014.

University of Chicago Press. *A Manual of Style*. 16th ed. Chicago: University of Chicago Press, 2010.

These guides present differing rules and suggestions; you should choose one system and keep to it consistently.

Abbreviations

These should be used as little as possible in the body of the text. List any you use (other than those in general use, such as: cf., ed., e.g., etc., f., ff., i.e., n., p., pp., viz.) after your list of contents or list of tables, and then apply them consistently. Also adopt a consistent policy on whether or not you underline those of non-English origin.

Avoid loc. cit., and op. cit. altogether: reference to a short title of the work is less confusing and more immediately informative. Use *ibid.*, *ibidem* (or *ib.* or *id.*), if at all, only for immediately successive references.

In discussing the language of a text, the languages and grammatical details referred to should be abbreviated when immediately preceding or following a word and the word itself underlined: e.g. OE andluman wk m.pl. cf. *OED*. s.v. loom sbl, and cf. OHG kilomo. Include such abbreviations in a list of abbreviated forms. In discursive comments, do not use such forms as OE, ME, OFr, OHG.

Italics, roman and bold

Be consistent in the forms you italicise. Use italics for the titles of books, plays, operas, published collections; the names, full or abbreviated, of periodicals; foreign words or short phrases which have not become so common as to be regarded as English.

Use roman for the titles of poems, songs, any self-contained work within a published collection, and for any titled work which has not been formally published (such as a thesis) and place the title within single quotation marks.

For such common abbreviations as cf., e.g., ff., ibid., pp., q.v., etc., use roman type.

Quotations

Your examiners will treat any casual modernisation of older texts as misquotation. Any passage you quote must be completely faithful to its source in all details of spelling, punctuation, capitalisation, etc. Where there is more than one edition, the most authoritative must be cited, rather than a derivative one, unless textual variation dictates alternative versions.

Short quotations: if you incorporate a quotation of one or two lines into the structure of your own sentence, you should run it on in the text within single quotation marks.

Longer quotations: whether verse or prose or dramatic dialogue, these should be broken off from the text, indented from the left-hand margin, and printed in single spacing. No quotation marks should be used.

Quotations within quotations: these normally reverse the conventions for the use of quotation marks. If the primary quotation is placed within single quotation marks, the quotation within it is placed within double quotation marks.

N.B. Many common word-processing programmes do not provide acceptable forms of single quotation marks. You may therefore find it more convenient to adopt the practice common in North America of using double marks (“”) for your primary quotations.

Quotations from primary works, and from other works to which substantial or detailed reference is made, should normally be given in their original languages, and a translation provided, either in a footnote (in the case of brief or very occasional quotations) or in an appendix (in the case of long or frequent quotations). Where such an appendix is necessary, it will not count towards the word limit. The translations provided should be straightforward and literal in spirit. Quotations from pre-thirteenth century English texts should always be given in the original, except where they are clearly incidental or peripheral to the main argument, and a translation need not normally be supplied unless some difficulty of comprehension is likely to arise. It is, however, acceptable to quote a foreign-language text in a standard modern English version in cases where the work does not form the principal focus of discussion and where the original wording the style is not of central importance.

Quotations from modern criticism and scholarship originally written in a foreign language may also be quoted in translation where a published version exists (though it may be appropriate to use the original version in a particular point of terminology or interpretation is at stake). In the case of an edition of a text no translation need be supplied, provided that a glossary or a commentary on linguistic difficulties, is included. Anyone in doubt about the best method of procedure should consult his or her supervisor.

Dates and numbers

Give dates in the form 27 January 1990. Abbreviate months only in references, not in your text.

As a rule assume that dates refer to years beginning on 1 January. However, if it is relevant to your material, be careful to distinguish Old and New Style dates for the period 1582-1752: the same event would be dated 22 July 1705 in countries which had adopted the Gregorian calendar but 11 July in Britain. Distinguish also between

the calendar year and the legal year: the latter began on 25 March (Lady Day), so that 1 March 1611 might mean either 1610, 1611 or 1612.

Give pages and years as spoken: 20-21, 25-6, 68-9, 100-114; 1711-79, 1770-1827, or from 1770 to 1827.

Use numerals for figures over 100, for ages (but sixtieth year), dates, years, lists and statistics, times with a.m. and p.m. (but ten o'clock). Otherwise use words and be consistent.

Write sixteenth century (sixteenth-century, if an adjective), not 16th century.

Footnotes

The main function of a footnote is to cite the authority for statements you make in the text, so that your readers may verify it by reference to your sources. It follows that to frustrate or mislead your readers by giving an incomplete, incorrect or ambiguous reference is to negate its function. Examiners regard such faults as serious, not venial.

Footnotes, numbered continuously for each chapter, are preferable to endnotes; but if their organisation presents difficulties, endnotes may be used instead and placed at the end of the chapter to which they refer.

Try to place footnote references at the end of sentences or paragraphs in your text. Up to a point you can also reduce their number by giving several references in a single note.

Avoid long footnotes. They should rarely include discussion. There may be occasions when some qualification of a point made in the text, fuller citation of a primary document, or brief summary of a contrary view, is called for. But keep such diversions to a minimum.

Textual apparatus

If you are presenting an edition of a literary work, the textual apparatus, in single spacing, must normally appear at the foot of the page of text to which it refers.

References

Illustrations, Tables, etc.: The sources of all photographs, tables, maps etc. which are not your own must be acknowledged, preferably close to the item itself, otherwise in a separate but itemised list.

Books: Precise references, e.g. in footnotes, should be brief but they must enable your reader to check your reference with ease. Give full details for the first reference and a consistently abbreviated form thereafter. All such reduced or abbreviated titles should either be included in your list of abbreviated forms or should be readily interpretable from the bibliography. Follow the form:

Author's surname; comma; initials or christian name (though in footnotes those should precede the surname, e.g. Henry James, W.W. Greg) comma; title (underlined); (place of publication, comma, date of publication (in parentheses)); comma; volume (in lower-case roman numerals); full point; number of page or pages on which the reference occurs; full point.

For example, an entry in the bibliography should be in this form:

Greg, W.W., *The Calculus of Variants* (Oxford, 1927).

but a reference in a footnote should be in one of the following forms:

(a - at the first entry) see W.W. Greg, *The Calculus of Variants* (Oxford, 1927), pp. 43-4.

(b - at a subsequent entry either) see Greg, *Calculus*, pp. 43-4.

(or) see Greg (1927), pp. 43-4.

(never Greg (1927), pp. 43-4.)

When a volume number is given, the page number(s) should not be preceded by p. (pp.).

Journals: Follow the form:

Author's surname; comma; initials or christian name; title of article (in single quotation marks); comma; title of journal (preferably in a single word or abbreviated to standard initials, and italicised); volume (in lower-case roman numerals); date (in parentheses); comma; page number(s); full point.

For example, an entry in the bibliography should be in this form:

Bennett, H.S., 'Fifteenth-Century Secular Prose', *RES* xxi (1945), 257-63.

but a reference in a footnote should be in the form:

(a - at the first entry) H.S. Bennett, 'Fifteenth-Century Secular Prose', *RES* xxi (1945), 257-63.

(b - at subsequent entries either) see Bennett, 'Secular Prose', p. 258.

(or) see Bennett (1945), p. 258.

(never *Bennett* (1945), p. 258.)

Plays: In special cases you may wish to use through line numbering, but in most instances follow the form:

Title (italicised); comma; act (in upper-case roman); full point; scene (lower-case roman numerals); full point; line (arabic numerals); full point.

e.g. *The Winter's Tale*, III. iii. 3.

Other Works: Many works, series, as well as books of the Bible, have been abbreviated to common forms which should be used. Series titles distinct from those of works published in the series may often be abbreviated and left in roman. Follow these examples:

Bede, *Historica ecclesiastica* 2.3, ed. Colgrave, B., and Mynors, R.A.B., (Oxford, 1969), p. 143.

Bede, *Historia ecclesiastica* 2.3, p. 143. [For subsequent references.]

Isidore, *Etymologiae* 12.1.59. [Given those textual divisions, page numbers of the edition are superfluous.]

Prov. 2: 5.; 1 Thess. 4: 11, 14. [Do not italicise books of the Bible.]

PL 123:347.

CSEL 24:95.

MGH SS 13:229. [The editor's name and the date may usually be omitted.]

MGH LL 2/1:263. [i.e. Section 2, volume 1, page 263 -- if the series is subdivided.]

Manuscripts: Both in the text and in the notes the abbreviation MS (plural MSS) is used only when it precedes a shelfmark. Cite the shelfmark according to the practice of the given library followed by either f. 259r, ff. 259r-260v or fol. 259r, fols. 259r-260v. The forms fo and fos (instead of f. or fol.) are also acceptable.

The first reference to a manuscript should give the place name, the name of the library, and the shelf mark. Subsequent references should be abbreviated.

e.g. Paris, Bibliothèque Nationale, MS lat. 4117, ff. 108r-145r.

Vatican City, Biblioteca Apostolica Vaticana, MS Vat.lat. 5055, ff. 181r-228r.

Advice on the citation of sources in electronic form

You are referred to the *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*. 7th ed. New York: Modern Language Association of America (2009), for a generally recognised form of citation for electronic publications. You should refine the distinction between the status of electronic publications on CD-ROM or DVD and diskette (portable databases) and that of online databases. While CD-ROM or DVD publications may be regularly updated, they nevertheless constitute products whose identity can be verified in many of the ways that operate for printed sources. Online databases, however, often have a far less stable and verifiable existence - they may be continually updated, altered, or may even disappear without notification to users. Because of the absence of many of the protocols which guarantee printed sources, online sources may lack further reliability as authoritative sources. Consequently, it is advised that you exercise considerable caution in their use, that you consider them as 'work-in-progress' documents, and their availability as unique (i.e., not necessarily reclaimable on any other occasion). In the citation of online sources you should therefore in every case include the date of accessing the material and, where practical, print out of the relevant sections cited. Where sources are available in printed and electronic versions, students should make every effort to cite the printed version in preference.

Illustrations may be gathered in one place at the end of the work, or, if you prefer, incorporated with the text. The latter arrangement is more complex to achieve, and only recommended if you feel it will enhance your argument. Captions within the text, and 'List of Illustrations' at the end of the essay, should contain the same information but captions should minimally include the following:

- artist/architect/maker /manufacturer (e.g. Meissen)
- title of work/name of building/object description (e.g. teapot)
- date of production (date range or century acceptable)
- present location
- brief reference for the source of the illustration

The 'List of Illustrations' should include the following information, in the recommended order:

- artist/architect/maker
- title of work/name of building/object description

- size (metric)
- medium (e.g. engraving; ceramic; textile; mixed media)
- date of production
- present location
- brief reference for the source of the illustration (e.g., your own photograph, a museum photograph, copied from a book or the internet – if the last, give URL as you would for written work).

You should illustrate your paper or thesis carefully since good illustrations can be vital to supporting your arguments. Wherever possible, you should use good quality, high resolution illustrations of images, objects or buildings discussed at any length in the text. Illustrations can be in black and white; colour illustrations are only necessary if used to support a specifically ‘colour-related’ point in your argument or discussion. Captions can simply be numbered sequentially as Fig. 1, Fig. 2, etc., since the reader will be able to refer to the ‘List of Illustrations’ for the full information. Make sure you refer to your illustrations at appropriate points in your text and argument, with the relevant figure number in brackets, thus: (Fig. 10).”

Captions and lists of illustrations do not count as part of the overall word limit; neither do illustrations themselves.

Bibliography

A list of works consulted must be provided, usually at the end of the essay (or before the glossary, if a glossary is presented). The bibliography should be an alphabetical list by authors’ surnames, or titles of anonymous works, or of works (especially of reference) usually referred to by title, e.g. *Middle English Dictionary*, not under Kurath, H. and Kuhn, S., its editors.

It is often helpful, and therefore preferable, to present the bibliography in sections: manuscripts, source material (under the authors’ surnames or the titles of anonymous works), and secondary writings. You might follow the pattern:

1. Primary
 - (a) manuscripts
 - (b) printed works
2. Secondary
 - (a) contemporary with the author(s) or work(s), the subject of your essay
 - (b) later studies

References must be consistently presented, and consistently punctuated, with a full point at the end of each item listed. Either capitalise all significant words in the title, as in the example below, or capitalise the first word and only proper nouns in the rest of the title. In capitalising foreign titles follow the general rule for the given language. In Latin titles capitalise only the first word, proper nouns and proper adjectives. In French titles capitalise only the first word (or the second if the first is an article) and proper nouns.

Whereas in the more discursive contexts of footnotes, and for series, publishing details may be placed within parentheses, for books in the bibliography the item

stands alone and parenthetical forms are not normally used. Give the author's surname first, then cite the author's first name or initials. Follow the form:

Gibaldi, J., *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*. 3rd ed. New York: Modern Language Association of America, 1999.

For books published before 1800, give the publisher's name only if there is special point in doing so, but you should normally give it here for books published after that date. In any event, you must distinguish, under Oxford for example, a publisher other than Clarendon Press or OUP (and similarly, Cambridge), or in other cases where confusion is likely. The publishing statement should therefore normally include here the place of publication; colon; publisher's name; comma; date of publication. When the imprint includes several places and multiple publishers simplify them to the first item in each case.

The conventional English form of the place name should be given (e.g. Turin not Torino; Munich, not München), including the country or state if there is possible confusion (Cambridge, Mass., unless it is Cambridge in England).

For later editions and reprints, give the original date of publication only, followed by semicolon; repr. and the later publishing details.

For monographs in series, omit the series editor's name and do not italicise the series title. Follow the form:

Borst, A., *Die Katharer*, *Schriften der Monumenta Germaniae Historica* 12. (Stuttgart, 1953), pp. 45-50.

For edited or translated works, note the distinction in the use of ed. in the following examples:

Charles d'Orléans, *Choix de poésies*, ed. John Fox. Exeter: Exeter University Press, 1973. [In this case the abbreviation means that the work is edited by Fox and does not change when there is more than one editor.]

Friedberg, E., ed., *Corpus iuris canonici*, 2 vols. Leipzig, 1879-81. [Here the abbreviation refers to the editor; the plural is eds.]

Bloch, Marc., *Feudal Society*, trans. L.A. Manyon. Chicago: Chicago University Press, 1961.

Glossary

Any glossary will normally follow the appendices. Whether it is select or complete, or whether etymologies are given, will depend on the nature of the work edited. Do not use it to accommodate even brief explanatory notes. These should come in a distinct section devoted to them and their existence be signalled thus in the glossary: 2115n, which indicates that there is a note to line 2115. It is best to follow an established example; e.g. for Old English, J.C. Pope's in *Homilies of Ælfric*, ii. EETS 260 (1968); and for Middle English, N. Davis's in J.A.W. Bennett and G.V. Smithers, *Early Middle English Verse and Prose*.

4.4 Plagiarism

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

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

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

Why does plagiarism matter?

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

What forms can plagiarism take?

- Verbatim quotation of other people's intellectual work without clear acknowledgement. Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.
- Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.
- Cutting and pasting from the Internet. Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.
- Collusion. This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations

on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

- Inaccurate citation. It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. *Title of Book*, discussed in Wilson, E., *Title of Book* (London, 2004), p. 189).
- Failure to acknowledge. You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.
- Professional agencies. You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.
- Autoplagerism. You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination.

Not just printed text!

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

There is further information on the Faculty's guidelines on plagiarism available on WebLearn.

The Proctors regard plagiarism as a serious form of cheating for which offenders can expect to receive severe penalties.

Please see <http://www.ox.ac.uk/students/academic/guidance/skills> for more information.

SECTION 5: PRACTICALITIES

5.1 Registration and Student Self-Service

All new students are sent a college fresher's pack containing details of how to activate their Oxford Single Sign-on account. The Oxford Single Sign-on is used to access Student Self Service to register online, as well as to access other central IT services such as free University email, WebLearn and the Graduate Supervision System.

In order to complete your registration as an Oxford University student, navigate to <http://www.ox.ac.uk/students/selfservice> and log on using your Single Sign-on username and password. New students must complete their registration by the end of the first week of term in order to confirm their status as members of the University. Ideally students should complete registration before they arrive. Continuing students must register at the anniversary of the term in which they first started their programme of study.

Once students have completed their University registration, an enrolment certificate is available from Student Self Service to download and print. This certificate may be used to obtain council tax exemption. In addition to enabling students to register online, Student Self Service provides web access to important course and other information needed by students throughout their academic career. Students can amend their address and contact details via Student Self Service, and they can use the Service to access detailed exam results, see their full academic record, and print transcripts.

5.2 University Card

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

5.3 Email

Once a student's registration details have been processed, the student will be able to find out their email address from Oxford University Computing Services (OUCS) Self Service (<http://register.oucs.ox.ac.uk>) and have access to email either by the Oxford Nexus service (<https://owa.nexus.ox.ac.uk/>) or via an email client such as Thunderbird, Outlook, Windows Mail or Eudora - for client configuration information see the web pages at <http://help.it.ox.ac.uk/nexus/email/clients>. The email system is controlled by the OUCS and problems should be referred to them. **You should not expect university officers and academic staff to contact you via an email address other than your university email address and should consult your university email account regularly (ideally daily).**

5.4 Graduate Supervision System (GSS)

At the end of each term, your convenor(s)/supervisor(s) will submit a report on your academic progress. To facilitate this reporting, the University operates an online Graduate Supervision System (GSS). Within this system, you have the opportunity to contribute to your termly supervision reports by reviewing and commenting on your own progress.

You are strongly encouraged to take the opportunity to review and comment on your academic progress, any skills training you have undertaken or may need to undertake in the future, and on your engagement with the academic community (e.g. seminar/conference attendance or any teaching you have undertaken).

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

When reporting on academic progress, students on taught courses should review the current term, and measure this progress against the timetable and requirements for their programme of study. Students on doctoral programmes should reflect on the progress made with their research project during the current term, including written work (e.g. drafts of chapters) and assess this against the plan of research that has been agreed with your supervisor(s) and convenor(s).

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

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

Students are asked to report in weeks 6 and 7 of term. Once you have completed your sections of the online form, it will be released to your supervisor(s) for completion and will also be visible to the Director of Graduate Studies and to your College Advisor. When the supervisor's sections are completed, you will be able to view the report, as will the Director of Graduate Studies and your College Advisor. The Director of Graduate Studies is responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they use to obtain information about supervision. College Advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by you and/or your supervisor).

To access the GSS, please visit <http://www.gss.ox.ac.uk/>. You will be able to log on to the site using your single sign-on details. Full details of how to use the site are

provided at the on-line help centre, however, should you need additional support, please contact the Graduate Studies Office in the first instance.

5.5 Feedback

The University, Faculty, and your college are always keen to receive comments (good or bad) about your experience of studying English at Oxford. Students are sent a termly invitation by email to submit their own assessment of their progress as part of the official Graduate Supervision System. All reports from your tutors (compiled at the end of each term from B- and C-Course tutors by Course Convenors) are read and approved by the Director of Graduate Studies, after which they are released to Colleges. You are also welcome to discuss any problems with the Director of Graduate Studies or the Graduate Studies Officer. Alternatively, you can bring issues or suggestions to your GCC representative who will raise them at the next meeting of the Committee (See section 2.4). All items discussed at GCC meetings are seen by the GSC and the Faculty Board.

With regard to feedback from tutors, M.St. and MPhil students should expect the primary source of formative feedback to be the tutor/supervisor who is teaching them for the course, whether A, B, C or dissertation. Feedback is given for each submitted essay in the term following their submission.

5.6 Complaints and Academic Appeals within the Faculty of English

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

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

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

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

Complaints

If your concern or complaint relates to teaching or other provision made by the faculty, then you should raise it with Director of Graduate Studies (Dr. Kantik Ghosh). Complaints about departmental facilities should be made to the Departmental Administrator (Ms Sadie Slater). If you feel unable to approach one of those

individuals, you may contact the Head of Faculty (Professor Ros Ballaster). The officer concerned will attempt to resolve your concern/complaint informally.

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

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

Academic appeals

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

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

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

5.7 Illness

If you become so unwell that is likely to affect your ability to work please inform your College Advisor/ Tutor for Graduates/Senior Tutor, and your Course Convenors, as soon as possible. If you wish to request an extension to an essay deadline, a request must come from your Tutor for Graduates/Senior Tutor which is then forwarded to the Proctors, and will usually require a doctor's note. The request **must** be made **before** the essay deadline. The Faculty cannot authorise or request extensions: your college must contact the Proctors directly.

Should ill health or other personal factors significantly impede progress and where there are good grounds for believing that you will be able to resume work *within a reasonable period*, you may apply for suspension of status for up to three terms. Suspension of status within the University 'stops the clock' for all elements of your degree, including residence, fees and terms.

Application forms (GSO17 or 17B for maternity/paternity leave; see Appendix 3) should be returned to the Graduate Studies Office for review by the Graduate Studies Committee. Please contact the office for information on relevant committee meeting dates. Where a suspension is being requested on medical grounds, the application must also be accompanied by a letter of support from a doctor.

5.8 Visa students and suspension or extension of studies

Suspension, deferral, withdrawal, course transfer and early course completion can all have an impact on your visa. If you suspend your studies, the Home Office would usually expect you to return to your home country unless you are not medically able to do so.

Changes to the duration of your degree do not automatically extend the duration of your leave to remain in the UK. If you are approaching the limit of your allotted time, you may make a further application for leave on the Doctorate Extension Scheme.

For further advice, please see <https://www.ox.ac.uk/students/visa> or contact student.immigration@admin.ox.ac.uk.

5.9 Term Dates and Travel

All students must be aware that most deadlines for the submission of examined work for the M.St./M.Phil. are *later than* the University's 'full' (i.e., teaching) term. Before making travel arrangements (especially if you live outside the UK), be sure that you have consulted the dates in *Appendix 1*. Please note in particular that the transcription test for the Michaelmas Term B course is held in week 8 and that the deadline for the Michaelmas Term C-Course Essay falls particularly close to Christmas (Thursday 14th December).

5.10 Residence Requirements

As a full-time graduate student, if you are not living in college-owned accommodation, you must live within the residence limits which are twenty-five miles from Oxford city centre. If you live outside the residence limits without permission, you will not fulfil the requirements for your degree. In exceptional circumstances, it may be possible to apply to the Proctors for exemption from these requirements through your college.

5.11 Admission to PRS/D.Phil.

Candidates currently studying for a Master's course at Oxford wishing to apply to a research programme, with no break in their study, can apply for admission using the online application system. Please note that there is no automatic transfer to a research programme; all applications will be considered alongside those submitted by applicants with Master's degrees from other universities. More information and guidance on the readmission application process, including eligible courses, is available from:

<http://www.ox.ac.uk/admissions/graduate/applying-to-oxford>

All candidates for doctoral degrees are admitted for a first year as Probationer Research Students (PRS), and will be required to submit an application for transfer to D.Phil. status at the beginning of the third term of the first year. Current Master's students wishing to apply should consult their Course Convenors as early as

possible in Michaelmas Term to discuss their applications, and must expect to work on designing a research proposal and leave time to secure at least one new reference. Candidates may use some of the supporting information provided with their Master's application.

Useful information on various aspects of the admission process may be found at:

<http://www.ox.ac.uk/admissions/graduate>

Information on available funding may be found on the Faculty website and at:

www.ox.ac.uk/feesandfunding/

5.12 Graduation

Once you have successfully completed your degree, you may graduate in person or in absence, either immediately after you've finished your degree, or. You will receive an email in mid-December from the Degree Ceremonies Team with instructions regarding when and how to book your degree ceremony.

Note that if you fail any assignments and have to resubmit work, graduation is not possible until any resubmitted work has been formally verified by an exam board. The exam board will generally take place towards the end of Michaelmas term in the following academic year.

[There is more information about graduation on the University website.](#)

SECTION 6: RESOURCES, FUNDING AND SUPPORT

6.1 Libraries

Oxford has excellent library provision at three levels: college, faculty and university: <http://www.ox.ac.uk/research/libraries>

Approximately 40 libraries – not college libraries, but including the Bodleian and the English Faculty Library (EFL) – are part of a wider organisation called the Bodleian Libraries of the University of Oxford: <http://www.bodleian.ox.ac.uk/>

i) College libraries

College libraries vary a good deal: some are extremely well stocked, while others are less well provided for. They are unlikely, wherever you are studying, to supply all the books that you will want to use, but they have certain major advantages: they are often open twenty-four hours a day, they provide a congenial working atmosphere, and you can borrow books from them for long periods. If your college library doesn't hold a particular book which is important to your work, ask your college advisor if it might be possible to order it; budgets differ, but most tutors and college librarians are receptive to useful suggestions.

ii) English Faculty Library (<http://www.bodleian.ox.ac.uk/english/>)

If you have suggestions about books, journals or e-resources you think should be purchased for either the EFL or the Bodleian, contact Helen Scott, the English Subject Librarian for the Bodleian Libraries.

The EFL holds over 107,000 items, including subscriptions to around 60 current print journals, and has substantial audio-visual collections covering Shakespeare, poetry and film. Most books can be borrowed, but the library also keeps reference copies of titles in heavy demand. It also holds on closed access approximately 9000 rare books, back runs of literary journals, and several special collections relating to Wilfred Owen, Tolkien and Old Norse; these can be fetched on demand during office hours, Monday-Friday.

EFL and Bodleian Library staff provide induction sessions for new postgraduate students, including an introduction to the Bodleian Libraries and its services, and help with making the best of the online catalogue and the many electronic resources subscribed to by the Bodleian Libraries. See: <http://ox.libguides.com/english> for further details of the information skills programme.

iii) Bodleian Library (<http://www.bodleian.ox.ac.uk>)

The Bodleian is a nationally and internationally renowned research library. It has been a legal deposit library since 1610, acquiring copies of everything published in the UK since then, which makes it possible to discover all kinds of writing in its collections whether well-known or obscure. Its budget doesn't stretch to buying every book published overseas, however, and it's not a lending library; all books have to be read in the reading rooms and if you're ordering books from closed stacks (i.e. the Book Storage Facility at Swindon) you need to specify which reading room you want to read them in.

To get into the Bodleian's various buildings you will need your University Card, which you should have received from your college secretary.

English literature books and journals are held in several different locations:

on the open shelves in the upper reading room (Upper Camera) of the Radcliffe Camera (mainly critical works relating to the undergraduate syllabus and postgraduate taught courses: shelfmark SE);

in the Upper Reading Room of the Old Bodleian (primary works, bibliographies, and bibliographical and book history journals: shelfmark A.2, etc.);

in the Gladstone Link (mainly critical monographs received in the past two or three years: e.g. shelfmark M11). The GL also houses an interdisciplinary collection of Humanities print journals (shelfmark PER ENGLISH, PER HISTORY, etc.);

in Duke Humfrey's Library in the Old Bodleian and in the Weston Library Reading Rooms;

many books and back runs of print journals are held offsite in the BSF and need to be ordered in advance, so planning your work is essential.

iv) Online catalogue (<http://solo.bodleian.ox.ac.uk>)

Most books and journals in Oxford's many libraries (including most college libraries) can be found through SOLO (Search Oxford Libraries Online), which incorporates the online catalogue as well as providing links to Oxford University e-Journals and OxLIP+ (see below).

v) Electronic resources (<http://oxlip-plus.bodleian.ox.ac.uk/>)

Computers in all Oxford libraries provide access not only to the catalogue but to OxLIP+, the Oxford Libraries Information Platform, through which you can access the huge range of electronic resources subscribed to by the Bodleian Libraries, including databases, electronic reference works, e-journals, and e-book collections. You can also access thousands of full text journal articles electronically via OU e-Journals.

Please note that everyone is welcome to ask library staff for further help and to attend any training sessions.

Online guides to both SOLO and OxLIP+ are available here:

<http://libguides.bodleian.ox.ac.uk/SOLO>

<http://libguides.bodleian.ox.ac.uk/oxlip-plus>

6.2 Computing Facilities

When you study at Oxford, you need to be aware of the print and online resources available to you through the various libraries, and of useful academic information available electronically, including student handbooks, lecture lists, reading lists, information on Faculty members' research interests, and concordance programmes, for example. A university-wide network links all the colleges, departments and libraries, and there is wireless access in many libraries and public spaces across the University.

- i) Just off the English Faculty Library is a Computer Room. This room is regularly used for teaching, but is available at other times for individual use (a weekly timetable is posted by the IT Training Room door). You will be able to word process and access the web, WebLearn, and email on these PCs. Please note that you cannot save work on these public PCs, so any work you do should be saved to a memory stick. You will need to log in using your Bodleian Libraries username and password, which is not the same as your Single Sign-On account.

For details, see: <http://libguides.bodleian.ox.ac.uk/library-password>.

Library staff will be happy to help if you have any problems with logging on. If you wish to print from these or other Bodleian Libraries PCs, you will need to use the PCAS system which allows you to send print jobs to any of the photocopier/printing machines in any of the Bodleian Libraries, including the EFL

For further details, see: <http://www.bodleian.ox.ac.uk/services/copy/copying> for details.

N.B. The computers in the IT Training Room are maintained by IT Services (for more information, see below), not the staff at the EFL. If you experience any problems, inform a member of library staff and they will report the problem. Any general IT queries (e.g. non-Bodleian Libraries password or account registration issues) should be addressed to IT Services (<http://www.it.ox.ac.uk/>).

- ii) You can also use the computers in your college. Most colleges have a student computer room and an IT officer who will be able to assist you with any technical questions that you might have. Some also have separate facilities for graduates. In some cases the IT officer will be able to assist with research questions such as how to access and use OxLIP+. Most college libraries have terminals for consulting catalogues and other resources. Again, it is important to recognise that every college will have different policies regarding computer use and assistance.
- iii) Lastly, but probably most importantly, there is Oxford University's IT Services, located at 13 Banbury Road and open from 8.30 a.m. to 8.30 p.m., Monday to Friday. As a graduate you are entitled to use any of the networked terminals there, attend the wide range of training courses, buy site-licensed software, and use the Data Centre and Help Centre. You need to carry your University card at all times at IT Services to be on site and make use of the provision.

6.3 IT Resources

- i) The OxLIP (Oxford Libraries Information Platform) gateway, accessed through SOLO, is the link to networked electronic resources. It can be accessed from most university terminals by clicking on the OxLIP icon on the screen. However, if this icon is not readily apparent you can access OxLIP from a web browser at: <http://www.bodleian.ox.ac.uk/oxlip/>.
- ii) The Skills Hub (<https://weblearn.ox.ac.uk/portal/hierarchy/skills>) provides a

searchable database of transferable skills training resources, news of national events and competitions for researchers as well as articles on project management, teaching skills and career case studies.

6.4 WebLearn (Intranet System)

WebLearn is the 'intranet' system for the Faculty; it contains information and resources for current students and staff. It includes reading lists for the various courses and information/papers from the Faculty's key committees.

You can access the site at:

<https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/engfac>

You will need your 'Single sign on'/Nexus username and password to access the system which is issued to you via your college on registration.

If you have any problems accessing the site, or any queries regarding the content, please contact the Graduate Studies Office (graduate.studies@ell.ox.ac.uk).

6.5 Graduate Workspace and Common Room

There is a graduate common room upstairs in the St Cross Building with kitchen facilities (including tea and coffee), and newspapers during term time. A dishwasher is provided, and students are requested to keep this area and the associated kitchen clean and tidy.

There is a graduate workspace for quiet work, located underneath the Graduate Common Room. It includes a number of desks with power points for computer use and some computers available for general use and for reasonable amounts of printing – drafts of essays, occasional web resources etc.

6.6 Languages

The University's Language Centre specialises in the teaching of languages for practical purposes. The Library contains materials in 200 languages, including a large collection of audio material for those wishing to improve their English. Enquirers will be given full information in the Library at 12 Woodstock Road (Tel. (2)83360).

Further information on the classes available, including some in English as a Foreign Language, may be found on the Centre's website at:

<http://www.lang.ox.ac.uk/> To register, you should visit the Centre as early as possible during the first week of your course.

In addition, the Faculty of Classics offers courses specially-designed for graduates for all levels of acquisition of Latin and Greek. Students should consult the Classics Faculty lecture lists for times.

6.7 Careers Service and Employment

Graduate students are advised to give early consideration to their employment prospects when they leave Oxford. The Careers Service of the University, with offices at 56 Banbury Road, can help graduate students to evaluate their prospects of finding employment, both academic and non-academic.

It is open on weekdays from 9am to 5pm (10am to 5pm on Thursdays). It provides a service for both undergraduates and postgraduates which you are very welcome to use, whether you are contemplating a career within or outside of the academic world. There is a well-stocked information room, and details are kept of a large number of specific job vacancies. Specialist careers advisors are available to offer personal assistance. Amongst other things, they can help you to assess your main strengths and weaknesses, and point you towards the type of job that would suit you best. You are encouraged to arrange an interview with the advisor for your subject area at least a year before the end of your course, so that you can make the most informed choice about your future career.

Their website is available at: <http://www.careers.ox.ac.uk/>

The English Faculty Office offers a service by which graduates may arrange for copies of their *curriculum vitae*, references and any other relevant documentation to be kept on file and sent out to prospective employers, or other institutions to which they are applying, as required. There is an initial charge of £25 to cover postal costs (with further charges if those costs exceed that sum). For further information, please contact the Faculty Office.

6.8 Research Skills Training

The English Faculty offers a series of lunchtime seminars designed to help graduate students develop essential research skills. The sessions are organised by the Teaching and Careers Officer, and led by invited members of Faculty. No pre-registration is required and all graduates, at no matter what stage in their course of study, are welcome to participate.

The sessions run throughout the term and will take place in the Graduate Common Room at the English Faculty. They are advertised on WebLearn and in the English Faculty building.

Previous seminars have included:

- Being a DPhil or MSt Student: Training, Writing and Planning;
- Postdoctoral Opportunities;
- Attending and Planning Conferences.

For any further information, please contact the EGO Teaching and Careers Officer laura.wright@univ.ox.ac.uk.

During Trinity, the Teaching and Careers Officer organises a conference for English Postgraduate Students. This provides an opportunity for graduates to present a paper on their research and to receive feedback from both peers and Faculty

members. The conference usually takes place in Trinity Term and is generally run by a small committee. If you would like to get involved and gain experience of running a conference as part of your career skills training, you should contact the EGO Teaching and Careers Officer (laura.wright@univ.ox.ac.uk) in Michaelmas term.

The Humanities Division offers a range of seminars and events related to transferable skills, with training and information posted at <http://www.humanities.ox.ac.uk/researcher-development> (see [Appendix 5](#)).

Within the Humanities Division, the Humanities Training Co-coordinator organises Division-wide graduate training events from time to time, which will be advertised through Faculty channels.

6.9 Funding for Conference Attendance

The Faculty has very limited funding for graduate student attendance at conferences. Students may apply for up to a maximum of £400 during the course of their programme at the English Faculty from the Maxwell and Meyerstein Fund. Application forms are available on WebLearn (<https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/engfac/grad>).

6.10 General Student Support

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

A range of services led by students are available to help provide support to other students, including the peer supporter network, the Oxford SU 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: ousu.org/get-involved/campaigns

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

Other Useful Links:

- Financial Hardship – <http://www.ox.ac.uk/students/fees-funding/assistance/hardship>

- Visa and Immigration Information - www.ox.ac.uk/students/international_students/
 - Childcare services - www.admin.ox.ac.uk/childcare/
- [University Policy on Student Maternity, Paternity and Adoption Leave](#)

7 APPENDIX 1:

IMPORTANT DATES

Michaelmas Term: 8 October 2017 – 2 December 2017

Week 6

Friday 17 November Submission of C-Course assignment title for approval.

Week 8
Transcription Test for B-Course (for all strands except 650-1550). 1550-1700 and 1700-1830 on Monday; 1830-1914, World Lit, and American on Wednesday; 1900-present on Friday.

Week 10

Thursday 14 December Online submission, by noon, of C-Course assignment.

Hilary Term: 14 January 2018 – 10 March 2018

Friday 19 January Deadline for applying for the PRS/D.Phil. course (via Graduate Admissions).

Week 6

Friday 23 February Feedback for Michaelmas Term essay available.

Friday 23 February Submission of B-Course assignment title and dissertation topic for approval.

Week 5
Transcription Test for B-Course (650-1550).

Week 10

Monday 19 March Online submission, by noon, of C-Course.

Thursday 22 March Online submission, by noon, of B-Course.

Trinity Term: 22 April 2018 – 16 June 2018

Week 6

Friday 1 June Feedback for Hilary Term essays available.

Week 8

Monday 11 June Online submission, by noon, of the dissertation.

Thursday 28 June University email accounts close – students should set-up forwarding in order to receive notification of release of results.

Mid-July Final results usually released by this time.

Monday 1 October Online submission, by noon, of any failed assignments. Results of resubmitted assignments will be released towards the end of Michaelmas term 2018.

Please note: The Graduate Studies Committee meets on Monday of weeks 2 and 7; materials for consideration at these meetings must be received in the Graduate Studies Office at least 10 days before the date of the meeting in order for them to be

added to the agenda. If you miss this deadline they cannot be considered until the subsequent meeting.

SECOND YEAR, 2017/18 (FOR M.PHIL. STUDENTS)

Michaelmas Term 2017:

Week 10

Thursday 14 December Submission, by noon, of essays for courses held in Michaelmas Term.

Hilary Term 2018:

Week 6

Friday 23 February Feedback for Michaelmas Term essays available.

Friday 23 February Submission of dissertation topic for approval.

Week 10

Thursday 22 March Submission, by noon, of essays for courses held in Hilary Term.

Trinity Term 2018:

Week 6

Friday 1 June Feedback for Hilary Term essays available.

Week 8

Monday 11 June Submission, by noon, of the dissertation.

Thursday 28 June University email accounts close – students should set-up forwarding in order to receive notification of release of results.

Mid-July Final results usually released by this time.

Monday 1 October Submission, by noon, of any failed assignments. Results of resubmitted assignments will be released towards the end of Michaelmas term 2018.

8 APPENDIX 2: B-COURSE ESSAY TOPICS

The B-Course is assessed by an essay (of 6000-7000 words) which should present a substantive and well-formed critical argument that rests upon evidence and reasoning drawn from bibliography, manuscript studies, textual scholarship or book history. The essay may take the form of (e.g.) a commentary on an edited text newly-presented in an appendix (for which, see below), or one that already exists in a published edition; a historical survey of the transmission of a text in manuscript, print or other media; or a descriptive bibliography and a commentary on a book, edition, collection, tradition or other textual object. Other possible topics include: reading practices and communities; typography, scribal practice, physical format and illustration; the book trades; interactions between authors, editors, agents, printers and publishers; book reviews and other forms of publicity; marginalia and 'book use'; censorship and media-regulation; the influence of technology in transmitting texts; or textual theory as exemplified by particular editorial practices.

The B-Course essay will not differ greatly in shape from other submitted work: it should be a well-formed exercise in discursive writing on a broadly literary topic. However, evidence, which might be bibliographical, textual or book-historical, should be foregrounded with a particular concern for accuracy, relevance and completeness. Candidates should be explicit about what conclusions their evidence and bibliographic or textual methodologies can directly support and what conjectures might reasonably be drawn from them. The essay should not be a work of purely speculative literary criticism or a study of influence; documentary evidence is crucial. Primary sources should be described with a level of detail that is appropriate to the candidate's purpose: a study of textual variation between editions should, for example, describe each edition with sufficient precision to account for those variations.

The appendix

It is important to note that where the B-Course essay is built around a freshly edited text, that text will not itself form part of the assessed work or count towards the word limit but should be offered within the appendix where it will present the corpus of evidence from which the assessed work derives and upon which it is a commentary. For this reason, it is essential to use the appendix with caution: a freshly edited text should be kept within strict limits and any skills deployed on its editing (for example, skills of transcription, textual collation of versions, critical annotation) in order to be assessed by the examiners must be displayed within an essay proper, in the form of examples critically woven into the essay's argument, or within an editorial introduction to, and commentary or explicatory materials on, the appendix's edited text. Images, tables and figures are also permitted within an appendix in such cases where they usefully illustrate points made within the argument that forms the body of the essay. In other words, the appendix is not simply a place to deposit excess textual matter; rather, it must function as a clearly defined and limited set of source materials directly relevant to the critical development of the essay proper.

Sample Essay Titles

These titles are illustrative of the range of possible B-Course essays. They are not intended to recommend any particular topic or approach.

M.St. in English (650-1550)/M.Phil. in English Studies (Medieval Period)

Images and absent images in MS 01 of an OE herbal

The influence of Psalters on the presentation of OE prose in MS 02

Revisions of the text of six OE riddles in the light of the recent digital facsimile

The erasures in MS 03: sermons, revision and censorship in the late twelfth century

An unedited early Middle English flyleaf poem in MS 04: an edition and study of its material and historical context

An Anglo-Norman miscellany and its orientalism: race, place and language in thirteenth-century Norwich

Book exchange in the Hundred Year's War: a French MS and its provenance in fourteenth-century England

The rubrication of five copies of Trevisa's translation of Higden's Polychronicon

Scribal versions of Chaucer's The House of Fame in four fifteenth-century MSS

Orality and literacy in a recipe collection in MS 06

Booklet ten of MS MS 07: an early modern English astrological manual encoded through Welsh phonology

The post-medieval marginalia of 'Swinburne' in MS 08

M.St. in English (1550-1700)

'Yet It is a Legitimate Off-Spring': The Peculiar Conception, Birth, and Maturation of Milton's Maske

'Guiding Milton's Left Hand': Editing Milton's Polemical Prose in the 1680s Editions of Tillotson's Works in the Mid-Eighteenth Century: A Preliminary Study

'You Catholickes that Protistants by names of papists call': A Critical Edition of Bodleian MS. Rawl. D. 107, fol 134v.

The Almanac Monopoly 1571-1603: A Visual Narrative

Reading Willie's Notebook: MS. Rawlinson Poetry 142

The Printed Form of Selected Lord Mayors' Shows, 1585-1639

Meric Casaubon's John Dee: The 1659 Publication of John Dee's A True and Faithful Relation of what passed for Many Yeers between Dr. John Dee ... and Some

Spirits

Notes towards an Edition of John Marston's The Metamorphosis of Pygmalion's Image (1598)

A Transcription and Discussion of MS Bodley 900

'A Poet Soaring in the Cool Element of Prose': Milton as Pamphleteer, 1644-5

M.St. in English (1700-1830)

'Explanatory Enlightening or Controversial Notes': The Compilation and Annotation of Harley's 'Epistles by Mr Pope and Others' (Bodley MS. 3.19 Art)

Towards a Publication and Reception History of Edward Bysshe's The Art of English Poetry The Building and the Book: Interactions, 1600-1830

'For the Encouragement of Learned Men to Compose and Write useful Books': Pope's Relationship with Copyright

Considerations for a Future Editor of Johnson's Private Papers

M.St. in English (1830-1914)

"On Every Lady's Table, In Every Gentleman's Library": Publishing Richard Burton's Arabian Nights

Shelley's Intention: Literary and Textual Politics, Publishers and Social Reception, with particular reference to Laon and Cythna (or, The Revolt of Islam)

A Critical Edition of Three Poems by Maria Edgeworth from Bodleian MS Eng. Misc. c. 897 28

'The Editor's Earnest Desire, to Intrude Nothing of Himself': William Godwin's Editorial Practice

An English Classic: Publication History and Reception of John Aitken Carlyle's Protean Inferno

'Have you seen a Water-baby?': Word and Image in 19th Century editions of Kingsley's Text

Authoring Aesop: Thomas Bewick and Other Fabulists

'Pleadings All in Print': Browning's Negotiations with Print Culture in The Ring and the Book

A Selection of Shades: Social and Editorial Issues surrounding the Nineteenth-Century Ghost Story Anthology

Writing Thoughts from George Eliot: A Critical Edition of the Author's Notes from her 1864 Journey to Italy and for The Spanish Gypsy

Recovering the Great Unknown: Sir Walter Scott, the Construction of the Author, and the Editorial Practice of the EEWN [Edinburgh Edition of the Waverley Novels]

M.St. in English (1900-Present)

Lost in the War: A History of the Publication and Reception of Jean Rhys's Early Works, 1930-1960

Refining the Author out of Existence: Modes of Narrative Distancing in Early Versions of Joyce's A Portrait of the Artist as a Young Man

'These Were the Hours': Nancy Cunard's Hours Press (1923-33) and Notes to an Early Publication History of Samuel Beckett

'Reade him, therefore, and againe and againe': The textual dramatic ideal in Bernard Shaw's 'readable plays'

A Science of the Text: An Examination of Intertextuality's Treatment of 'Text' as Production and Interplay contrasted with Relevant Contemporary Textual Theories

Intertext and Context in E. M. Forster's Two Cheers for Democracy

Unquiet Graves: A Materialist Reconsideration of the Author-Function and its Role in the Production of Texts with Reference to Key Points of Debate in Textual Criticism and some Pertinent Literary Paradigms

Paratextual Permutations in David Foster Wallace

Re-Reading McGann: Pierre Macherey and the Idea of Text as 'Re-production'

'The Making of the Book': Roy Fisher and the Poetics of the Art Book

Edith Sitwell: Writer or 'English Eccentric' Publicity Figure?

'Tentative-Intermittent-Unfinishing': Mina Loy, Editorial Inconsistency, and Pseudonymy

M.St. in English and American

Republishing 'The Horror and the Glory': The Many Afterlives of the Excised Half of Richard Wright's Autobiography

'Suicide of the Author: reading the blocked biography of J.D. Salinger

The Pocket Oscar Wilde: Epigram-Books and Victorian Reading Culture

M.St. World Literatures in English

Consecrating (Translated) Fictions: The Man Booker International Prize and the Korean Book Market

'[O]ne zillion different kinds of Welsh people': Building a Posthumous Reputation for Raymond William

Localising the Booker, Cultivating Cores: The International Prize for Arabic Fiction

Instituting Literary Form: A Case Study of V.S.Naipaul's *In A Free State*

9 APPENDIX 3: M.ST./M.PHIL. MARKING CRITERIA

2016/17 MARKING CRITERIA FOR INFORMATION ONLY – THE 2017/18 VERSION WILL BE CIRCULATED IN MICHAELMAS TERM

Marking Criteria

Candidates -- particularly those more familiar with letter or numerical grading systems used outside Oxford -- should familiarise themselves very carefully with the narrative definitions of the various marks classifications given below. Although the Oxford Humanities Division encourages the use of the full 0-100 scale, in practice marks over 85 are exceedingly rare. Most importantly, the marks-scale detailed below should NOT be taken as a literal percentage expression of the amount deemed to be 'correct' in an examination.

The Board of Examiners has adopted the following criteria:

Over 85 : 'Highest Distinction'

Outstanding work of publishable quality demonstrating most of the following: exceptional originality, critical acumen, depth of understanding, subtle analysis, superb use of appropriate evidence and methodology; impeccable scholarly apparatus and presentation.

80-84 : 'High Distinction'(B)

Excellent work with outstanding elements showing many of the following qualities: originality, wide and detailed knowledge, compelling analytical thought, excellent use of illustration to support argument, sophisticated and lucid argument; excellent scholarly apparatus and presentation.

75-79 : 'High Distinction' (A)

Excellent work with a deep understanding of the issues involved, wide knowledge of relevant material, elegant and incisive argument, clarity of expression and exposition, the ability to pose and engage with sophisticated questions; very good scholarly apparatus and presentation.

70-74 : 'Distinction'

Excellent work with a deep understanding of the issues involved, wide knowledge of relevant material, elegant and incisive argument, clarity of expression and exposition; very good scholarly apparatus and presentation, but may exhibit uneven performance.

65-69 : 'High Pass'

Very competent work showing a good understanding of the issues and grasp of relevant literature; good structure, appropriate scope, lucid analysis supported by well-focussed illustration; appropriate attention paid to scholarly apparatus and presentation.

60-64 : 'Low Pass'

Competent work showing a reasonable grasp of issues and relevant literature,

perhaps narrowly conceived; limitations to argumentative structure or exposition may distinguish this work from 'high pass'; perhaps too narrow or too ambitious to make effective points within the word limit; adequate attention to scholarly apparatus and presentation.

50-59 : 'Fail'

Limited competence; may show one or more of the following: insufficient understanding or awareness of the issues or relevant literature; inadequate use of illustration; poor organisation of argument or lack of clarity of expression; absence of proper conclusions; failures of presentation and scholarly referencing.

40-49 : 'Low Fail'

Thoroughly inadequate work, exhibiting the flaws of 'fail' to an even greater extent; it may fail to engage with the question, or may be irrelevant; poorly expressed; little or no structure or coherent argument; limited knowledge; little or no awareness of appropriate methodologies, approaches or theories; inadequately referenced or presented.

10 APPENDIX 4: PRIZES

MATTHEW ARNOLD MEMORIAL PRIZE

The Matthew Arnold Memorial Prize, the value of which is £750, providing there is an entry of sufficient merit, is open to members of the University, who, on the closing date for receipt of essays, have qualified by examination for the Degree of BA and have not exceeded seven years from matriculation or have qualified by examination for any other degree of the University and have not exceeded four years from matriculation or, not being graduates of the University, are pursuing a course of study leading to a postgraduate degree of the University and have not exceeded three years from their matriculation. An additional prize, of £350, may be awarded. The subject of the prize is from Matthew Arnold's preface to *Poems* (1853): "Let us, at least, have so much respect for our art as to prefer it to ourselves."

Essays should be submitted, under a sealed cover marked 'The Matthew Arnold Prize', to the English Faculty Office, St Cross Building, Manor Road, Oxford OX1 3UL, not later than *Monday of 7th week, Hilary Term 2018*. Authors should conceal their names and identify their essays by a motto. The name, college, and date of matriculation should be submitted at the same time in a separate envelope with the same motto inscribed upon it. Essays are not expected to exceed 5,000 words, though no maximum length has been prescribed.

The prize will not be awarded twice to the same person.

CHANCELLOR'S ENGLISH ESSAY PRIZE

The Chancellor's English Essay Prize, the value of which is £250, providing there is an entry of sufficient merit, is open to members of the University who on the closing date for receipt of essays have not exceeded four years from the date of their matriculation. The subject of the prize is: 'Roots'.

Essays should be submitted, under a sealed cover marked 'Chancellor's English Essay Prize', to the English Faculty Office, St Cross Building, Manor Road, Oxford OX1 3UL, not later than *Monday of 8th week, Hilary Term 2018*. Authors should conceal their names and identify their essays by a motto. The name, college, and date of matriculation should be submitted at the same time in a separate envelope with the same motto inscribed upon it. Essays should not exceed 12,500 words in length.

The prize will not be awarded twice to the same person.

LORD ALFRED DOUGLAS MEMORIAL PRIZE

A prize of £500 will be awarded, providing there is an entry of sufficient merit, for the best sonnet or other poem written in English and in strict rhyming metre. Any member of the University, who is registered for a degree of the University, whether as an undergraduate or a graduate student, may enter for the prize. The prize shall not be awarded more than once to the same person. A copy of the winning entry shall be deposited in the Bodleian Library.

Poems (one copy) are to be sent under a sealed cover marked 'The Lord Alfred Douglas Memorial Prize' to the English Faculty Office, St Cross Building, Manor Road, Oxford OX1 3UL, no later than *Monday of 1st week, Trinity Term 2018*. Each author is

required to conceal his or her name and to distinguish his or her composition by a motto, sending at the same time his or her name, college, address, and matriculation date in a separate envelope with the same motto inscribed upon it. No author may submit more than three entries.

SHELLEY MILLS PRIZE

This prize, the purpose of which is to promote the study of the works of William Shakespeare, providing there is an entry of sufficient merit, is open to members of the University who on the date of this supplement have not exceeded three years from matriculation; and who have not been a member of any other university for more than a year.

The value of the prize is about £80, and will be awarded for the best essay on the subject of: 'Shakespeare's Doubles'.

The essays (which should consist of about 5,000 words) are to be sent under sealed cover marked 'Shelley-Mills Prize' to the English Faculty Office, St Cross Building, Manor Road, Oxford OX1 3UL, no later than *Monday of 8th week, Hilary Term 2018*. Candidates are required to conceal their names and distinguish their essays by a motto. The name and college of the candidate should be sent at the same time in a separate sealed envelope with the same motto inscribed upon it. Candidates must also submit a statement by the Head or Senior Tutor of their College that they have not been a member of any university other than Oxford for more than one year. Candidates should also include their matriculation date.

ENGLISH POEM ON A SACRED SUBJECT

The subject for the prize will be: 'As rivers of water in a dry place, as the shadow of a great rock in a weary land' (Isa. 32.2)

The poem must consist of not less than sixty or more than 300 lines. It may be blank verse or in any form of verse rhymed in couplets or stanzas. There is a tradition which discourages dramatic form of composition for this prize.

Candidates for the prize (value of about £2,000) shall be members of the University who, not later than the closing date for entries for the competition, shall have qualified by examination for a degree of the University; or shall hold the Degree of Master of Arts by incorporation or by decree or by resolution; or shall hold the status of Master of Arts; or shall have qualified by examination for a degree of any other university. The judges may, at their discretion, also make an award to the proxime accessit. Should no such award be made the value of the main award will be increased.

Poems (four copies) are to be sent under a sealed cover marked 'Sacred Subject Prize' to the English Faculty Office, St Cross Building, Manor Road, Oxford OX1 3UL, no later than *Monday 8th Week Trinity Term 2018*. Each author is required to conceal his or her name and to distinguish his or her composition by a motto, sending at the same time his or her name, college, address and details of degree awarded (title, university and date, which the Faculty will require proof of, before award of the prize) in a separate envelope with the same motto inscribed upon it.

The prize may not be awarded more than twice to the same person.

CHARLES OLDHAM SHAKESPEARE PRIZE

Two prizes will be offered, if there are candidates of a sufficient merit, each of a value of £250. The first shall be for the best performance in Course I Paper 2 of the Final Honour School in English and its associated Joint Schools (as judged by the board of examiners for the relevant School).

The second shall be for the best dissertation on a subject dealing with the works of Shakespeare submitted by a candidate for the M.St. in English (as judged by the Board of Examiners for the M.St. course).

11 APPENDIX 5: PERSONAL AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR HUMANITIES RESEARCHERS

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

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

The development opportunities provided by the Humanities Division are designed to help you address these questions in stimulating, interactive ways. Provided by experts and with the input of industry professionals from the BBC to Citigroup, these workshops and initiatives complement and supplement subject-specific and generic training provided through your faculty and training opportunities provided by the Language Centre, Computing Service, Library Service and Careers Service.

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

- Career planning using the new electronic Career Planner and the Researcher Development Framework (see <http://www.vitae.ac.uk>);
- Introduction to the D.Phil.; Managing your progress; Preparing for the DPhil viva;
- Turning your thesis into a monograph; journal article publishing workshop;
- Media training (*Newsnight*-style interviews); research careers outside academia;
- Introduction to postdoctoral fellowships; applying for BA postdoctoral fellowships;
- Developing Learning and Teaching (DLT) programme, leading to Associate Fellowship of the Higher Education Academy (<http://www.heacademy.ac.uk>).

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

<http://www.humanities.ox.ac.uk/researcher-development>

or email training@humanities.ox.ac.uk

12 APPENDIX 6: GRADUATE FORMS

Available at: <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>

| | |
|----------------|---|
| GSO.17 | Application for Suspension of Status |
| GSO.17a | Return from suspension of status |
| GSO.17b | Suspension of status for maternity, extended paternity and adoption leave |
| GSO.25 | Application for a Change of Supervisor or Appointment of a Co-Supervisor |
| GSO.28 | Change of Programme of Study |
| GSO.29 | Notification of Withdrawal from Programme of Study |
| GSO.30 | Notification of change of personal details, e.g. name or title |

13 APPENDIX 7: GUIDELINES FOR CITATION OF OBJECTS IN WRITTEN WORK

Illustrations may be gathered in one place at the end of the work, or, if you prefer, incorporated with the text. The latter arrangement is more complex to achieve, and only recommended if you feel it will enhance your argument. Captions within the text, and 'List of Illustrations' at the end of the essay, should contain the same information but captions should minimally include the following:

- artist/architect/maker /manufacturer (e.g. Meissen)
- title of work/name of building/object description (e.g. teapot)
- date of production (date range or century acceptable)
- present location
- brief reference for the source of the illustration

The 'List of Illustrations' should include the following information, in the recommended order:

- artist/architect/maker
- title of work/name of building/object description
- size (metric)
- medium (e.g. engraving; ceramic; textile; mixed media)
- date of production
- present location
- brief reference for the source of the illustration (e.g., your own photograph, a museum photograph, copied from a book or the internet – if the last, give URL as you would for written work).

You should illustrate your paper or thesis carefully since good illustrations can be vital to supporting your arguments. Wherever possible, you should use good quality, high resolution illustrations of images, objects or buildings discussed at any length in the text. Illustrations can be in black and white; colour illustrations are only necessary if used to support a specifically 'colour-related' point in your argument or discussion. Captions can simply be numbered sequentially as Fig. 1, Fig. 2, etc., since the reader will be able to refer to the 'List of Illustrations' for the full information. Make sure you refer to your illustrations at appropriate points in your text and argument, with the relevant figure number in brackets, thus: (Fig. 10)."

Captions and lists of illustrations do not count as part of the overall word limit; neither do illustrations themselves.