FACULTY OF
ENGLISH LANGUAGE AND LITERATURE

PRS/D.Phil./M.Litt.
Handbook

September 2018

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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 three 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 2018. The information in this handbook may be different for students starting in other years.

1.3. Version

Version 1.0	2018 handbook published	29/09/2018
Version 1.1	Minor formatting corrections and addition of email addresses	29/09/2018

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 as 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.

2. THE FACULTY

2.1. Key Contacts

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

- Emily Richards, Graduate Studies Officer, 01865 (2)81140; email: graduate.studies@ell.ox.ac.uk ;

- Sue Clark, Graduate Studies Officer, 01865 (2)71541; email: graduate.studies@ell.ox.ac.uk

- your supervisor;

Dr Kantik Ghosh, Trinity College/English Faculty, Director of Graduate Studies; email: kantik.ghosh@ell.ox.ac.uk ;

- your College Advisor, Tutor for Graduates, Senior Tutor.
- Dr Francis Leneghan, The Queen's College/English Faculty, Research Student and Staff Training Coordinator, francis.leneghan@ell.ox.ac.uk;
- Dr Sophie Ratcliffe, Lady Margaret Hall, Equality and Diversity Officer, sophie.ratcliffe@ell.ox.ac.uk;
- Ellen Brewster, EGO Teaching and Careers Officer, ellen.brewster@exeter.ox.ac.uk:

2.2. Administrative Support

The English Faculty Graduate Office is located in the St. Cross Building.

The Graduate Office is open as follows:

	Term-time (inc 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:

- Christine Bayliss, Deputy Administrator and Faculty Office Manager
- Andy Davice, Academic Administrator and Disability Coordinator
- 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
- Sue Clark, Graduate Studies Officer

The academic officers (2018-19) are:

- Professor Ros Ballaster (Mansfield), Chair of the Faculty Board and Disability Lead
- Dr Kantik Ghosh (Trinity), Director of Graduate Studies
- Dr Marion Turner (Jesus), Director of Undergraduate Studies

Harassment advisors are:

- Professor Laura Marcus
- Dr Stefano-Maria Evangelista

2.3. About the Faculty

The Faculty of English Language and Literature forms part of the Humanities Division, one of the University's four academic divisions. We are by far the largest English Department in the UK, and we have 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*). The Faculty has frequently been ranked first in the Guardian league table of English departments in the United Kingdom and Oxford was voted the top university for English in the QS World University rankings in 2013, 2014, 2016, and 2017. Our teaching has been graded 'Excellent' in every Quality Assurance review.

The Faculty currently has 73 permanent members of academic staff, including 9 statutory Professors. This is in addition to a further 100 or so members based in the colleges and temporary members of staff. The English Faculty's teaching and research covers literature in English from works in Old English of the 7th century to the current period of what has been called global

English. 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.

2.4. 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 15 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 (AFP);
- Undergraduate Studies Committee (plus committees for each of the joint schools) (UGSC);
- 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**.

Any changes to courses are typically discussed at the Undergraduate or Graduate Studies Committee, and then referred to the Faculty Board for approval (involving further 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.

2.5. 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). EGO exists to provide a social network for graduates working within the English Faculty through regular social events; to represent their interests to the Faculty administration; 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 (and the EGO President chairs) meetings of the Graduate Consultative Committee (GCC), which three other Faculty members also 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, and sometimes also by the Faculty more generally (see above).

The committee consists of the following posts:

- **President**: co-ordinates the committee, chairs GCC, 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 before the start of term and not elected by EGO; they attend GCC meetings, but, as a Faculty employee, are answerable to the Faculty for their specific responsibilities. For 2018-19 the TCO is Ellen Brewster: ellen.brewster@exeter.ox.ac.uk

- **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;

- **D.Phil. Representatives:** represent the academic and non-academic interests and concerns of doctoral students;

- **Social Secretaries (**two): organise termly social events and the weekly (free!) EGO lunch;

- **Communications Officer:** publicises events.

More information and a diary of forthcoming EGO events are available at and http://www.facebook.com/EGOOxford. New students are warmly encouraged to attend these events and to consider standing for election in October.

2.6. Lecture Lists

You can find a termly Lecture List, Guide and Timetable on the University's intranet system 'WebLearn', along with reading lists for the various courses and details of research seminars taking place within the Faculty. See 6.2.2 for further details.

3. COURSE CONTENT

3.1. Aims and Objectives

The programme is designed to provide a thorough foundation for a career in research. Its aim is that students should:

i. develop the skills and understanding necessary to undertake and present original research at a high level;

ii. primarily through the research supervisor, but supplemented by Faculty-organised research seminars and training, master identification of profitable topics for research; bibliography and bibliographical research techniques; palaeography; textual criticism; the use of special collections in Oxford and beyond, and of non-literary historical and archival material;

iii. primarily through the research supervisor, but supplemented by Faculty-organised research seminars and training, learn how to write scholarly prose; to use proper citation; to organise chapters and book-length arguments; to write research proposals; and to present their research in public forums such as conferences and seminars, as well as in the thesis itself.

The Faculty is also committed to providing opportunities for training in teaching to all those who wish to participate (**see section 6.5 below**), with a view to an academic career that combines both research and teaching.

3.2. Transfer from Probationer Research Status (PRS) to M.Litt. or D.Phil. Status

All students are initially registered as Probationary Research Students. The requirements for transfer to M.Litt. or D.Phil. status are set out in the *Examination Regulations*, and students should consult these carefully. The distinction between the two degrees must be discussed with your supervisor: students should bear in mind the higher standards required of a D.Phil. thesis, and that more time is usually required for its completion.

All students will be required to submit an application to transfer their status no later than **Friday of 0th week in the candidate's third term of study** (this will usually be Trinity Term). In exceptional cases the Graduate Studies Committee (GSC) may permit a candidate to postpone submission by one term: candidates seeking such postponement should apply to the Director of Graduate Studies in writing (via the Graduate Studies Office) and with an accompanying letter of support from the supervisor not later than noon on **Monday of fifth week of their second term of study (normally Hilary term)** so that the request may be considered by the GSC on Monday of 7th week. An application for delayed transfer will only be considered if based on valid extenuating circumstances such as ill health or other compelling personal difficulty or a compelling academic case for the need for more research time.

If students fail to submit their transfer application on time, and do not apply for a deferral, they will be deemed to have failed their first attempt at transfer of status and will have only one further attempt, usually to be made in the following term and no later than the beginning of the fourth term of study. Students must give formal notice of their intention to apply for transfer in writing to the Graduate Studies Office (an e-mail is acceptable) stating their thesis title and the name of their supervisor by **Friday of the eighth week of their second term of study (normally Hilary Term).**

The following material must be submitted to the Graduate Studies Office in the Faculty by **Friday of the 0th week of the third term of study (normally Trinity Term)** (please note that the Graduate Studies Office closes at 4.30pm on Fridays):

   i.   a fully completed GSO.2 form (comments must be typed, not hand-written): **see item 8.3.1 below for form location**;

> **Please note:** The application form will be signed by the Director of Graduate Studies only when transfer of status has been approved by the GSC, therefore the form should not be forwarded to them at this stage.

   ii.   two copies of a detailed outline (not exceeding 1,000 words) of the proposed subject and of the manner in which it will be treated, including a provisional list of chapters and their proposed coverage;

   iii. two copies of a piece of written work on the topic of the proposed thesis of about 10,000 words, including footnotes. The submission should include a bibliography, which is excluded from the word count;

iv.   a confidential report from the supervisor or supervisors, sent directly to the Graduate Studies Office. This is ADDITIONAL to any comments included on the GSO.2.

Remember to include your name on your application documents.

The work does not need to be bound; however, it should be secured in some way (using e.g. staples or treasury tags).

This material will be sent to two independent assessors (never to include the supervisor(s)) who will submit a written report to the GSC for its consideration at its meeting in 7th Week of the third term of study (normallyTrinity Term), after which you will be informed of the outcome of the application and receive a copy of the report. **All applicants for transfer must attend a formal interview to discuss their application with the assessors before their report is submitted to the GSC.**

Please ensure you discuss any travel plans for your third term of study (normally Trinity Term) with the Graduate Studies Office, in order to confirm the interview schedule before making final bookings.

Students should discuss plans for transfer with their supervisors from the very beginning of their PRS year and, by the second term of their first year, be defining the written work they intend to submit for the transfer application. Candidates must not submit as written work any part or whole of a previous Master's thesis; however, neither should candidates or their supervisors necessarily think of the writing sample as a final chapter of the eventual doctoral thesis. It is also normally unadvisable to attempt writing, as your submitted work, an introduction to an as-yet-unfinished thesis. Students should instead work toward 10,000 words of well-written, correctly-documented critical prose that is directly related to their chosen thesis topic.

When considering thesis proposals for transfer, the GSC wishes to be assured that:

i.   the subject proposed and outlined is such, in its scope and nature, as to give the student a proper opportunity to meet the requirements for the degree;
ii.   the subject is a valid one, is satisfactorily defined, and can profitably be studied in the English Faculty at Oxford; and
iii. your ability and skills, as may be judged from the evidence available (and especially from the supervisor's reports), are such as to give a reasonable expectation that you will be able to reach the standard required for the degree sought, and to handle the particular subject proposed.

In the case of students applying to transfer to the D.Phil., assessors have the option to recommend transfer to the D.Phil., to the M.Litt., or to neither. If recommended to the M.Litt. students will be given the option to accept the M.Litt. transfer or to make a second attempt at transfer to the D.Phil. If an application to transfer to the D.Phil. or to the M.Litt. is not successful, a student may reapply to transfer on (only) **one** further occasion. Students should consult their supervisor(s) immediately if notified that their applications have not been successful, in order to discuss necessary modifications to the thesis and the options open to them. Students making their second attempt at transfer will be required to do so by Friday of week 6 in the term following their first application. They will be notified of the outcome and provided with a copy of the assessors' report in the following term.

Students should note the University's requirements for the award of each degree. The assessors must testify that:

I. For the M.Litt:
  i. the candidate possesses a good general knowledge of the field of learning within which the subject of the thesis falls;
  ii. the candidate has shown competence in investigating the chosen topic;
  iii. the candidate has made a worthwhile contribution to knowledge or understanding in the field of learning within which the subject of the thesis falls;
  iv. the thesis is presented in a lucid and scholarly manner;
  v. the thesis merits the award of the degree of Master of Letters.

Assessors are asked to bear in mind that their judgement of the extent of the candidate's contribution to knowledge or understanding of the relevant field of learning should take into account what may reasonably be expected of a capable and diligent student after two years of full-time study.

I. For the D.Phil:
  i. the student possesses a good general knowledge of the particular field of learning within which the subject of the thesis falls;
  ii. the student has made a significant and substantial contribution in the particular field of learning within which the subject of the thesis falls;
  iii. the thesis is presented in a lucid and scholarly manner;
  iv. in their opinion, the thesis merits the Degree of Doctor of Philosophy;
  v. the student has presented a satisfactory abstract of the thesis.

Assessors are asked to bear in mind that their judgement of the substantial significance of the work should take into account what may reasonably be expected of a capable and diligent student after three or, at most, four years of full-time study.

3.3. Confirmation of D.Phil. Status

Confirmation of D.Phil. status is the final formal assessment by the GSC of students' work prior to the submission of the thesis. The assessment is to ensure that they are working at an appropriate level and to check their progress. All students will be required to submit an application for confirmation of DPhil. Status by **Monday of 5th week in the eighth term after admission to the D.Phil. programme. The application must be submitted by 5pm to the Graduate Studies Office in the Faculty.**

In exceptional cases the GSC may permit the candidate to postpone submission by up to one term: candidates seeking such postponement should submit their application form GSO.14b (**see section 8.3.2 below**) to the Graduate Studies Office for review by the GSC. Students who have not confirmed their D.Phil. status by the end of their ninth term on the register will have their status lapsed, unless an application for suspension or deferral has been approved by the Faculty.

Please note that the University requires students to confirm status at least three months before the final submission of the thesis, in order to ensure sufficient time for consideration of the feedback from confirmation.

An application consists of **two** printed copies of the following:

i. a GSO.14 form (comments should be typed, not hand-written): **see section 8.3.2 below**;
ii. a full outline of chapters (c. 100 words per chapter), summarising the scope of individual chapters and their state of completion, including a timetable for completion of the work which remains to be done before submission of the thesis;
iii. a sample chapter of approximately 10,000 words including footnotes. The submission should include a bibliography, which is excluded from the word count;
iv. a draft abstract of the thesis as a whole, of approximately 1,000 words;
v. a confidential report sent from the supervisor(s), sent directly to the Graduate Studies Office. This is ADDITIONAL to any comments included on the GSO.14.

Remember to include your name on your application documents.

The written work and the confidential report, as well as any previous reports on transfer will be sent to two interviewers appointed by the GSC. The interviewers will examine the candidate orally

and submit a report and a recommendation to GSC for consideration at its meeting in Week 2 of your ninth term (normallyTrinity Term), after which candidates will be informed of the outcome of the application and receive a copy of the report. Interviewers may make one of three recommendations:

i. D.Phil. status should be confirmed;

ii. Confirmation of Status should be refused. If it is the student's first attempt then a single further attempt is permitted, normally in the following term. The material required will be the same as above;

iii. The student should transfer to M.Litt. status. If it is the student's first attempt then s/he will be given the option to accept transfer to M.Litt. or to make one further attempt to confirm D.Phil. study, normally in the following term. The material required will be the same as above.

3.4. Changes to Thesis Title or Topic

Once a student has successfully transferred his/her status, the thesis title on their Transfer application becomes the approved title on record. However, students may find that, as you progress with your research, they need to modify your title or alter your proposed project in important respects. All such changes must be made in full consultation with your supervisor. If you need to alter your title, you should submit to the Graduate Studies Office a GSO6 form (**see section 8.3.3 below**).

If the change is a minor one (e.g. slight adjustment of dates covered in your enquiry, or small alterations of wording), you should provide a simple explanation with your application; if the change is more considerable, you should send with your application a new outline which indicates the coverage of each chapter. In the latter event, it is important that you obtain the approval of the Director of Graduate Studies as soon as possible. If the proposed change is so substantial that it requires a change of supervisor, the GSC will try to arrange this, but you must bear in mind that supervision in a new area might not be available, and, in that case, the request for a change of subject could not be approved.

If you wish to make a minor change to your thesis title at the time of submission you can do so using the GSO3 'Application for Appointment of Examiners' form. The form provides a text box for your old and new titles.

3.5. Word Limits on D.Phil Theses

D.Phil. theses are expected to be around 80,000 words, with a maximum of 100,000 words; these word-counts exclude bibliographies and texts edited, but include footnotes, glossary, appendices and anything else. You should observe these word limits, and remember that examiners may return a thesis that is over length for abridgement.

See section 7 for information on M.Litt theses.

The GSC is prepared to consider requests for extensions of the stated word limits *only* in exceptional circumstances; such circumstances might be that the subject of the thesis requires extensive quotation from unpublished or inaccessible material, or that substantial and supplementary bibliographical or biographical listings are essential or helpful for an understanding of the arguments of the thesis; or in the special circumstances presented by a thesis that is a scholarly edition. If you want to exceed the word limit, you should apply in writing to the Director of Graduate Studies (via the Graduate Studies Office) *at least one term before you expect to submit your thesis*, stating the number of words required, why you need this extension, and enclosing a letter of support from your supervisor.

3.6. Prior Publication of Research Materials

Prior publication of material arising from research undertaken while holding the status of Probationer Research Student, M.Litt. or D.Phil. status is fully acceptable to the English Faculty. Candidates should note, however, that the acceptance of material for publication does not of itself offer proof that the work is of sufficient standard to merit the award of a research degree and they should bear in mind the differences in style and readership that the two exercises involve. We recognise, however, the advantages to be gained from early publication. While there is no firm ruling on the quantity of a thesis that might be published prior to its submission, the English Faculty would suggest that any such publication be undertaken only with advice from the supervisor, with whom the candidate should discuss what might constitute a reasonable quantity of pre-submission publication.

3.7. Extensions of Time

Students are expected to be able to complete a D.Phil. thesis within nine terms from the term of admission as a PRS student; however, they are permitted a maximum of twelve terms to allow for any unforeseen disruptions.

D.Phil students may apply to the GSC not later than the last meeting of the twelfth term for an extension; however, such an application must be supported by your supervisor and your college and will be approved only in exceptional circumstances. Extensions will not be granted for simply 'running out of time'; any application must be supported by a compelling case of academic or personal necessity. In addition, the Faculty will not usually consider applications submitted on the grounds that carrying out paid work has impeded progress; students are advised to review the University policy on paid work which states that research students should organise their time so as to be able to spend 40 hours per week (for 44 weeks of the year) on their studies.

Further information may be found at:
http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/

Should ill health or other personal factors significantly impede progress candidates are expected to apply for suspension of status and seek reinstatement when they are able to resume study **(see section 3.8 below**), rather than to apply for extensions of time. The GSC will expect students to provide evidence that they have plans to complete the thesis within the period of extension for which they have applied. The GSC will not approve applications for extension which assume or imply that further terms of extension will be required/applied for.

The application form (GSO15; **see section 8.3.3 below**) should be returned to the Graduate Studies Office in time for review at the final GSC meeting in your final term, *at the latest*. The GSC meets twice a term in Weeks 2 and 7 and an application should be submitted ten calendar days before the meeting to ensure it can be included in the meeting papers. The total number of terms that may be granted by the Faculty is six further terms for the D.Phil.; however, please note that the Faculty does not normally give extensions for more than one term at a time. Note that, for visa students, an agreed extension does not affect the duration of your leave to remain in the UK (see 3.10 below).

3.8. Lapsing and Reinstatement

Students who have reached the end of their allotted time are removed from the register of graduates. This will have serious implications with respect, for example, to entitlement to a University card and to exemption from council tax. Students may subsequently apply for reinstatement for one term only in order to bring the thesis to the point of submission within that term. An application form (GSO23) can be downloaded from http://www.ox.ac.uk/students/academic/guidance/graduate/progression. Note that, for visa students, an agreed reinstatement does not affect the duration of your leave to remain in the UK (see 3.10 below).

The GSC will expect firm evidence that the thesis can be submitted within one term of reinstatement (usually evidence that the thesis is available in a full first draft and requires only editing and the assistance of a supervisor in final revisions). Reinstatement is also contingent on appropriate supervision being available.

Please note that in addition to approval from the GSC, any application for reinstatement beyond the eighteenth term of study must also be approved by the University's Education Committee, and the GSC would need to make a case as to why this should be approved. The number of terms takes into account the amount of time that has lapsed: for example, should a student's status lapse after twelve terms and he/she applies for reinstatement one year later, the total number of terms is taken to be fifteen.

3.9. Suspension of Status

With the support of your college and supervisor, you may apply for suspension of status for a specified period. Application forms (GSO17 or 17B for maternity/paternity leave; see section 8.3.3 below) should be returned to the Graduate Studies Office for review by the GSC. The GSC meets twice a term in Weeks 2 and 7 and an application should be submitted ten calendar days before the meeting to ensure it can be included in the meeting papers.

Suspension of status **will** impact your visa status (see 3.10, below).

If the application is approved, students will not be liable to pay fees during the period of suspension and will not be entitled to supervision. The 'clock' running on the number of terms of enrolled status (and on important deadlines such as transfer and confirmation) is stopped, and will start again return to that status. The GSC is prepared to consider applications for suspension on the following grounds:

i.   Where students are effectively prevented from pursuing their course of study in circumstances which are outside their control, and where there are good grounds for believing that they will be able to resume work within a reasonable period (e.g. cases of unforeseeable financial difficulty, and physical or mental incapacity, including unexpected domestic crises).

      Please note that applications made on medical grounds must be accompanied by a letter of support from a doctor. This will remain confidential, but will be kept on record by the Graduate Studies Office.

Students should discuss the possibility of suspension with their supervisors, and/or the Director of Graduate Studies, at the earliest possible stage of any of these situations. Failure to suspend when appropriate can waste valuable terms of enrolled status, and may prolong difficulties with completion of the thesis at a later stage. If students are applying retrospectively, the Faculty expects that applications are submitted no later than the following term, and will not consider applications that refer to earlier terms. For example, should you have been prevented from carrying out your studies in Michaelmas Term, you may submit an application for a retrospective suspension of status for Michaelmas in the following Hilary Term, but no later.

Note: Where suspension of status is required on the ground that the candidate has unforeseeable financial difficulties, the GSC will require certification from the candidate's college that it was fully satisfied, when the candidate was first admitted, that his/her financial position was at that time sufficiently secure to enable them to complete their studies, but that since then an unforeseeable deterioration has occurred which makes it impossible for the candidate to continue their studies for a limited period. An increase in university fees will not normally be regarded as a sufficient ground for granting suspension of status.

ii. Where it is desirable that you should give up your studies for a limited period either to
   a. concentrate on some other project which cannot reasonably be deferred until your postgraduate work is completed (e.g. in order to acquire some ancillary qualification); or to
   b. take up temporary work which is likely to be relevant to your subsequent career and the opportunity for which is unlikely to recur.

iii. In the case of the opportunity to study abroad
   a. where you hold an AHRC or other research studentship which is suspended during the period of study abroad because of the nature of the study, or
   b. where your work is unduly delayed by difficulties in making arrangements for study, or in carrying out such study, in another country.

Candidates are expected to endeavour to complete their studies within the normal time limits for the course in question and the GSC is therefore not prepared to consider applications for

suspension merely on the ground that a candidate wishes to engage, for personal reasons, in some other activity and then return to his or her postgraduate work at some later date.

3.10.   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. Changes to your studies may also affect the visas of any dependants you have in the UK and their permission to work here. 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 end 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.

3.11.   Submission of the Thesis

Please see **section 4.1 below** for details on formatting and presenting your thesis. These guidelines should be followed carefully. See also the Notes of Guidance for research examinations (GSO.20A; **see section 8.3.4 below**) which contains detailed information and advice about the presentation of theses and the examination process. The following section of the University webpages also contains useful information about the examination process:

http://www.ox.ac.uk/students/academic/exams/research

You should bear in mind that most graduates find that the last stages of a thesis take longer than they had expected. Ensure that your supervisor sees the final version of your thesis, has plenty of time to read it and make suggestions, and that you also have time to incorporate them.

When you come to the last stages of writing your thesis, you should consult your supervisor about your expected date of submission and the appointment of two examiners (usually one is from the Oxford English Faculty and the other is from another institution). Your supervisor will suggest names of suitable examiners, along with alternatives in case the original choices are unable to act. **Do not approach possible examiners yourself**.

You should then complete an Appointment of Examiners form (GSO.3; **see section 8.3.4 below**) and return it to the Graduate Studies Office for review by the Director of Graduate Studies. It is

advisable to submit this one month before your anticipated submission date to avoid delay as the process can take some time.

On the GSO.3 form you are asked to state the date by which your thesis will be submitted: this date may in no case be later than the last day of the vacation immediately following the term in which you make application for the appointment of examiners. It is important to keep to this date, as your examiners will have scheduled time to read and report on your thesis. If you feel that you will not be able to submit your thesis by the date specified on your GSO.3 form, please inform the Graduate Studies Office in good time, so that your examiners can be informed.

The viva is normally held within three months of the receipt of the thesis by the examiners. You are entitled to ask for the viva to be held not later than a certain date (a date which must be at least one month *after* the thesis is received at the Examination Schools or after the date on which the examiners have agreed to act, whichever is the later). The application (GSO.16; **see section 8.3.5 below**) should be submitted at the same time you submit your GSO.3, and if approved does not guarantee that examiners can be found who will be able to adhere to the timetable set. If you wish to ask for an early viva, it is *essential* that you apply in good time for the appointment of examiners (e.g. by the first week in Trinity Term if you plan to submit by 1 August and wish for a viva by 1 September); you should remember that such an application may well mean that the examiners most suitable for your thesis may not be available.

Examiners' reports are not available for release to candidates or supervisors until after they have been reviewed and accepted by the GSC, and the outcome will then be communicated to the student by the Examination Schools. Students must therefore expect a delay in the receipt of their report and result, particularly when vivas occur in the Long Vacation.

Communication with examiners after submission and before the report has been reviewed by the GSC, except with regard to agreeing a date for the viva, should be conducted via the supervisor, the Examination Schools or the Graduate Studies Office, rather than by the student.

3.11.1.   Possible Outcomes

For a first submission the Examiners may recommend one of the following:

- Award of the D.Phil. – this would usually involve completing minor corrections to the thesis, for which one month is allowed.

- Submission of Major Corrections – students are allowed six months in which to complete the required corrections, after which the examiners may recommend awarding the D.Phil., major corrections again or refer the thesis back.

- Referral – students have six terms in which to revise and resubmit the thesis.

3.12. Oxford English Monographs (OEM)

The English Faculty Monographs Committee meets three times a year to consider all D.Phil. and M.Litt. theses for possible publication in the Oxford University Monographs Series. The report on each thesis is considered at the meeting immediately following review of the report by the GSC. The Monographs Committee will contact the author of any thesis that they wish to consider further for possible publication. Graduates should make no approaches to the Committee and no materials should be sent either to the Committee or to Oxford University Press (OUP), as the Committee automatically considers all reports. OUP can only publish a limited number of Oxford theses, and a decision on the part of the Committee and OUP not to pursue publication of a thesis does not imply that the work was not thought well of, and should certainly not preclude the author of the thesis from seeking publication elsewhere. OUP has given the Faculty written assurance that its commitment to OEM is in no way affected by the University's policy of electronic publication of doctoral theses.

3.13. Dispensation from Consultation

The print copy of your thesis will be made freely available unless you have been granted dispensation from consultation.

When depositing a thesis in [ORA](#), students without AHRC funding may choose either immediate access, an embargo of one year, or an embargo of up to three years from the date that leave to supplicate was granted. Students with AHRC funding may choose either immediate access or an embargo for one year. AHRC award holders who are working toward publication and consider that they need additional time must apply for permission to extend the embargo up to the maximum of three years. In order to make this request, the form GSO3c must be completed and concrete evidence of forthcoming publication must be provided.

Please note that the Faculty is obliged to make all graduate research publically available for consultation as soon as possible, and the GSC cannot approve applications for indefinite embargos on the availability of such material, unless there are compelling copyright reasons to do so. Where a thesis contains copyrighted material, if permission for publication cannot be secured, it is expected to release a redacted version. Digital theses will be made freely available once the default embargo or dispensation from consultation period expires.

4. STYLE AND FORMAT OF A THESIS

4.1. 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. 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.

4.2. Examination regulations

Read carefully the regulations given in the *Examination Regulations* for the preparation and submission of theses. They are University regulations and must be complied with.

4.3. 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 forms given below 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. 4th ed. Cambridge: Cambridge University Press, 2006.
>
> Gibaldi, J. *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*. 8th ed. New York: Modern Language Association of America, 2016.
>
> 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*. 17th ed. Chicago: University of Chicago Press, 2017.

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

4.3.1. 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. Do not conduct lengthy discussions or sections of your argument in such notes: these sections should either be moved into the body of the thesis itself, or deleted.

Appendices offer a convenient way of keeping your text and footnotes clear. 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 thesis 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. If it takes you over the word limit, you must seek formal approval to exceed that limit well before submission.

4.3.2. 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 <u>andluman</u> wk m.pl. cf. *OED*. s.v. <u>loom</u> sbl, and cf. OHG <u>kilomo</u>. Include such abbreviations in a list of abbreviated forms. In discursive comments, do not use such forms as OE, ME, OFr, OHG.

4.3.3.   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.

4.3.4.   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.

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 if 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.

4.3.5.   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.

4.3.6.   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.

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.

4.3.7. 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.

4.4. 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 <u>consistently</u> 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 first 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) W.W. Greg, *The Calculus of Variants* (Oxford, 1927), pp. 43-4.

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

> (or) 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 first 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) Bennett, 'Secular Prose', p. 258.

(or) 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 placename, 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.

4.4.1. Advice on the citation of sources in electronic form

When citing e-books specifically, you are referred to the Bodleian Library guidance:
https://libguides.bodleian.ox.ac.uk/e-books/citing.

For a generally recognised form of citation for electronic publications, you are referred to the *MLA Handbook for Writers of Research Papers*. You should further refine the distinction made there between the status of electronic publications on CD-ROM or DVD (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.

4.4.2. Bibliography

A list of works consulted must be provided, usually at the end of the thesis (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 thesis
    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.

4.4.3.   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*.

4.5. 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.

4.5.1.   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.

4.5.2.   What forms can plagiarism take?

i.   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.

ii.   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.

iii.   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.

iv.   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.

v. 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).

vi. 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.

vii. 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.

4.6. 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 https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism for more information.

An online course on how to define and avoid plagiarism is available for graduate students. Graduate students should complete this course as part of their graduate skills training portfolio. Access to this course is available via WebLearn https://weblearn.ox.ac.uk/portal/hierarchy/skills

5. PRACTICALITIES

5.1. Registration and Student Self-Service

All new students are sent a college freshers' pack containing details of how to activate their Oxford Single Sign-on account. The Oxford Single Sign-on is used to access Student Self Service to register online, as well as 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, go to http://www.ox.ac.uk/students/studentselfservice/ and log on using your Single Sign-on username and password. New students must complete their registration by the end of the first week of term in order to confirm their status as members of the University. Ideally students should complete registration before they arrive. Continuing students must register at the anniversary of the term in which they first started their programme of study.

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

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 (Nexus365) (https://outlook.office.com/owa) or via an email client such as Thunderbird, Outlook, or MAC mail – for client configuration information see the web pages at http://help.it.ox.ac.uk/nexus365/setting-up-email.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. Supervision

i. A PRS, M.Litt. or D.Phil. student may expect that their supervisor will provide at least two extensive supervision meetings in each term, though by mutual arrangement in a particular term there may be fewer. You should expect to provide your supervisor with at least one substantial piece of writing toward your thesis EACH term.

ii. There is an obligation on you to attend when summoned by your supervisor. Failure to maintain regular contact with your supervisor, particularly if you are living away from Oxford, may be the subject of an adverse report to the Board, which could result in your name being removed from the list of current graduates.

iii. If you wish to change supervisor for any reason you ought, whenever possible, to discuss the matter with him/her. The present supervisor will then get in touch with the Director of Graduate Studies, who will take the necessary action. But if you do not wish to discuss this with your supervisor then you may contact the Director of Graduate Studies directly. Do *not* set about finding a new supervisor yourself.

iv. If you do change supervisor due to an alteration in the direction of you work, or because your supervisor is leaving Oxford or on sabbatical leave, it is important that the Graduate Studies Office is informed and a GSO.25 form **(see section 8.3.3 below)** is completed so that the change can be approved by the GSC.

v. If you think that you are not receiving sufficient attention from your supervisor, you should speak to the Director of Graduate Studies. It is important to raise any supervisorial concerns as soon as possible if problems arise, whether by arranging an individual appointment or dropping in during the DGS open hours. You should also feel free to raise any concerns with the Tutor for Graduates/Senior Tutor of your college, or with your College Advisor.

A brief guide to supervision for research students is available in section 8.1 below.

5.4.1.   Graduate Supervision System (GSR)

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

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 he/she uses 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 any concerns (expressed by you and/or your supervisor). Your supervisor(s) will review and comment on your academic progress and performance during the current term and assess any skills and training needs that should be addressed during the next term. Your supervisor 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 their academic progress, students on taught courses should review progress during the current term, and measure it 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 they should assess this against the plan of research that has been agreed with their supervisor(s).

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

Any complaints about supervision should be raised with the Director of Graduate Studies. The supervision reporting system is not a mechanism for making complaints.

You will be able to access GSR by logging into Student Self Service and clicking on My Supervision Reporting in the menu at the top of the page (the same way you would click on My Student Record to access your personal details, for example). You can log in to GSR from wherever you are, and it will work on mobile devices.

5.5. Feedback

The University, Faculty and your college are always glad to receive comments (good or bad) about your experience of studying English at Oxford. You are 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 2.5 above**). All items discussed at GCC meetings are seen by the GSC and the Faculty Board.

5.5.1.   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.

5.5.2.   Complaints

If your concern or complaint relates to teaching or other provision made by the English Faculty, then you should raise it with the Director of Undergraduate Studies (Dr Marion Turner) or with the Director of Graduate Studies (Dr Kantik Ghosh) as appropriate. 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 Chair of the Faculty Board (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.

5.5.3.   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 graduate 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).

5.6. Residence

While studying in Oxford, graduate students on full-time courses must usually reside within 25 miles of the city centre. There are minimum residence periods for different degrees: 6 terms for the DPhil and 3 terms for the MLitt.

In exceptional circumstances (usually the need to conduct research in another location), it may be possible to reside outside Oxford; you should contact the Graduate Studies Office with any queries about this.

5.7. Note on AHRC Funding

If you are in receipt of AHRC funding please note the following:

i. It is very important that you complete and return the annual reports sent to you by the AHRC within the time scheme laid down; failure to do so may result in curtailment of your funding.

ii. If you apply to extend your status the extension will also need to be approved by the AHRC. The completed GSO.15 (Application for Extension of Time) should be sent direct to the AHRC Studentship Officer in the Humanities Division who will then send you a separate AHRC extension form for completion. Other forms which need to be sent direct to the AHRC Studentship Officer are the GSO.6 (Application for Change Thesis Title); GSO.17 (Application for Suspension of Status); GSO.17a (Return from Suspension of Status); and the GSO.29 (Notification of Withdrawal from Programme of Study), although these applications will be processed within the University and will not require separate applications to be made to the AHRC.

iii. PRS/D.Phil. students who were not successful with previous applications for ARHC nomination may apply again for funding of the second year of the D.Phil.. Nomination is administered through the Faculty and the Humanities Division's Block Grant Partnership with the AHRC. Detailed instructions for how to apply will be sent from the Humanities Division, with applications usually due in Hilary Term for funding the following academic year(s).

iv. The Terms and Conditions of Research Council Training Grants (https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/) require that metadata describing the thesis should be lodged in ORA as soon as possible after leave to supplicate has been granted, and for the full text version to be available normally within a maximum of twelve months.

It is recognised that students funded by the Research Councils (e.g. AHRC) who are working towards publication etc. may, on depositing their thesis, wish to restrict access to the thesis for up to one year from the date they were granted leave to supplicate. Doing so does not require special permission. Those AHRC award-holders who consider that they need additional time must apply to their Faculty for permission to extend the embargo **up to the maximum of 3 years**. In order to make this request, the form GSO3c must be completed. Any application for an extension of the embargo must be considered by the Faculty that examined the thesis. Applicants will need to supply full details of why the extension is being requested. Faculties are expected to consider supporting evidence and the embargo should be approved only for a limited time period. An extension for the purposed of publication should be granted only when, in the view of the Faculty, there are realistic prospects of the thesis being published (rather than an aspiration to do so).

6. RESOURCES, FUNDING AND SUPPORT

In your first year as PRS you should expect to attend seminars to prepare you for doctoral study, run by EGO and the Humanities Division. Further information will be provided at the start of Michaelmas Term.

6.1.1. 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/

6.1.1.1. College Libraries

College libraries vary a good deal: some are extremely well stocked. 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 very receptive to useful suggestions.

6.1.1.2. 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 45 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, and back runs of literary journals; these can be fetched on demand during office hours, Monday-Friday. The library's special collection relating to Old Norse is accommodated in the Turville-Petre Room and can be accessed on request.

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.

To get into the EFL, you will need your University Card, which you should have received from your college secretary.

6.1.1.3.   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 almost 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:

i.   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);

ii.   in the Upper Reading Room of the Old Bodleian (mainly primary works and bibliographies:shelfmark A.2 to A.7);

iii.   in the Lower Gladstone Link, which houses Bodleian Library high-use Humanities material in an interdisciplinary sequence. . The GL also houses an interdisciplinary collection of Humanities print journals (shelfmark PERHums);

iv.   rare books and special collections are mainly held (and must be read in) the reading room of the Weston Library;

v.   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.

6.1.1.4. 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 Databases below.

(see section 6.2.1 below).

6.1.1.5. Electronic resources

(https://libguides.bodleian.ox.ac.uk/az.php)

Computers in all Oxford libraries provide access not only to the catalogue SOLO but to Databases A-Z., the Bodleian Libraries platform for major e-resources, 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

6.2. Computing Facilities

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

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. There is a variety of places where you can access computers and get help.

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 door). You will be able to use the PCs for word processing and also for accessing the web, WebLearn, and email, but please note that you cannot save work on these public PCs, so any work you do should be saved to a memory stick before you log off. Note that the machines automatically log off after about 15 minutes if there has been no activity.

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 more information about passwords, see http://www.bodleian.ox.ac.uk/using/passwords.

Library staff will be happy to help if you have any problems with logging on.

If you wish to print from a Bodleian Libraries PC, 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 our Libraries, including the EFL (but not college libraries).

For further details, see: http://www.bodleian.ox.ac.uk/using/copy/pcas.

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.

The Oxford University IT Services also provides facilities for graduates and a variety of training programmes. An up to date list of courses can be found here: https://www.it.ox.ac.uk/do/training-and-facilities.

Students can also buy a range of discounted software from the IT Services shop (http://www.it.ox.ac.uk/want/shop/)

6.2.1.   IT Resources

i.   The OxLIP (Oxford Libraries Information Platform) gateway is a 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.

6.2.2. 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.

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

6.3. 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 (including the *TLS* and *THES*) during term time. A dishwasher is provided, and students are requested to keep this area and the associated kitchen clean and tidy.

Graduates also have access to a workspace for quiet work which includes a number of desks with power points for computer use and some computers available for general use and for reasonable amounts of printing.

6.4. Training Available for Graduates

Within the English Faculty, the Teaching and Careers Officer convenes training and career-related seminars for graduates and organises the annual teaching workshop and D.Phil. conference, with the assistance of the Research Student and Staff Training Coordinator.

Dr Francis Leneghan (francis.leneghan@ell.ox.ac.uk) is the Research Student and Staff Training Coordinator for English.

- The Teaching and Careers Officer role for English is, Ellen Brewster, email: ellen.brewster@exeter.ox.ac.uk

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 section 8.2 below**).

Within the Humanities Division, the Humanities Training Officer organises Division-wide graduate training events from time to time, which will be advertised through Faculty channels. The Humanities Personal and Professional Framework which graduates should consult early in their career and use as a regular check on their progress and development is available at the above webpage.

Information on training for teaching at Oxford may be found under section 6.5.1.

6.4.1. 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 Jayne Wright: laura.wright@univ.ox.ac.uk.

During Trinity Term, 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.

6.4.2.   Other Training

The Computing Services at Oxford offer a huge variety of courses on computer and web skills that may be useful to your research such as creating and managing large Word files efficiently; using Endnote or Refworks etc.

For a full list of this term's courses see: http://www.it.ox.ac.uk/do/training-and-facilities/itlp-courses.

6.4.2.1.   Research Skills Toolkit workshops.

i.   These hands-on events are scheduled for week 1 of Hilary Term 2019. The Toolkit website and workshops together suggest IT tools, tips and techniques to support researchers in their work, so researchers can try out some tools and resources, and learn more from the specialist IT Teachers and Subject Librarians.

http://www.skillstoolkit.ox.ac.uk/resource/event/research-skills-toolkit-workshops

There are two other very helpful courses that run on demand: Research information management: Organising humanities material and Research information management: Tools for humanities. You do not need great technical expertise for these courses, but they will set you up in productive ways for future work.
Please check the website for further details: www.skillstoolkit.ox.ac.uk.

The Language Centre offers the Languages for Study and Research Programme (LASR) for graduates who need to gain, or brush up on, a modern language to support their English research.

The programme consists of about 50 courses at different levels in nine languages (French, German, Italian, Mandarin, Modern Greek, Portuguese, Russian, Spanish and Welsh).

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.

The History and Classics Faculty may offer classes for Latin and Greek; students should consult the relevant Faculty lecture lists for details. These courses may be demanding in terms both of class and study time, and students should discuss carefully with their supervisor how to incorporate them successfully into their research and writing regimens. The English Faculty also runs an introductory Latin course, although places on this are limited.

ii. During Trinity, the EGO Teaching and Careers Officer organises a conference for English Postgraduate Research 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 Teaching and Careers Officer in Michaelmas term.

iii. Vitae runs a series of Grad School courses for postgraduate researchers. These are free to AHRC funded graduates, but self-funded graduate researchers can pay to attend.

Their vision is to 'create an inspirational, challenging and experiential learning environment in which all participants will learn something new about themselves and take away skills, tools or information which will motivate them to complete their studies, further realise their potential, and enable them to make more informed choices about their future careers.'
For more information see their website: http://www.vitae.ac.uk/

6.5. Graduate Teaching and Paid Work

Graduates at Oxford are encouraged to gain teaching experience, as long as it does not interfere with their own progress. Teaching is considered a valuable aspect of professional development and preparation for an academic career and a register of those offering tuition is kept in the Faculty Office. To join this register, it is first necessary to have passed transfer of status, obtained your supervisor's permission and attended the Faculty day-long teaching workshop (PLTO) – see below for details.

6.5.1. Training for Teaching

Under the aegis of the Humanities Division, the Faculty runs three courses for graduates wanting to teach either during or after their research degree.

i.   The **Preparation for Learning and Teaching at Oxford Workshop (PLTO)** is a one-day event held at the end of Trinity Term every year. It is open to all graduates who are at the end of their first year of graduate research and have normally passed transfer of status, and anyone wishing to teach at Oxford must attend it.

The Workshop provides a forum for thinking about teaching and learning. It includes sessions on: the Oxford undergraduate course; conducting tutorials and classes; marking essays and giving feedback; planning courses; pastoral responsibility; and best practice.

ii. Having attended the PLTO Workshop, graduates are invited to register for the **Teaching Mentoring Scheme** which is organised by the Research Student and Staff Training Coordinator. This provides an opportunity for graduates to improve their teaching in a structured and supported manner. It recruits in Michaelmas Term and graduates are signed up for the course of a year from the beginning of Hilary Term to the end of the next Michaelmas Term.

Each participant is assigned a teaching mentor who holds a college teaching post and will undertake some teaching, the form and timing of which will be decided in discussion with their mentor. Examples include leading classes or giving tutorials. In order to fulfil the requirements of the Faculty TMS, graduate students should ideally gain up to seven hours of teaching experience through a combination of college classes and tutorials. Unlike the Humanities Division DLT (on which see below iii) the English Faculty's TMS is not assessed and there is no portfolio to submit.

iii. The Humanities Division offers reading groups and study skills seminars, and Developing Learning and Teaching (DLT) to support TMS and prepare for academic practice. This is assessed by a portfolio of up to 5000 words and gives participants the chance to gain certification from the Higher Education Academy. The programme aims to present research-informed bases for the principles and practices adopted in university teaching. It encourages participants to examine critically three sources of knowledge about teaching and learning: personal experience; discussion with others (both peers and more

experienced teachers); and pedagogic theory. DLT seminars in teaching theory are held in Michaelmas Term and at least one session about preparing a teaching portfolio for HEA accreditation is held each term organized by the Humanities Training Officer. Information can be found at: http://www.humanities.ox.ac.uk/training and support

Please note that DLT is organised by the Humanities Division separately to the English Faculty TMS and you will need to register for this separately. Details of how to apply and an application form are given at the annual Workshop and can also be found at: https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/engfac/grad

6.5.2.   Locating Further Graduate Teaching Opportunities at Oxford

A list of other ways to identify teaching opportunities is provided below.

Please note that graduates should consult their supervisors before agreeing to teach, and that they may not take on any more than six hours of teaching per week.

i. **Supervisors**: a student's supervisor may have a need for tutorial teaching in college which a supervisee might be eligible to undertake. If not, a supervisor may be able to point the student in the direction of other academics who are looking for undergraduate tutors.

ii. **Academic advisors within college**: your academic advisor is another point of call, either for teaching within your college (if it takes undergraduates) or across the collegiate university, so let him/her know you are looking for teaching.

iii. **Academic contacts**: students ought to build up a network of academic contacts via research seminars and other academic events they have attended at Oxford and elsewhere. Students are encouraged to advertise clearly that they are seeking teaching – an email or remark at a social event will suffice. Contacts may then bear the student in mind for when teaching crops up in the future, or may be able to forward them on to other interested parties.

iv. **The graduate teaching register**: the Faculty keeps a register of students available to teach, listing their interests and expertise. Students are encouraged to add their names to the register, which is typically consulted by academics seeking a tutor for a special topic or special author course. Students can only join the register after having completed the day-long Preparing for Learning and Teaching at Oxford course and with the permission of their supervisor.

v. **Graduate Teaching Assistant (TA) for FHS (Final Honours School) Paper 6:** Every year the English Faculty runs a formal application process for graduate TA positions for Paper 6, an option paper taken by undergraduate students in their third year. Graduate TAs are paid £222 for the term's work (for 15 hours of teaching and supporting activities, at an hourly

rate of £14.80, equivalent to grade 6.1). Except where space allows, graduate students may assist on a Paper 6 option once only during their graduate career to ensure that all interested students have the opportunity to participate. Graduates will receive some mentoring as part of the teaching process. Graduates need not be experts in the field covered by the Paper 6 option to which they are assigned

vi.   **Visiting students**: most colleges have a visiting students' coordinator. Students who would like to gain teaching experience – particularly teaching with an opportunity to devise one's own syllabus, or lead classes as opposed to tutorials – ought to email these coordinators (addresses can usually be found on college websites) indicating their research topic and their areas of expertise, and stating clearly their wish to undertake some teaching. Graduates are encouraged to venture beyond their own college for opportunities.

vii.   **Summer schools**: each New Year, Oxford's many summer schools begin recruiting for teachers – look for ads on the Bodleian noticeboards, watch the *Daily Info* website, ask your supervisor and other graduate students who may already have contacts with these programmes, and send along your CV. The summer schools are an excellent way to get some class-teaching experience.

viii. *The Gazette*: this university newspaper comes out weekly during term, and is the primary source of advertisement for more significant Faculty- and college-based teaching, including JRF positions. Graduates can expect serious competition for these posts, with current DPhil holders prioritised, however the *Gazette* is worth keeping an eye on in order to familiarise yourself with the kinds of opportunities available around Oxford.
       http://www.ox.ac.uk/gazette/

ix.   **The Department for Continuing Education**: The Department runs a number of evening courses and occasionally hires graduate students to deliver them. Check http://www.conted.ox.ac.uk/staff/workforthedepartment/index.php for further details.

Students ought to be proactive when it comes to seeking teaching opportunities at Oxford. There are a wide range of opportunities for finding teaching – do ask around and make your interest in teaching known.

For further information on graduate teaching at Oxford, contact Ellen Brewster, EGO Teaching and Careers Officer, (ellen.brewster@exeter.ox.ac.uk) and/or the Faculty's Research Student and Staff Training Coordinator, Dr Francis Leneghan (francis.leneghan@ell.ox.ac.uk).

The Oxford Learning Institute has a series of webpages and resources specific to Oxford: http://www.learning.ox.ac.uk/support/teaching/resources/.

6.5.3. Paid Work Guidelines

Students should follow any guidelines issued by their funding bodies about the number of hours they may teach. The Faculty advises that graduates should normally undertake no more than six hours teaching per week, inclusive of preparation time.

In addition, students should consider the University's paid work guidelines: students on research courses are advised that any paid work should still allow them to spend at least 40 hours per week for a minimum 44 weeks of the year on their studies. Further information may be found at:

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

6.6. Funding

6.6.1. Funding for Conference Attendance

The Faculty has limited funding for attendance at conferences. Graduate students may apply for up to a maximum of £400 during the course of each programme at the English Faculty from the Maxwell and Meyerstein Fund.

Please note:

- All applications must be accompanied by a message of support from your supervisor.
- Retrospective applications will not normally be considered.
- Grants are not made for word-processing, photocopying, proof-reading, thesis binding, or normal subsistence.
- Applications for less than £40 will not normally be considered.

Application forms are available on WebLearn at:
https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/engfac/grad.

6.6.2. Funding for Seminar/Conference Organisation

The Faculty has strict limits on the number of conferences/seminars organised by graduate students and funding is rarely granted for these activities. When it is, the Faculty may ask you to change the proposed dates of the conference in order to manage demand on limited Faculty resources. Application forms are available from the Faculty Office; individuals should note that applications should be submitted AT LEAST 6 months before the proposed date of the conference/seminar. You should also note that these requests will need to be considered by the Appointments, Finance and Planning Committee, which meets in weeks 2 and 7. Papers for this

committee need to finalised at least a week before the meeting. It is anticipated that conference fees should be priced at such a level that they will cover all anticipated costs. You should not agree any expenditure until formal approval for the conference has been given by AFP.

6.6.3. Vice Chancellor's Fund

The Vice-Chancellor's Fund is intended to assist students in the final stages of their D.Phil. It provides awards of up to £3000 to D.Phil. students of exceptional academic merit who require extra funding to complete their research. It is expected that candidates will be in their third or fourth year of research when making their application and that they will have completed their confirmation of status. Application forms can be obtained from this website http://www.ox.ac.uk/students/fees-funding/assistance/hardship/vcf early in Hilary Term and the deadline will be in mid-February.

Further information may be found at: http://www.ox.ac.uk/students/fees-funding/assistance/hardship

6.6.4. Research Funding

Graduate students are able to apply for some funding schemes advertised from time to time by the Humanities Division, including TORCH (The Oxford Research Centre in the Humanities), and usually circulated by the Faculty's mailing lists. Such funding often supports conferences, seminars, networks, knowledge exchange or public engagement. The call for proposals to each scheme will stipulate whether or not graduate students are eligible. You should check eligibility carefully from the circulated information or specified website, and you can resolve unanswered queries from the named contact for the scheme in questions.

Graduate students are sometimes able to apply for external funding or opportunities which would complement their doctoral research. Such opportunities include research fellowships at libraries and archives or small amounts of financial support, often to attend conferences or for research expenses, from specialist societies in particular sub-fields. Your supervisor is the best person to direct you to such small and specialist funding schemes, and to adjudicate whether participation will support your doctoral research. The Research Facilitators in the Humanities Division are not involved in drafting applications for graduate students.

A very few applications for larger grants need to be approved by the Faculty and University: these few are mostly from major funding bodies such as the AHRC. (There are separate procedures published each year for applications for standard postdoctoral fellowships funded by the British

Academy or The Leverhulme Trust.) The call for proposals circulated within Oxford will indicate whether Faculty approval is needed. It is always needed for any application for funding to the Wellcome Trust. To seek approval, you should contact your supervisor and the Faculty's Chair of Research Strategy Committee. (In 2018-19 this is Professor Daniel Wakelin, daniel.wakelin@ell.ox.ac.uk.) The Faculty's approval of your application will not automatically be given; it will depend on the suitability of the application for the scheme in question (based on many factors). Most important is that you leave ample time for the decision whether or not approval is needed, and then for the approval process itself. The Faculty's and University's official approval of your final application will normally need at least ten working days before the declared deadline.

With all grant applications, it is crucial to enquire early about suitability and to prepare one's submission far in advance.

6.7. Language Centre

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.

6.8. 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 advisers 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 adviser 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.

6.9. General Student Support

6.9.1. 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: https://www.ox.ac.uk/students/welfare/disability

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

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

Oxford SU (students' union) 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

6.10. Other Useful Links:

Visa and Immigration Information - www.ox.ac.uk/students/international_students/

Childcare services - www.admin.ox.ac.uk/childcare/

7. THE M.LITT

Note that the M.Litt is only available as an exit award or via transfer. It is not offered to prospective applicants as a course in its own right. Theses submitted for the Degree of M.Litt. should be around 40,000 words in length and should not exceed 50,000 words, exclusive of the bibliography and of any text that is being edited but including notes, glossary, appendices, etc. Those submitting a thesis for the M.Litt. degree must do so by the end of their ninth term.

You may apply to the GSC not later than the last meeting of the ninth term for an extension; however, such an application must be supported by your supervisor and your college and will be approved only in exceptional circumstances. Extensions will not be granted for simply 'running out of time'; any application must be supported by a compelling case of academic or personal necessity. In addition, the Faculty will not usually consider applications submitted on the grounds that carrying out paid work has impeded progress; students are advised to review the University policy on paid work which states that research students should organise their time so as to be able to spend 40 hours per week (for 44 weeks of the year) on their studies.

Further information may be found at:
http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/

Should ill health or other personal factors significantly impede progress candidates are expected to apply for suspension of status and seek reinstatement when they are able to resume study (see section 3.8 below), rather than to apply for extensions of time. The GSC will expect students to provide evidence that they have plans to complete the thesis within the period of extension for which they have applied. The GSC will not approve applications for extension which assume or imply that further terms of extension will be required/applied for.

The application form (GSO15; see section 8.3.3) should be returned to the Graduate Studies Office in time for review at the final GSC meeting in your final term, at the latest. The GSC meets twice a term in Weeks 2 and 7 and an application should be submitted ten calendar days before the meeting to ensure it can be included in the meeting papers. The total number of terms that may be granted by the Faculty is three further terms for the M.Litt; however, please note that the Faculty does not normally give extensions for more than one term at a time. Note that, for visa students, an agreed extension does not affect the duration of your leave to remain in the UK (see 3.10).

8. APPENDICES

8.1. Research supervision: a brief guide for students

The role of the Supervisor is to:

i. advise, guide and support you in all aspects of your research, providing clear intellectual leadership and giving precise guidance about academic expectations.

ii. agree with you a clear plan of research, identify milestones and provide information on the availability of research resources

iii. agree with you a timetable for:
    a. regular meetings (normally twice per term) for detailed discussion of your progress
    b. the submission of written work, which the supervisor should return to you within a reasonable time

iv. ensure that you are aware of the formal requirements for transfer of status, confirmation of status and final submission, and that these are incorporated into your plan of work.

v. discuss with you subject-specific and general research skills required for your doctoral studies; work with you to identify areas where you require additional training to develop these and other skills; advise you on how these needs may be met, and assess your skills development and training requirements at least once a year.

vi. assist and encourage you to participate in the wider academic community.

vii. ensure that you are aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and lecture lists.

For more details, see the Code of Practice on Supervision of Graduate Research Students, available at www.humanities.ox.ac.uk .

The role of the Student is to:

- attend induction sessions arranged by the faculty, Library Services and Computing Services.
- meet your supervisor regularly and take note of his or her advice and guidance.
- draw up a research plan and timetable of work in consultation with your supervisor, and keep relevant records of all aspects of your work.
- work with your supervisor to draw up a programme for identifying and developing your subject-specific and general research skills, and personal and professional skills.
- attend appropriate classes, lectures, and seminars.

- be aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research.
- work with your supervisor to pursue opportunities to engage with the wider academic community at University, national and international level.

8.1.1. Further information

The **Research Supervision Website** (http://supervision.learning.ox.ac.uk/) is hosted by the Oxford Learning Institute and aimed primarily at supervisors, but provides a wealth of information for both new and continuing research students. Much of the information for supervisors will be useful to students, particularly in understanding how supervision works and what supervisors may be expecting.

8.2. 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:

i. Career planning using the new electronic Career Planner and the Researcher Development Framework (see http://www.vitae.ac.uk);
ii. Introduction to the DPhil; Managing your progress; Preparing for the DPhil viva;
iii. Turning your thesis into a monograph; journal article publishing workshop;
iv. Media training (*Newsnight*-style interviews); research careers outside academia;
v. Introduction to postdoctoral fellowships; applying for BA postdoctoral fellowships;
vi. 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

8.3. Graduate Forms

Available at: http://www.ox.ac.uk/students/academic/graduates/forms/

and

8.3.1. Forms and notes relating to Transfer of Status

GSO.2	Application for Transfer of Status.

8.3.2. Forms and notes relating to Confirmation of D.Phil. Status

GSO.14	Application for Confirmation of D.Phil. Status.
GSO.14B	Application for Deferral of Confirmation of D.Phil. Status

8.3.3. Miscellaneous forms

GSO.6	Application for Change of Thesis Title (MLitt. or DPhil.)
GSO.8	Application for Dispensation from Statutory Residence
GSO.15	Application for Extension of Time (MLitt. or DPhil.)
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.23	Application for Reinstatement as a Graduate Student
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

8.3.4. Forms & notes relating to the examination of research degrees

GSO.3	Application for Appointment of Examiners for DPhil. or MLitt.
GSO.3A	Deposit and Consultation of an MLitt. or DPhil. Thesis. This should be submitted with the library copy of the thesis and is required before a thesis can be deposited in the Bodleian
GSO.3B	Deposit and Consultation of an MPhil. Thesis. This should be submitted with the library copy of the thesis and is required before a thesis can be deposited in the

	Bodleian
GSO.26	Information for Thesis Cataloguing.
GSO.20A	Notes of guidance for research examinations

8.3.5. Further documents that may be required

GSO.16	Application for an Early Examination
GSO.18	Application for Extension of Time to complete Minor Corrections for MLitt. or DPhil. (after the viva has been held)
GSO.3C	Application for dispensation from Consultation of Thesis M.Litt./D.Phil./M.Sc.

8.4. Important Dates 2018-19

Please note: The Graduate Studies Committee meets on Monday of Weeks 2and 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 go out with the agenda. If you miss this deadline they cannot be considered until the subsequent meeting.

Michaelmas Term: 7 October 2018 – 1 December 2018

Monday 15 October	Graduate Studies Committee Meeting
Wednesday 14 November	Graduate Joint Consultative Committee
Monday 19 November	Graduate Studies Committee Meeting

Hilary Term: 13 January 2019 – 9 March 2019

Friday 18 January	Deadline for applications for AHRC funding
Monday 21 January	Graduate Studies Committee Meeting
Monday 11 February	Submission of Confirmation of Status applications to the Graduate Studies Office
Wednesday 20 February	Graduate Joint Consultative Committee
Monday 25 February	Graduate Studies Committee Meeting
Friday 8 March	Formal notification of intention to apply for Transfer of Status to Graduate Studies Office

Trinity Term: 28 April 2019 – 22 June 2019

Friday 26 April	Submission of Transfer of Status applications to Graduate Studies Office
Monday 6 May	Graduate Studies Committee Meeting
Wednesday 5 June	Graduate Joint Consultative Committee
Monday 10 June	Graduate Studies Committee Meeting

8.5. Prizes

8.5.1.   Matthew Arnold Memorial Prize 2019

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.

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 2019 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.

8.5.2.   Chancellors 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 each year can be found on the [English Faculty Website](#).

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 2019. 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.

8.5.3. 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 2019. 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.

8.6. 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:

    i.   artist/architect/maker /manufacturer (e.g. Meissen)

    ii.   title of work/name of building/object description (e.g. teapot)

    iii.   date of production (date range or century acceptable)

    iv.   present location

    v.   brief reference for the source of the illustration

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

    vii.   artist/architect/maker

    viii.   title of work/name of building/object description

    ix.   size (metric)

    x.   medium (e.g. engraving; ceramic; textile; mixed media)

    xi.   date of production

    xii.   present location

    xiii.   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.

8.7. Lecture recording

The English Faculty may sometimes record lectures, either for general student use, or specifically for access purposes. Where lectures are recorded, they will be made available via Weblearn.

8.7.1. EULA (End User Licencing Agreement)

About this licence

*This user licence sets out the terms on which you may use a recorded lecture made available via the Replay lecture capture service on the English Faculty Weblearn pages (the **service**). By continuing to view lectures recorded and provided by the English Faculty, you are agreeing to this user licence and its conditions.*

Permitted use

All rights in a lecture made available on or through the service are reserved. You may access recorded lectures only for the purposes of your own private study and non-commercial research, provided you acknowledge any use of the lecture in accordance with academic custom and any rules or guidance issued by the University. You must not download, broadcast or copy any lecture, or make copies or access details available to another person, or make an adaptation of a lecture, unless specifically authorised in writing or permitted under applicable intellectual property laws.

No other personal recording of lectures is permitted except by authorisation of the lecturer, or by recommendation in a Student Support Plan (SSP) from the Disability Advisory Service.

Disclaimer

The views expressed in any lecture are those of the people making them, and do not necessarily reflect the views of the University or the English Faculty. The English Faculty does not guarantee that the service, or any content on it, will always be available or be uninterrupted. Access to the service is permitted on a temporary basis. The English Faculty may suspend, withdraw, discontinue or change all or any part of the service without notice. The English Faculty will not be liable to you if for any reason the site is unavailable at any time or for any period.

If you have any questions or concerns about this licence, please contact undergrad@ell.ox.ac.uk

8.7.2. Notice of Recording

Please be aware that lectures may be recorded in audio format. These recordings may be used by the Faculty of English and accessed via WebLearn by students.

At no time will audience members be intentionally recorded, but recordings will generally start and stop automatically on the hour – so conversations held next to the desk, immediately before or after a lecture, may be picked up. Audio pickup is limited by the reach of the microphone at the desk; this may include some questions from the audience.

No other personal recording of lectures is permitted except by authorisation of the lecturer, or by recommendation in a Student Support Plan (SSP) from the Disability Advisory Service.

For more information about lecture recording at the Faculty of English, please contact undergrad@ell.ox.ac.uk*.*

8.8. Emergency Information

If the fire alarm sounds, walk immediately to the front car park on St Cross Street. Do not run, or stop to collect possessions. Do not attempt to re-enter the building until authorised to do so by Faculty staff or emergency services.

In the unlikely event of an armed incident, leave the area as quickly as possible. The key advice is to:

- RUN - to a place of safety. This is better than trying to surrender or negotiate.
- HIDE - it is better to hide than confront. Barricade yourself in, turn phones to silent and use only when it is safe to do so.
- TELL – the police by calling 999.

8.8.1.   Oxford University Security Services

OUSS Website - http://www.admin.ox.ac.uk/ouss/

General Enquiries (24 hours) & non-emergency incident reporting (0)1865 (2) 72944

Emergency (24 hours) (0)1865 (2) 89999

E-Mail: security.control@admin.ox.ac.uk