UNIVERSITY OF
OXFORD

FACULTY OF
ENGLISH LANGUAGE AND LITERATURE

PRS/DPhil/MLitt
Handbook

for students starting
in the academic year
2025-2026

October 2025

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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 nine 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 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 Simon Horobin,

Magdalen College

Chair of the English Faculty Board

1.2. **Statement of coverage**

This handbook applies to students starting the course in Michaelmas Term 2025. The information in this handbook may be different for students starting in other years.

1.3. **Version**

Version 1.0	Handbook Published	6/10/2025
Version 1.1.	Updates to EGO section; addition of name of Teaching and Career Officer; several web links updated	6/11/2025
Version 1.2.	Update to section 3.12.8: students now have to apply for a dispensation for consultation of status rather than being able to choose a 1 or 3 year dispensation when depositing the thesis in ORA.	18/11/2025
Version 1.3.	Update to section on transfer of status: a note on Research Integrity training.	16/02/2026

1.4. **Disclaimer**

The Examination Regulations relating to this course are available at https://examregs.admin.ox.ac.uk/. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Academic 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 Faculty 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 2025-2026**

This page will be updated online at intervals. Please check online for the latest list of contacts.

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

- your supervisor
- Emily Richards, Graduate Studies Officer, 01865 (2)81140, graduate.studies@ell.ox.ac.uk
- Professor Rebecca Beasley, English Faculty, Director of Doctoral Studies, rebecca.beasley@ell.ox.ac.uk
- your College Advisor, Tutor for Graduates, Senior Tutor
- Professor Paulina Kewes, Research Student and Staff Training Coordinator, paulina.kewes@ell.ox.ac.uk
- Professor Siân Grønlie, Director of Equality and Diversity, sian.gronlie@ell.ox.ac.uk
- Helen Scott, the English Subject Librarian, helen.scott@bodleian.ox.ac.uk
- general enquiries concerning the Humanities Library, humlib@bodleian.ox.ac.uk
- Amy Wells, Teaching and Careers Officer, tco@ell.ox.ac.uk

The other academic officers are:

- Professor Simon Horobin, Chair of the Faculty Board and Disability Lead
- Professor Matthew Bevis, Director of Taught Graduate Studies
- Professor Kathryn Murphy, Director of Teaching
- Professor Peter Boxall, Director of Research

Harassment advisors:

Professor Andrew Klevan, andrew.klevan@st-annes.ox.ac.uk

Professor Rachel Burns, rachel.burns@ell.ox.ac.uk

2.2. **Administrative Support**

The English Academic Office is located in the English Faculty, which is on the 1st floor of the Schwarzman Centre for Humanities in the Radcliffe Observatory Quarter.

The Office is open as follows:

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

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

The administrative staff for the Faculty are:

- Sadie Slater, Head of Administration and Finance
- Christine Bayliss, Operations Manager
- Kirstie Logan-Fowler, Operations Assistant
- Michelle Walker, Office Manager
- Hope Lukonyomoi, Administrative Assistant
- Katy Terry, Communications Officer
- Molly Dineley, Outreach Co-ordinator
- Amy Barker, Finance Officer
- Ruth McGuire, Finance Assistant
- Rachel Byrne, Research Support Officer
- Zoe Hart, Education Manager
- Andy Davice, Academic Administrator and Disability Coordinator
- Emily Richards, Graduate Studies Officer (DPhil)
- Nina Crisp, Academic Administration Officer (Prelims)
- Holly Bickerton, Academic Administration Officer
- Lis Allen, Academic Administration Officer (MSt/MPhil)
- Tom Manning Academic Administration Officer (FHS)

2.3. **About the Faculty**

The Faculty of English Language and Literature is 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. The Faculty has once again been ranked first in *The Guardian*'s league table of English departments in the UK and voted the top university for English in the QS World University Rankings this year. Our teaching has been graded 'Excellent' in every Quality Assurance review.

The English Faculty's teaching and research covers literature in English from works in Old English and the other languages of the British Isles of the seventh century to the current period of what has been called global English.

The Faculty has over seventy permanent members of academic staff, including nine statutory chairs. This is in addition to a further 80 or so Faculty members based in the colleges or temporary members of staff such as postdoctoral researchers. 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 160 graduate research students.

2.4.**Committees and Decision-Making within the Faculty**

Senior members of the Faculty (i.e. academic staff) attend meetings at which key items are discussed. Strategic decisions are taken, in consultation with the whole Faculty, by the Faculty Board, which is made up of 15 people elected from all the members. It includes a graduate and an undergraduate junior member. A number of standing committees reports to the Faculty Board:

- Research Committee
- Graduate Studies Committee (for all matters relating to the DPhil and MLitt, and taught graduate courses)
- Graduate Consultative Committee (see section 2.5)
- Undergraduate Studies Committee, plus committees for each of the undergraduate joint schools
- Undergraduate Consultative Committee
- Equality and Diversity Committee
- Planning, Personnel and Resources Committee

Any changes to courses are typically discussed at the appropriate 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 University's *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 in the Faculty are members of English Graduates at Oxford (EGO). EGO provides a social and academic

and events for graduates working in the Faculty through regular events; represents their interests to the Faculty administration; and organizes 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 organizing its own events, the EGO committee attends, and the EGO President chairs, the Graduate Consultative Committee (GCC), which three senior Faculty members also attend. The GCC meets once a term, usually in fifth week, to discuss graduate students' business within the Faculty. The minutes of the GCC are discussed by the Teaching and Research Committees, at Faculty Board, and sometimes by the Faculty more generally.

The EGO committee consists of the following posts:

- The **President** coordinates the committee, chairs GCC, and sits as the graduate representative at Faculty Board meetings.
- The **Library Representative** represents graduate interests at meetings of the Faculty's Library committee.
- The **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.
- The **Welfare and Mentoring Officer** raises welfare issues concerning graduates with the committee and organises the mentoring scheme for new students.
- The **International Affairs Officer** represents the interests and concerns of international students.
- The **MSt/MPhil Representatives** (up to four, each from a different strand) represent the academic and non-academic interests and concerns of students enrolled on the MSt and MPhil courses.
- The **DPhil Representative** represents the academic and non-academic interests and concerns of doctoral students.
- The **Social Secretary** organises termly social events and the weekly (free!) EGO lunch.

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

3. COURSE CONTENT

3.1. Aims and Objectives of the DPhil

The programme is designed to provide a thorough foundation for a career in research. The 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 advice of the research supervisor, but supplemented by Faculty-organized research seminars and training, learn how to identify appropriate topics for research; to assemble bibliography; to use research techniques with primary sources (including palaeography and textual criticism); and to use special collections in Oxford and beyond, including non-literary historical and archival material;
iii. primarily through the advice of the research supervisor, but supplemented by Faculty-organised research seminars and training, learn how to write scholarly prose; to use proper citation; to organize chapters and book-length arguments; to write research proposals; and to present research in public fora such as conferences and seminars, as well as in the thesis itself.

The Faculty also provides opportunities for training in teaching to all those who wish to participate (see section 5.6), with a view to an academic career that combines both research and teaching.

Doctoral research in our Faculty sometimes explores potentially challenging topics. Literature and the other materials we research sometimes portray extreme physical, emotional and psychological states; depict, question, and/or advance racist, misogynist and prejudiced views or language; and can include graphic representations of inequality and violence of all kinds. As a Faculty, we believe that one of the important roles of research in the humanities is to study and challenge ideas that are shocking or uncomfortable, and to understand their origins, expression and influence. We encourage DPhil students to research such topics, where relevant, with confidence, honesty and clarity, and to address them with sensitivity in their own research, writing, presenting and teaching. We also recognise that these texts will affect students differently depending on their particular backgrounds and experiences. If anything about researching and teaching such materials troubles you, please continue to discuss this with your supervisor. Further sources of personal support are

also available to you (as noted in section 8.7).

3.2. **Research supervision**

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.

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. the student handbook, Examination Regulations, guidance on plagiarism), and be aware 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.

A PRS, DPhil or MLitt 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 or more. You should expect to provide your supervisor with at least one substantial piece of writing toward your thesis each term.

There is an obligation on you to attend when asked 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.

If you wish to change supervisor for any reason you ought, whenever possible, to discuss the matter with them first. The present supervisor will then get in touch with the Director of Doctoral 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 Doctoral Studies directly. You must not set about finding a new supervisor yourself.

If you do change supervisor due to an alteration in the direction of your work, or because your supervisor is leaving Oxford or on sabbatical leave, it is important that the Academic Office is informed and a Change of Supervisor form (see section 9.1.3) is completed so that the change can be approved by the Graduate Studies Committee.

If you think that you are not receiving sufficient attention from your supervisor, you should speak to the Director of Doctoral Studies. The supervision reporting system is not a mechanism for making complaints. It is important to raise any supervisorial concerns as soon as possible. You should also feel free to raise any concerns with the Tutor for Graduates or Senior Tutor of your college or with your College Advisor.

3.2.1. Graduate Supervision Reporting 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).

Students are asked to report between 7th and 9th weeks each term and at the end of the Long Vacation over the summer. You will receive an automated GSR email notification when your reporting window opens. 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 Doctoral 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 Doctoral Studies and your College Advisor. The Director of Doctoral Studies is responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they will use to obtain information about supervision. College Advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including 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.

Students 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);
- briefly describe which subject-specific research skills and more general personal or professional skills they have acquired or developed during the current term, including courses, seminars or workshops offered or arranged by the Faculty or the Division, along with any teaching they have undertaken;
- 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.

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 into GSR from wherever you are, and it will work on mobile devices.

3.3. **Part-time students**

Over the extended time of their course, part-time students are able to participate in the same activities to an equivalent degree as their full-time peers, as appropriate to their research skills and interests. Formal procedures for Transfer and Confirmation are the same as for full-time students but on a different timetable (as indicated in section 3.5.1 and section 3.6). Supervision is monitored

via the Graduate Supervision Reporting system (GSR) in the same way as for full-time students. Over the extended period of their course, part-time students will be able to access training in line with their full-time peers.

But while the teaching methods, learning outcomes and total time spent researching and with their supervisors are the same as for a full-time student, there is considerable flexibility as to how this is arranged across the period of study. There is a minimum 30-day annual attendance requirement for part-time research students, who should aim to attend the University as often as they can (particularly in term-time) to attend supervision and to participate in key Faculty activities. Part-time students are expected to be present in Oxford for Faculty induction, college induction, and an initial meeting with supervisors in order to decide upon the immediate programme of study for that term and to develop a plan for the coming year's work. These are usually all held in 0th week of Michaelmas term of the 1st year. Part-time students will be expected to be in Oxford to participate in key Faculty activities, which will occupy on average 20 days per term. Part-time students are expected to spend some periods of presence in Oxford in at least two terms per year in the first two years. Part-time students will be expected to attend at least half of the Faculty's (usually weekly or fortnightly) research seminar meetings in their subject area and to contribute to them as much as full-time students do over the length of their course.

However, the Faculty appreciates that part-time research students will have non-standard attendance and work patterns, and our broad assumption is that part-time students will progress at roughly half the pace of full-time students. If it is convenient to have some terms in which they attend more seminars and events, alternating with terms in which they attend fewer or none, that could be acceptable, and a matter for the student and supervisor to arrange. For your research, you should discuss and agree a work plan with your supervisor that enables you to participate as fully as possible in the life of the Faculty and the University while balancing degree work with your other commitments. Part-time students will be required to cover their travel expenses and overnight accommodation; colleges generally cannot provide accommodation.

Except for differences in the timing of progression steps, the advice and instructions in this handbook apply equally to part-time and full-time students (unless otherwise specified), but we do recognise that studying part-time involves particular challenges, and we urge you to contact your supervisor, or the Academic Office or the Director of Doctoral Studies if you have any concerns.

Please note that you can apply to change from part-time to full-time mode, or from full-time to part-time mode using the Change to Mode of Study form. Any requests to change mode will be

considered by the Graduate Studies Committee according to the merits of the situation, paying particular attention to the availability of supervision. You may change mode only once during your entire period of doctoral study.

3.4. **Research Involving Living Subjects**

Any planned interactions with living subjects (such as interviews) or collection of the personal data of identifiable living subjects that forms part of a research project, including a doctoral thesis, must first be approved by a formal ethics review according to University's ethics procedures. It is likely in our field that you will need to follow the procedure for 'straightforward ethical issues applications' (CUREC 1A): https://unioxfordnexus.sharepoint.com/sites/OxIntranet-research-innovation/SitePages/ethics-committees-sshidrec.aspx. Please be aware that the process may take several weeks. It is important that you do not begin to collect this data until approval is granted. If you have any questions or concerns, please contact the Academic Office (graduate.studies@ell.ox.ac.uk).

3.5. **Transfer from Probationary Research Student (PRS) to DPhil or MLitt Status**

All students are initially registered as Probationary Research Students and must go through Transfer of Status to be a formal candidate for the DPhil or MLitt degree. The rules are set out in the *Examination Regulations* more fully and students should consult them carefully. (The distinction between the two degrees must be discussed with your supervisor: students should bear in mind the higher standards required of a DPhil thesis and the greater time required for its completion.)

The general purpose of the Transfer of Status is to give students the chance to have their research project considered and assessed at an early stage by two Faculty members who are not immediately invested in it. The assessors' report will provide critical advice and draw the student's attention, as may be required, to areas needing further development in the scope, content, presentation or method, so that they can be emended in good time. In cases where assessors have serious concerns, approval for Transfer of Status may be withheld and resubmission required, so as to impress upon the student the urgent need to improve the work and to avoid failure further

down the line. In this circumstance, the student will be granted a second attempt at Transfer of Status.

When considering thesis proposals for transfer, Graduate Studies Committee 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 Faculty of English at Oxford; and
iii. your ability and skills, as may be judged from the evidence available, 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.

3.5.1. Timetable for Transfer of Status

Action	**Full-time students**	**Part-time students**
In exceptional circumstances, applying to delay Transfer of Status	noon on Monday of 5th week of their 2nd term of study (usually Hilary term)	noon on Monday of 5th week of the 5th term of study (usually Hilary term)
Notifying the office of intention to apply for Transfer of Status	noon on Friday of 8th week of the 2nd term of study (usually Hilary Term)	noon on Friday of 8th week of the 5th term of study (usually Hilary Term)
Submission of materials for the application for Transfer of Status	noon on Friday of 0th week of the 3rd term of study (usually Trinity term)	noon on Friday of 0th week of the 6th term of study (usually Trinity term)
Interviews arranged by the assessors of the application for Transfer of Status	Between 1st and 4th week of the 3rd term of study (usually Trinity term)	Between 1st and 4th week of the 6th term of study (usually Trinity term)
Reports from assessors for approval by Graduate Studies Committee	5th week of the 3rd term of study (usually Trinity term)	5th week of the 6th term of study (usually Trinity term)

Students must email the Academic Office (graduate.studies@ell.ox.ac.uk) stating their intention to apply for Transfer of Status, the title of their thesis and the name of their supervisor by noon on **Friday of 8th week of the 2nd term of study (usually Hilary term) for full-time students** or **Friday of 8th week of the 5th term of study (usually Hilary term) for part-time students**. Then students

must submit materials for their application for Transfer of Status no later than noon on **Friday of 0th week in the candidate's third term of study for full-time students** or **Friday of 0th week in the candidate's 6th term of study for part-time students**. (For students who began their course at the start of Hilary term or who interrupted their studies for a term, these two deadlines will accordingly fall one term later.)

In exceptional cases candidates may apply to postpone Transfer of Status by one term. An application for delaying Transfer of Status will be granted only due to compelling extenuating circumstances such as ill health, serious personal difficulties or a compelling academic case supported by the supervisor. Candidates seeking such postponement should complete form GSO.2b on eVision not later than noon on **Monday of 5th week of the 2nd term of study (usually Hilary term) for full-time-students** or **Monday of 5th week of the 5th term of study (usually Hilary term) for part-time students**.

3.5.2. Application Materials for Transfer of Status

An application consists of the following, submitted online via Student Self-Service, by noon on **Friday of the 0th week of the 3rd term of study (usually Trinity Term)**:

i. the application form (GSO2).
ii. a detailed outline, not exceeding 1,000 words, of the proposed subject of the whole thesis and of the manner in which it will be treated, including a provisional list of chapters and their proposed coverage.
iii. a sample of written work within the topic of the proposed thesis of 9,000 to 11,000 words, including footnotes, along with a bibliography of works cited in the sample, which is excluded from the word count. For a thesis which consists of the editorial matter for a critical edition, it is permissible to submit in addition to the 9 to 11,000 of the candidate's own words, a sample of the edited primary text which would appear likewise in an Appendix, beyond the word limit, in the final submission of the thesis. Also, extensive translations can be in an Appendix not included in the word count, as in a final thesis (see 4.1.4).

For instructions on how to submit the outline and written work, please see section 5.5.3 of the Student Self-Service Manual.

You must also have completed the University's Research Integrity training prior to applying for Transfer of Status; you will need to tick the box on form GSO.2 to confirm that you have done this. You can find more information and a link to the training course here.

Students should discuss plans for Transfer of Status with their supervisors from the very beginning of their first year and should by the second term be defining the written work they intend to submit. Candidates must not submit as written work for the Transfer of Status any part or whole of a previous publication or Master's 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 9 to 11,000 words of well-written, correctly documented critical prose that is directly related to their chosen thesis topic. Candidates and their supervisors need not necessarily think of the writing sample as a final or complete chapter of the eventual doctoral thesis, but it should be work of a similar kind and quality.

3.5.3. Interviews for Transfer of Status

The application will be sent to two independent assessors among Faculty members, who are not your supervisor(s). They will arrange with you a formal interview to discuss your application for Transfer of Status. The interview will normally last for up to an hour. Interviews must be timetabled within the varied commitments of Faculty members and will not all take place at the same time, so please do not worry if others are interviewed earlier than you. Please ensure that you discuss any travel plans for your third term of study for full-time students or sixth term of study for part-time students (normally Trinity term) with the Academic Office, in order to confirm the interview schedule before making final bookings. If you have not been contacted by your assessors by Friday of 3rd week of that term, please contact the Academic Office.

Assessors will use the interview for a variety of purposes. Some questions might be the sort of thing they would ask in a seminar, probing for expansion or clarification. Other questions might relate to the research plan, sources, method, timetable and structure. They may well comment directly on what you have done and make suggestions for additional bibliography. You should not be surprised if sometimes their line of questioning is sceptical: they are seeking to assess the practicalities and feasibility of the project.

The assessors then submit a written report for approval by Graduate Studies Committee, after which you will be informed of the outcome of the application and receive the report.

For students applying to transfer to the DPhil assessors can recommend transfer to the DPhil, to the MLitt, or to neither. If they recommend transfer to the MLitt the student will have the option to accept that recommendation or to make a second attempt at transfer to the DPhil. If an application to transfer is not successful, a student may reapply to transfer on only **one** further occasion.

3.5.4. Second Attempts at Transfer of Status

Students should consult their supervisor(s) immediately if notified that their applications for Transfer of Status have not been successful, in order to discuss the content of the report and the options open to them. Students who choose to make a second attempt at Transfer must submit the materials for the second application **by noon on Friday of 6th week in the term following their first application**. The assessors may or may not be the same as for the first attempt, depending on Faculty members' availability, and depending on the particular requirements for re-assessment. Students will be notified of the outcome and provided with a copy of the assessors' report after its approval by Graduate Studies Committee, usually by 1st week of the following term.

3.6. Confirmation of DPhil Status

Confirmation of DPhil status is the final formal assessment by Graduate Studies Committee 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. The purpose of confirmation is to:

(i) assess the progress of the student's research and ensure they are working at an appropriate level, and

(ii) to ensure that the student's research progress is such that the student may reasonably be expected to submit within six months to one year.

Confirmation timetable

All students will be required to submit an application for Confirmation of Status online via Student Self-Service **by noon on Friday of 5th week of the 8th term (usually Hilary term of their third year) for full-time students** or **by noon on Friday of 5th week of the 12th term of study (usually Trinity term of the fourth year) for part-time students**. (For students who began their course at the start of a Hilary term or who interrupted their studies for a term or more, these two deadlines will accordingly fall later by the number of terms relevant to them.)

Action	Full-time students	Part-time students

Submission of application materials for Confirmation of Status	noon on Friday of 5th week of the 8th term (usually Hilary term)	noon on Friday of 5th week of the 12th term (usually Trinity term)
Reports sent by assessors for approval by Graduate Studies Committee	1st week of the 9th term (usually Trinity term)	1st week of the 13th term (usually Michaelmas term)

In exceptional cases, the Graduate Studies Committee may permit the candidate to postpone submission by up to one term: candidates seeking such postponement should submit their application form GSO.14b on eVision (see section 9.1.2). Students who have not confirmed their DPhil status by the end of their 10th term for full-time study, excepting any suspensions, will have their status lapsed, unless an application for suspension or deferral has been approved by the Faculty.

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 of Status.

Materials for applying for Confirmation of Status

An application consists of the following, submitted online via Student Self Service - 'On course Applications'.

i. the application form (GSO.14)
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 9,000 to 11,000 words including footnotes, with a bibliography of works cited, which is excluded from the word count;
iv. a draft abstract of the thesis as a whole, of a maximum of 1,000 words.

For detailed instructions on how to submit the outline, abstract and written work, please see section 5.5.3 of the Student Self Service Manual

The written work as well as any previous reports on Transfer of Status will be sent to two assessors appointed by the Graduate Studies Committee.

The assessors will conduct an interview usually by the end of your 8th term or the vacation following it. As with Transfer of Status, not all interviews will take place at the same time (so please ensure that you will be available for a large part of this period, including the vacation). The interview will normally last around one hour. In addition to helping the assessors determine whether the two criteria listed above at the beginning of this section have been met, the interview is intended to provide you with further feedback on the viability of your research project and of the manner of treating it, and also on the standard of your written work, at a relatively advanced stage.

The assessors will submit a report and a recommendation to Graduate Studies Committee by 1st week of your 9th term (usually Trinity Term) for full-time students or your 13th term (usually Michaelmas term) for part-time students, after which candidates will be informed of the outcome and receive a copy of the report.

Assessors may make one of three recommendations:

i. DPhil status should be confirmed.
ii. Confirmation of Status should be refused. If this is the student's first attempt, then a single further attempt is permitted, normally in the following term, using the same amount of material as required for the first attempt.
iii. The student should transfer to MLitt status. If it is the student's first attempt, they will be given the option to accept transfer to MLitt or to make one further attempt to confirm DPhil status, normally in the following term, using the same amount of material as required for the first attempt.

3.7. **Changes to Thesis Title or Topic**

Once a student has successfully passed Transfer of Status, the thesis title on their Transfer application becomes the approved title on record. However, you may find that, as you progress with your research, you 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 the change of thesis form which is completed online (see section 9.1.3).

If the change is a minor one (e.g. slight adjustments of the dates covered or small alterations of wording), you should provide a simple explanation with your application. If you and your supervisor agree that the change is minor, it might be sufficient to wait until a late stage, to avoid frequent requests for further small changes. If you wish to make a minor change to your thesis title at the

time of final submission you can do so using the 'Application for Appointment of Examiners' form. The form provides a box for your old and new titles.

However, if the change is more considerable, you should apply in good time and 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 Doctoral Studies as soon as possible. If the proposed change is so substantial that it requires a change of supervisor, Graduate Studies Committee will try to arrange this, but you must bear in mind that supervision in a new area might not be available, and, in that case, the request for a change of subject might not be approved.

3.8. **Extensions of Time**

Full-time students are expected to complete a DPhil thesis within nine terms from the term of admission as a PGR student; however, they are permitted a maximum of twelve terms to allow for any unforeseen disruptions. Part-time students are expected to complete a DPhil thesis within eighteen terms of admission as a PGR student; however, they are permitted a maximum of twenty-four terms.

DPhil students may apply not later than end of their 12th term (for full-time students) or twenty-fourth term (for part-time students) for an Extension of Time. 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 full-time research students should organize 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: https://unioxfordnexus.sharepoint.com/sites/oxintranet-education-student-support/SitePages/paid-work-guidance-graduate-students.aspx.) Part-time students should ensure that any paid work does not interfere with the commitment of time required for their course. Part-time students wishing to begin or continue with paid work are encouraged to speak to their supervisor in advance about how it could fit with their course. Should ill health or other personal factors begin to have a significant impact on progress along the way, candidates are expected to consider applying for Suspension of Status and to return when they are able to resume study, rather than to apply for Extensions. See section 3.9. Graduate Studies Committee will expect

students to provide evidence that they have plans to complete the thesis within the period of Extension for which they have applied. Graduate Studies Committee will not approve applications for Extension which imply that further terms of extension will be required later.

The application form (see section 9.1.3) should be completed on eVision before noon on the Friday of 8th week of the twelfth term (for full-time students) or twenty-fourth term (for part-time students). **The total number of terms that may be granted by the Faculty is six further terms for the full-time DPhil and three for the part-time DPhil. However, 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 section 3.10).

3.9. **Lapsed Status and Reinstatement of Status**

Students who have reached the end of their allotted time are removed from the register of graduate students. 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. A reinstatement application form can be downloaded from http://www.ox.ac.uk/students/academic/guidance/graduate/progression. Note that, for students on UK visas, an agreed reinstatement does not affect the duration of your leave to remain in the UK (see section 3.10).

Before permitting reinstatement, the Graduate Studies Committee will expect firm evidence that the thesis can be submitted within one term of reinstatement. This requires 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 Graduate Studies Committee, **any application for reinstatement beyond the eighteenth term of study for full-time students or twenty-fourth term of study for part-time students must also be approved by the University's Education Committee, and the Graduate Studies Committee 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 full-time student's status lapse after twelve terms and they apply for reinstatement one year later, the total number of terms is counted as fifteen.

3.10. **Suspension of Status**

With the support of your college and supervisor, you may apply for Suspension of Status for a specified period. Applications should be completed online via Student Self-Service.

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

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 count of terms of enrolled status (and on important deadlines such as Transfer and Confirmation) is paused and will start again on return from Suspension. The Graduate Studies Committee is prepared to consider applications for suspension on the following grounds:

i. Parental leave.

ii. Where students are effectively prevented from pursuing their course of study in circumstances outside their control (e.g. cases of unforeseeable financial difficulty, physical or mental incapacity or unexpected domestic crises), and where there are good grounds for believing that they will be able to resume work within a reasonable period. Students should discuss the possibility of suspension with their supervisors, and/or the Director of Doctoral Studies, at the earliest possible stage. Failure to take Suspension of Status when appropriate can waste valuable terms of enrolled status, and may prolong difficulties with completion of the thesis later. If students are considering applying for Suspension of Status 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.

    a. Applications made on medical grounds require a letter of support from a doctor. This will remain confidential but will be kept on record by the Academic Office.

    b. Applications on the ground of unforeseeable financial difficulties require certification from the candidate's college that it was fully satisfied, when the candidate was first admitted, that their financial position was at that time sufficiently secure to enable them to complete their studies, but that since then an unforeseeable deterioration has occurred which makes it impossible for 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.

iii. 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**.

iv. 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 Graduate Studies Committee 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.

3.11. **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 via the Graduate Route. For further advice, please see https://www.ox.ac.uk/students/visa or contact student.immigration@admin.ox.ac.uk.

3.12. **Submission of the Thesis**

When you come to the last stages of writing your thesis, you should consult your supervisor about your expected date of submission. 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.

You should also consult your supervisor about the appointment of two examiners (usually one examiner is from Oxford's Faculty of English 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. **You must not approach possible examiners yourself.**

You and your supervisor should then complete an Appointment of Examiners form) online through Student self-service. It is advisable to submit this **at least one month before your anticipated submission date** to avoid delay as the process can take some time.

On the =form you are asked to state the date by which you will submit your thesis. 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] form, please inform the Academic Office in good time so that your examiners can be informed.

Candidates must submit the official copy of their thesis for examination digitally via the Student self-service under the 'My Research Degrees' tab. The typewritten parts of any thesis must be saved in pdf format. The thesis may be subject to scanning by text-matching software.

Please see section 4.1 for details on formatting and presenting your thesis. These guidelines should be followed carefully. See also the Guidance notes for submitting thesis which contain detailed information and advice about the presentation of theses and the examination process.

The University webpages also contain useful information about the examination process.

3.12.1. Word Limits for DPhil and MLitt Theses

Theses submitted for the degree of DPhil should usually be around 80,000 words and must not exceed 100,000 words, including footnotes but exclusive of the bibliography. For a DPhil thesis

consisting of an edition, the word limit excludes any text that is being edited but includes notes, glossary and any other appendices. Theses submitted for the MLitt should usually be around 40,000 words and must not exceed 50,000 words, with the same exclusions and inclusions. (See section 6 for further information on MLitt theses.) You must observe these word limits. Examiners may return a thesis that is over length for abridgement.

Leave to exceed these limits will only be given in exceptional cases and on the recommendation of the supervisor. Such cases might arise where the subject of the thesis requires extensive quotation from unpublished or inaccessible material; where extensive translations are provided for the assistance of the examiners; or where substantial and supplementary bibliographical information is essential or helpful for an understanding of the argument. If you want to exceed the word limit, you should apply in writing to the Director of Doctoral Studies (via the Academic 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.

For further information see the Guidance Notes for submitting thesis

3.12.2. The Abstract

A 300-word abstract is required. It is considered to be a separate document and does not count towards the word limit.

3.12.3. Submission of Previously Assessed or Published Work

Work submitted for the DPhil or MLitt should be **wholly or substantially** the result of work undertaken while studying for the degree concerned. As it is understandable that doctoral research develops from past research interests, there is leeway to draw upon previous research or include work previously submitted for another degree in the final DPhil thesis (but **not** in the submission for Transfer or Confirmation of Status), as long as the thesis **substantially** consists of new material. The whole DPhil or MLitt thesis will be assessed according to the requirements of that higher degree.

Prior publication of material arising from research undertaken while holding the status of Probationer Research Student, MLitt or DPhil 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.**

3.12.4. The Examination (the 'Viva')

The viva is normally held within three months of the receipt of the thesis by the examiners. The date of the viva must be at least one month *after* the examiners receive the thesis. You are entitled to request that the viva be held not later than a certain date. If you wish to ask for an early viva, you must apply in good time for the appointment of examiners, so that potential examiners can be warned of this situation, and you should remember that such an application may well mean that the examiners most suitable for your thesis may not be available.

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

In ordinary circumstances, the examination in person (the 'viva' or *viva voce* examination) will usually be held in Oxford but might be held elsewhere convenient to the student and both examiners by agreement. In certain circumstances, for instance where external conditions require, permission can be granted for the examination to be held remotely. Requests for a remote viva or a viva outside of Oxford should be made by the supervisor to the Director of Doctoral Studies before the submission of the Appointment of Examiners form.

The examiners will discuss with the candidate the thesis itself and the wider field of research into which it falls. Students should note the University's requirements for the award of each degree. The examiners must testify that:

I. For the DPhil:
   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.

II. For the MLitt:
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.

3.12.5. Possible Outcomes

Examiners' reports are released to candidates and supervisors once they have been reviewed and accepted by Graduate Studies Committee, and the outcome will then be communicated to the student by the Examination Schools.

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

- Award of the DPhil. This might involve no correction but would usually involve completing minor corrections to the thesis, for which two months are 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 DPhil, may request major corrections again or may refer the thesis back.
- Referral. Students have three terms in which to revise and resubmit the thesis.

3.12.6. Oxford English Monographs (OEM)

The Oxford English Monographs Committee considers all DPhil and MLitt theses for possible publication in the Oxford University Monographs Series. The report on each thesis is considered at the next termly meeting of the Committee. The Monographs Committee will contact the author of any thesis that it wishes 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). OUP can publish only 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.

3.12.7. The Swapna Dev Memorial Book Prize

The Swapna Dev Memorial Book Prize for the best doctoral thesis in English literature at the University of Oxford was established in 2018 according to the wishes of Swapna Dev's husband and supported by his generous gift. The prize honours the interest that Swapna Dev had in English literature.

After receiving her BA and MA degrees in English from Delhi University, Swapna Dev taught for many years on the BA Pass and Honours courses in English at the Jesus and Mary College, one of the leading colleges of Delhi University. After moving to the US, she became a visiting scholar in folklore and mythology at Harvard University from 1983 to 1985. At Harvard, Swapna Dev worked on the metaphysical symbolism of Buddhist Stupas.

The prize is £150 of books, to be chosen by the winner. Each long vacation the Director of Doctoral Studies will shortlist three or four theses, awarded between the 8th week of Trinity term in the previous year and the 8th week of Trinity term just passed, to present to Graduate Studies Committee, which will decide on the winner.

3.12.8. Dispensation from Consultation

The digital copy of your thesis will be made freely available in Oxford Research Archive (ORA) unless you have been granted dispensation from consultation.

It is important to complete the dispensation process before depositing your thesis. If the application is made because of a desire to publish the thesis as a monograph, it is necessary to provide concrete evidence of publication plans. Stating the application to publish is insufficient. Concrete evidence may include, for example, recommendations of examiners and supervisor, details of the intended publisher or book series, a timeline for submission.

There is further guidance on the dispensation process and typical reasons for applying in the GSO3c guidance notes. The dispensation from consultation of thesis form must be completed via Student Self Service.

Please note that the Faculty is obliged to make all graduate research publicly available for consultation as soon as possible, and the Graduate Studies Committee 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 that a redacted version will be released. Digital theses will be made freely available once the dispensation from consultation period expires.

4. The Style And Format of a Thesis

4.1. Formatting your 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.

The text must be in an easily readable font, preferably in 12pt and no smaller than 11pt, using double spacing. Indented block quotations, footnotes and endnotes, must be in single spacing, and no smaller than 10pt. Single spacing should also be used for most tables, documentary material and for entries in the bibliography. 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.

4.1.1. Examination regulations

Read carefully the regulations given in the *Examination Regulations* online at for the preparation and submission of a thesis. University regulations must be complied with.

4.1.2. The relation of text, notes and appendices

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 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 primarily to offer essential references, citations of primary evidence, or cautionary qualifications.

4.1.3. Conventions

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. The Faculty recommends following the conventions in the latest editions of EITHER *The MHRA Style Guide: A Handbook for Authors and Editors*, OR *The Chicago Manual of Style* OR *The MLA Handbook*.

A bibliography of works consulted must be provided, usually at the end of the thesis (or before the glossary, if a glossary is presented in an edition). The bibliography does not contribute to your word count.

4.1.4. Quotations

Your examiners will treat any casual modernisation of older texts as misquotation, unless you give a reasoned policy for alterations. 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 scholarly edition should be cited, rather than a derivative one, unless there are intellectual reasons to cite alternative versions.

Quotations from primary or secondary works in languages other than English should normally be given in their original languages, and a translation should be 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, but you should apply through the Academic Office to the Director of Doctoral Studies for an extension of the word limit. (See section 3.12.1.) The translations provided should be straightforward and literal in spirit. Quotations from pre-thirteenth-century English 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 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). If your thesis consists 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 procedure should consult his or her supervisor.

4.1.5. Footnotes

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

Footnotes, numbered continuously for each chapter, are preferable to endnotes. Only in rare cases where their organisation presents especial difficulties may endnotes 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 sometimes 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.

4.1.6. Illustrations of Sources, Artworks or Objects

If illustrations are crucial to supporting your arguments, you should use good quality, high resolution illustrations. 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. Illustrations may be gathered in one place at the end of the work, perhaps marked as an 'Appendix', or, if you prefer, incorporated in the text. The latter arrangement is more complex to achieve and only recommended if you feel it will enhance your argument. Captions in the text and a 'List of Illustrations' at the start or end should contain the same information. Captions in the text should minimally include the following:

i. artist/architect/maker (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 (crucial for documenting ownership and proof of existence)
v. brief reference for the source of the illustration

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

vi. artist/architect/maker

vii. title of work/name of building/object description
viii. size (metric)
ix. medium (e.g. engraving; ceramic; textile; mixed media)
x. date of production
xi. present location
xii. 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 latter, give the URL as you would for written work)

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 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).

4.1.7. Textual apparatus

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

4.1.8. Glossary

If you are presenting an edition of a text, any glossary will normally follow the appendixes. Whether it is select or complete, or whether etymologies are given, will depend on the nature of the work edited, and the rationale you set out for your edition. Do not use it to accommodate even brief explanatory notes. These should come in a distinct section, 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 among recent authoritative editions in your field.

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

4.2.1. 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.

4.2.2. Resources

The university website has information about what plagiarism is and how you can avoid it. Guidance on good referencing practice can be found in section 4 of this handbook.

The Faculty's guidelines on plagiarism are available on Canvas.

There is an online course from the university, providing a useful overview of the issues surrounding plagiarism and practical ways to avoid it.

5. TRAINING, TEACHING AND PAID WORK

Research for your doctorate should occupy the majority of your three years as a DPhil student. Reading, thinking and writing take time and completing an excellent original contribution to research in good time is the most important outcome of the DPhil programme. However, to achieve that you might require various kinds of training, and you might also require training for the various careers, both inside and outside academia, which could follow a DPhil. It is crucial that you confer with your supervisor about your training needs (see section 3.2) and about the balance of time for research with time for training, teaching and other paid work.

5.1. Training in the Faculty for Research and Careers

Within the Faculty, the Research Student and Staff Training Coordinator for English and the EGO Teaching and Careers Officer (see section 2.1) convene training and career-related seminars for graduates and organize the annual teaching workshop and DPhil students' conference.

The English Faculty's series of talks is designed to help graduate students through the DPhil process (Transfer of Status, etc.) and develop essential skills for academic careers. The sessions are organised by the Teaching and Careers Officer and given by invited members of Faculty and some guests. No pre-registration is required and all graduates, no matter at what stage in their course of study, are strongly encouraged to participate. They will be advertised by email.

Late each academic year the Teaching and Careers Officer and a committee of volunteers organizes a conference for English postgraduate students. This provides an opportunity for graduates to present their research and get feedback. If you would like to get involved and gain experience of running a conference, you should contact the EGO Teaching and Careers Officer in Michaelmas term.

For some research skills, it is sometimes possible **where space permits, by prior arrangement and at the request of your supervisor** to attend parts of the MSt. course, e.g. training in bibliographical skills that might be necessary for you. Because of their size and participatory nature, it is usually not possible for MSt or DPhil students to sit in on MSt C Courses that they are not enrolled on. In exceptional cases, where students feel they have a particular academic reason for attending an additional course, they should contact the Director of Taught Graduate Studies in the first instance. Such requests will only be granted with the consent of the C Course tutor and an agreement as to

what would be expected of the student in advance. No such requests will be approved that take the number of students in a class above the maximum of 8.

Similarly, it is possible to enquire whether you might be permitted to access equivalent teaching in other Faculties. However, students enrolled for the course in question will always take priority, and Faculty members are entitled to refuse your request.

The English Faculty also runs an introductory Latin course, although places are limited. Incoming DPhil students will have been contacted in advance about this course. (For other language courses, see section 5.5.)

5.2. **Humanities Researcher Development and Training Programme**

The Humanities Researcher Development and Training Programme is a comprehensive personal and professional development programme of events, opportunities, workshops and resources to support and develop Humanities researchers at all stages of their career from postgraduate level upwards.

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?
- 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.

Our programme is organised via 'training pathways', designed to foster virtuous circles between research and personal development. These Pathways are:

- Preparation for Academic Practice Pathway: Resources to support all aspects of your development as a researcher, from writing book proposals to preparing for the DPhil viva

- Public Engagement with Research Pathway: Skills and tools to enable researchers to communicate, collaborate and inspire beyond the academy. Workshops include storytelling, Presentation Delivery Skills and How to Organise a Conference

- Heritage Pathway: A varied programme of research, training and events in collaboration with heritage partners to promote knowledge exchange and Public Engagement with Research

- Teaching Pathway: Supports Humanities researchers who are currently teaching (or intend to teach) at Oxford

- Career Confidence: Resources and opportunities tailored to the interests, skills and preferred career destinations of Humanities researchers.

Our workshops and events are open to Master's and DPhil students and postdoctoral researchers (including teaching-only and college-only appointments). Most of our events are free, but some require a £20 deposit which will be returned once you have attended the course, or cancel more than 72 hours before the event start time.

See https://researcherdevelopment.humanities.ox.ac.uk for the calendar of upcoming events and for more information about the programme.

You can also email the Humanities Researcher Development and Training Team at training@humanities.ox.ac.uk if you have any queries.

5.3. **Training with Computing Services**

The Computing Services offer a huge variety of courses that may be useful to your research, such as techniques for creating and managing your thesis; using Endnote etc., and to other work. See https://skills.it.ox.ac.uk/courses-home

Oxford also runs the longstanding and renowned Oxford Digital Humanities Summer School, DHOxSS. Participation includes a charge but scholarships are also advertised. See www.dhoxss.net.

5.4. **Language Centre**

The University of Oxford Language Centre provides a wide range of general and specialised courses in foreign languages and Academic English. The Library contains multi-media materials available to borrow over in 200 languages. They include all the languages taught at the Language Centre, other languages, indigenous and heritage languages, less commonly taught languages, pidgins and creoles, as well as material in some endangered languages.

For a course timetable and to enrol see http://www.lang.ox.ac.uk/

The History and Classics Faculties 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.

5.5. **The 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 and 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. 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/

5.6. **Graduate Teaching**

Graduates at Oxford are not required to gain teaching experience; however, they are welcome to do so, as long as it does not interfere with their own progress. Teaching is a valuable aspect of professional development and preparation for academic and other careers.

5.6.1. 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 students who have completed at least two terms of the DPhil. **Anyone wishing to teach at Oxford must attend it.** It is not necessary to have passed transfer of status to attend the workshop, but you must have passed transfer to apply for teaching. 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 (TMS)** 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 Trinity Term and graduates are signed up for the course from the beginning of the following Michaelmas Term. It is open to all DPhil students who are at the end of their first year and have normally passed Transfer of Status. (Students who were unavoidably delayed in their start date and, accordingly, Transfer of Status are sometimes also permitted to attend.) 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 but they usually 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. At this stage, DPhil students are also eligible to apply to take part in the Faculty's **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 for 15 hours of teaching and supporting activities, at an hourly rate, 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 other students can participate in the scheme. 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.

iv. The Humanities Division offers **Advancing Teaching and Learning programme (ATL)** to support the Teaching Mentoring Scheme (TMS) and prepare for academic practice. This is assessed by a portfolio of up to 5,000 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. ATL seminars in teaching theory are held in Michaelmas Term and at least one session about preparing a teaching portfolio for HEA accreditation is organized each term by the Humanities Training Officer.

5.6.2. Locating Further Graduate Teaching Opportunities at Oxford

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.

In Oxford most teaching of undergraduates is arranged by the Colleges; the Faculty therefore has no control over most undergraduate teaching opportunities. Should you wish to take part in some teaching, there are various ways to identify teaching opportunities.

i. **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 Transfer of Status and the day-long Preparing for Learning and Teaching at Oxford course and with the permission of their supervisor.
ii. **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.
iii. **College Advisors**: your College Advisor is another point of call, either for teaching within your college (if it takes undergraduates) or across the collegiate university, so let them know you are looking for teaching.
iv. **Academic contacts**: students can build up a network of academic contacts at 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.
v. **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 to lead classes as opposed to tutorials – ought to email these coordinators. (Addresses can usually be found on colleges' websites.) They should indicate their research

topic and their areas of expertise and state clearly their wish to undertake some teaching. Graduates are encouraged to venture beyond their own college for opportunities.

vi. **Summer schools**: each New Year, Oxford's many summer schools begin recruiting for teachers. Look for advertisements online, on noticeboards, on the *Daily Info* website and ask your supervisor, contacts and other graduate students who may already have links with these programmes. The summer schools are an excellent way to get some class-teaching experience.

vii. ***The Gazette***: the University's online journal (http://www.ox.ac.uk/gazette/) comes out weekly during term and is a source of advertisements for more significant Faculty- and college-based teaching and some postdoctoral jobs in the University. 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.

viii. **The Department for Continuing Education**: The Department runs a number of evening courses and occasionally hires graduate students to deliver them. Check https://www.conted.ox.ac.uk/about/work-for-the-department for further details.

Students need to be proactive when it comes to seeking teaching opportunities at Oxford or beyond. There is a wide range of opportunities, but you will need to ask around and make your interest in teaching known.

For further information on graduate teaching at Oxford, contact the EGO Teaching and Careers Officer, and/or the Faculty's Research Student and Staff Training Coordinator.

The Centre for Teaching and Learning has a series of webpages and resources specific to Oxford: https://www.ctl.ox.ac.uk/teaching-resources

5.7. **Paid Work**

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 research. See

https://unioxfordnexus.sharepoint.com/sites/oxintranet-education-student-support/SitePages/paid-work-guidance-graduate-students.aspx

6. THE MLITT

Note that the MLitt is only available as an exit award or as recommended by assessors after Transfer of Status. It is not offered to prospective applicants as a course in its own right. Theses submitted for the degree of MLitt should be around 40,000 words in length and should not exceed 50,000 words, exclusive of the bibliography. For a MLitt thesis consisting of an edition, the word limit excludes any text that is being edited but includes notes, glossary, and any other appendices.

Those submitting a thesis for the MLitt degree must do so by the end of their 9th term.

You may apply not later than the end of the 9th term for an extension, using the application form on Student Self-Service (see section 9.1). However, an application must be supported by your supervisor and your college and will be approved only in exceptional circumstances, supported by a compelling case of academic or personal necessity. 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's policy on paid work (see section 5.8). The total number of terms that may be granted by the Faculty for the MLitt is three, but the Faculty does not normally give extensions for more than one term at a time.

Should ill health or other personal factors begin to have a significant impact on progress along the way, candidates are expected to consider applying for Suspension of Status and to return when they are able to resume study, rather than to apply for Extensions (see section 3.8). The Graduate Studies Committee 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 Graduate Studies Committee will not approve applications for extensions which assume or imply that further terms will be required/applied for.

Note that, for visa students, an agreed extension does not affect the duration of your leave to remain in the UK (see section 3.10).

7. PRACTICALITIES

7.1. **Registration and Student Self Service**

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, Canvas and the Graduate Supervision Reporting System (GSR).

All new students receive details of how to register for University services (including your Single Sign-on account, or SSO) via email: https://www.ox.ac.uk/students/new/arrive

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

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

The Student Self Service Manual is available here.

7.2. **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 proof of identity when students are on colleges' or the University's premises. Cards are issued to students by their college on arrival in Oxford once registration has been completed.

7.3. **Feedback**

The University, Faculty and your college are always glad to receive comments about your experience of studying English at Oxford. You are welcome to discuss any problems with the Director of Doctoral 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). All items discussed at GCC meetings are seen by Graduate Studies Committee and the Faculty Board.

You will be sent an email in Trinity term inviting you to complete the Postgraduate Research Experience Survey (PRES). This is a national survey of postgraduate research students inviting them to comment on their course and experience.

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

7.3.1. Complaints and Academic Appeals within the Faculty of English

The University, the Humanities Division and the Faculty of English all hope that students will have no need for complaints about the 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 about which you wish to complain (and who may not be one of the individuals identified in sections 2.1 and 2.2) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, other faculties 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 representatives on the Faculty's or Division's committees.

7.3.2. Complaints

If your concern or complaint relates to teaching or other provision made by the Faculty of English, then you should raise it with the Director of Doctoral Studies or other officeholders (see section 2.1). Complaints about facilities should be made to the Faculty's Head of Administration and Finance. If you feel unable to approach one of those individuals, you may contact the Chair of the Faculty Board. The officer concerned will attempt to resolve your concern or 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 provision made by your college, you should raise it either with one of the college officers, especially the Senior Tutor or Tutor for Graduates. Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

7.3.3. Academic Appeals

An academic appeal is an appeal against the decision of an academic body (e.g. 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 them first informally with your supervisor, the Director of Doctoral Studies, your college's Tutor for Graduates or a 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 assessors or examiners.

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

7.4. **Residence**

While studying in Oxford, full-time DPhil students must usually reside within 25 miles of the city centre. There is a minimum residence periods of 6 terms for the DPhil and 3 terms for the MLitt. In exceptional circumstances (usually the need to conduct research in another location or pressing

external circumstances), it may be possible to reside outside Oxford; you should contact the Academic Office with any queries about this. For the flexible requirements for part-time DPhil students, see section 3.3.

8. Resources, Funding And Support

8.1. Libraries

Oxford has excellent library provision at three levels: colleges, faculties and University. 23 libraries – excluding collegiate libraries, but including the Bodleian and the Humanities Library – are part of a wider organisation called the Bodleian Libraries of the University of Oxford: http://www.bodleian.ox.ac.uk/. The full list of Bodleian libraries can be found here: https://www.bodleian.ox.ac.uk/libraries The Libraries' online guides to resources in particular subjects are available here: http://libguides.bodleian.ox.ac.uk, including an overview of key collections and online resources useful for English literature and language https://libguides.bodleian.ox.ac.uk/english

8.1.1. Bodleian Library

The Bodleian (http://www.bodleian.ox.ac.uk) is an internationally renowned research library. It was founded in 1603, reviving the University's first central library which had been established in the mid 1400s. 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, but it makes extensive acquisitions of materials published abroad. It is not a lending library; all books have to be read in the reading rooms. Most of the Bodleian's collections are kept in the Bodleian Offsite Storage facility and need to be requested via SOLO (the library catalogue, see below) and called to a library reading room. Collections on the open shelves of the Bodleian Library are non-lending, as are the many of books in the Bodleian Offsite Storage.

Works on English language and literature are held in several different locations:

i. on the open shelves in the upper reading room (Upper Camera) of the Radcliffe Camera, which house mainly critical works relating to the undergraduate syllabus and postgraduate taught courses (shelfmark SE);
ii. in the Upper Reading Room of the Old Bodleian, which houses mainly primary works and bibliographies (shelfmark A.2 to A.7);

iii. in the Lower Gladstone Link, which houses high-use Humanities material in an interdisciplinary sequence and an interdisciplinary collection of Humanities print journals (shelfmark PER Hums);

iv. the reading rooms of the Weston Library, which houses rare books, special collections and ancillary secondary works;

v. the off-site Book Storage Facility, which house many books and back runs of print journals, which need to be ordered in advance.

8.1.2. Humanities Library

The Humanities Library (https://www.bodleian.ox.ac.uk/libraries/humanities), newly opened at the Schwarzman Centre in September 2025, holds approximately 110,000 books on the open shelves, and this includes a substantial collection on English language and literature, supporting teaching, study and research in the English Faculty. Most books in the Humanities Library can be borrowed, but there is a minority of library-use only material, often copies of titles in heavy demand. Print collections are complemented by extensive ebook provision (see below).

The library also holds a rare books collection of approximately 7,800 pre-1850 volumes, and a significant collection of 19th-century journals; these can be requested or in some cases more restricted access via library staff. The library has a special collection relating to Old Norse-Icelandic, accommodated in the Rare Materials Teaching Room within the library.

There is also a considerable audio-visual collection supporting film studies, and including Shakespeare productions and literary adaptations. This collection of physical format films supplements online access to filmed performances via platforms such as Drama Online, Digital Theatre+, and Box of Broadcasts.

More information about the English literature and language collections of the Humanities Library can be found here: https://www.bodleian.ox.ac.uk/libraries/humanities/collections-and-resources

The Humanities Library has 80 seats in dedicated graduate study spaces, including two 32-seater graduate study rooms (with a mix of open tables and individual screened study desks) and two bookable study/meeting/seminar rooms (eight seats).

The Humanities Library 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. Details of sessions on library resources for English will be advertised by email. The Bodleian libraries also run workshops for researchers on topics such as searching for scholarly materials, using reference management software, and so on – see https://www.bodleian.ox.ac.uk/ask/workshops#/ for further details.

To get into the Humanities Library (and other Bodleian libraries), you will need your University Card, which you should have received from your college.

If you have suggestions about books, journals or e-resources you think should be purchased for either the Humanities Library or the Bodleian, contact the English Subject Librarian for the Bodleian Libraries at the email addresses in section 2.1.

8.1.3. College Libraries

College libraries vary a good deal: some are extremely well stocked, and many have collections of rare materials that will be useful for your research. They are unlikely, wherever you are studying, to supply all the books that you will want to use for advanced doctoral research, but they have certain major advantages: they are often open for extended periods, provide a congenial working atmosphere, and allow you to borrow books for long periods. If your college library doesn't hold a particular book which is important to your work, ask your college advisor whether it might be possible to order it. Acquisitions policies differ, but most tutors and college librarians are very receptive to useful suggestions.

8.1.4. Online catalogue

SOLO (Search Oxford Libraries Online: (http://solo.bodleian.ox.ac.uk) is the library catalogue. The physical collections of the majority of libraries within the University of Oxford, including the Bodleian Libraries and most college and departmental libraries, can be found via SOLO as well as the University's collections of e-books, e-journals, articles online and databases. The SOLO page also has links to the Libraries' Databases A-Z platform which give an alternative route to many online resources (see below).

An online guide to SOLO is available here: http://libguides.bodleian.ox.ac.uk/SOLO

8.1.5. Electronic resources

The Bodleian Libraries provide access to a wealth of purchased and subscription electronic resources, including over 1.4 million ebooks and over 118,000 ejournals, as well as major e-resources such as bibliographic databases and digitised collections of primary texts including digitised archives and manuscripts. Access to the Bodleian's e-resources is primarily via SOLO; signing in with your Single Sign On (SSO) will provide full access to content. Major e-resources can also be accessed via the Databases A-Z platform https://libguides.bodleian.ox.ac.uk/az.php

The Libraries also have access to electronic Legal Deposit (eLD) content, both book and journals. Due to the legal framework around legal deposit, access to these eLD items is restricted to Bodleian Libraries PCs. (Many eLD books and journals are duplicated in print or fully accessible electronic form.)

8.2. Computing Facilities

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. The Humanities Library has a number of PCs that readers can use to work on. Please note that you cannot save work on these public PCs, so any work you do should be saved to a memory stick. You will need to log in using your Bodleian Libraries username and password, which is not the same as your Single Sign On account.

   For details, see: https://www.bodleian.ox.ac.uk/services/library-account

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

   These PCs can be used for accessing electronic Legal Deposit (eLD) material (which can only be accessed via Bodleian Libraries PCs).

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 Humanities library 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. 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/)

8.2.1. Canvas (intranet system)

Canvas is the intranet system for the Faculty; it contains information and resources for current students and staff and information/papers from the Faculty's key committees. It contains a termly Lecture List, Guide and Timetable, along with reading lists for the various courses and details of research seminars taking place within the Faculty.

You can access the site at: https://login.canvas.ox.ac.uk/. You will need your Single Sign On username and password to access the system. If you have problems accessing the site or queries about the content, please contact the Academic Office (graduate.studies@ell.ox.ac.uk).

8.3. Funding

8.3.1. Funding for Conferences and Research Trips

The faculty has limited funding for graduate student attendance at conferences and research trips. Students may apply to the Maxwell and Meyerstein Fund for up to £200 to attend a conference or up to £400 for a research trip, to a maximum of £400 during the course of the DPhil. Please note:

- All applications require the support of 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 OESS at: https://oess.web.ox.ac.uk/maxwell-meyerstein-fund

8.3.2. Funding for Organizing Seminars or Conferences

The Faculty has strict limits on the number of conferences and 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 six months before the proposed date of the conference or seminar. You should also note that these requests will need to be considered by the Personnel, Planning and Resources Committee, which meets in weeks 1 and 5. Papers for this committee need to be 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 the PPRC.

8.3.3. 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, and 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, for example). To seek approval, you should contact your supervisor and the Faculty's Director of Doctoral Studies. 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.

And doctoral students are encouraged to remember that their primary commitment must be to completing their thesis: original research done to a high quality and in good time.

8.4. **Equality and Diversity at Oxford**

> ***"The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish."***
>
> **The University of Oxford's Equality Policy**

As a member of the University you contribute to making it an inclusive environment, and we ask that you treat other members of the University community with respect, courtesy and consideration.

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

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

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

8.4.1. Harassment

The Faculty is committed to creating a happy and healthy working environment, where everyone is treated with respect and dignity. We do not tolerate any form of harassment or bullying.

The Faculty's harassment advisors for the current academic year are listed in section 2.1. Everybody should feel free to contact one of them, or the Chair of Faculty Board, the Head of Administration Ms Sadie Slater, or the Director of Doctoral Studies (all listed in section 2.1) should they wish to raise this topic.

The Harassment Advisors offer confidential support to all members of the Faculty. Seeking support from an Advisor is not the same as making a complaint – this is an informal opportunity to seek confidential advice. In some instances, this may be enough to resolve the issue. In other cases, should you decide to make a complaint, the Harassment Advisor can be a valuable source of support and guidance. Alternatively, if you do not feel comfortable talking to someone from within the Faculty, you can contact the University's Harassment Advisory Service.

Email: harassment.line@admin.ox.ac.uk

The University Sexual Harassment and Violence Support Service provides a safe place for students to be heard – independent of their college or department, offering free support and advice to any student who has been affected by sexual harassment or violence.

The service supports students in all situations, whether the experiences of sexual harassment or violence happened in Oxford or elsewhere, and whether it was recent or in the past.

Email: supportservice@admin.ox.ac.uk

Further information: www.ox.ac.uk/supportservice

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: www.ox.ac.uk/students/harassment. All new students should complete a new online consent programme to develop their understanding, communication and respect as a student in Oxford's community. You can access the course remotely on https://www.ox.ac.uk/students/welfare/supportservice/consent-matters, and we encourage you to complete the training as soon as possible.

8.5. **Disability and Neurodiversity**

The University is fully committed to exemplary inclusive teaching practice, anticipating the needs of disabled and neurodivergent students and providing inclusive teaching and supervision that enables them to thrive and attain their potential. The university is also bound by the Equality Act of 2010 to promote equality, diversity and inclusion and abide by its anti-discrimination legislation. This includes the legal responsibility to make reasonable adjustments to educational provision where neurodivergent or disabled students would otherwise be at a substantial disadvantage.

General advice about provision for neurodivergent and disabled students at Oxford can be found on the University's Disability Advisory Service (DAS) website at https://www.ox.ac.uk/students/welfare/disability. English Faculty contacts for disability and neurodivergence can be found at https://www.english.ox.ac.uk/equality-and-diversity. The disability co-ordinator for the English Faculty is Andy Davice (andy.davice@ell.ox.ac.uk). Please feel free to contact the disability co-ordinator with any questions or concerns.

UK students should check whether they are eligible for Disabled Students' Allowance: https://www.gov.uk/disabled-students-allowance-dsa/eligibility. This includes disabilities, mental health conditions, and specific learning difficulties that affect your ability to study. It can pay for disability-related study support, such as specialist mentoring, as well as the costs of specialist equipment and assistive software. You can apply for it before you arrive. International UKRI funded students are eligible for Disabled Students Allowance. The University may contribute towards disability-related study support for international students where other sources of funding have been exhausted.

Neurodivergent and disabled students who need reasonable adjustments should contact the Disability Advisory Service (DAS), who can assess your needs and provide you with a Student Support Plan. You do not need a formal diagnosis to start this process. There is more information about Student Support Plans here: https://www.ox.ac.uk/students/welfare/disability/study. We encourage you to contact DAS as early as possible so that support can be put in place for you early in your D.Phil. You can contact them at disability@admin.ox.ac.uk or tel. 01865 280459.

If you have an SSP, this will be shared with the faculty disability co-ordinator, who will make it available to your supervisor. It is a good idea to discuss it with your supervisor, to make sure that they have read it carefully and understand what adjustments need to be made.

You can request reasonable adjustments for your final viva and for other oral examinations relating to Transfer of Status and Confirmation of Status. In order to apply for reasonable adjustments for your viva, you must use the 'Application for Adjustments to Assessment Arrangements' GSO.19 form found here (https://www.ox.ac.uk/sites/files/oxford/GSO.19.docx). This form must be seen and signed by the Director of Graduate Studies. The Director of Graduate Studies will also be able to advise you on the range of reasonable adjustments available to you.

For more information about neurodivergent-informed teaching practices, and suggestions for adjustments and support, see also NESTL (Neurodivergent Education for Students, Teaching and Learning) at https://www.education.ox.ac.uk/project/neurodivergent-education-for-students-teaching-learning-nestl/.

8.6. Student Welfare and Support Services

The University's unique and close-knit collegiate system provides a wealth of pastoral and welfare services for students to support engagement with studies and University life, promoting student wellbeing by providing opportunities for social interaction and sport and arts. Additionally, the central Student Welfare and Support Services department offers professional support that complements provision in colleges and departments. More detail can be found in the University's Common Approach to Support Student Mental Health.

Disability Co-ordinator for the English Faculty: andy.davice@ell.ox.ac.uk

The Disability Advisory Service (DAS) can provide information, advice and guidance on reasonable adjustments to teaching and assessment 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 and the counselling team are committed to providing culturally sensitive and appropriate psychological services. Students can request to see a male or female therapist, a Counsellor of Colour, or to attend a specialist group such as the LGBTQ+ or Students of Colour Groups. All support is free and confidential. For more information visit: www.ox.ac.uk/students/welfare/counselling

The Sexual Harassment and Violence Support Service provides a safe and confidential space for any student, of any gender, sexuality or sexual orientation, who has been impacted by sexual harassment or violence, domestic or relationship abuse, coercive control or stalking, whenever or wherever this took place. More information is available from www.ox.ac.uk/students/welfare/supportservice.

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

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

8.7. Other Useful Links

Visa and Immigration Information - https://www.ox.ac.uk/students/visa

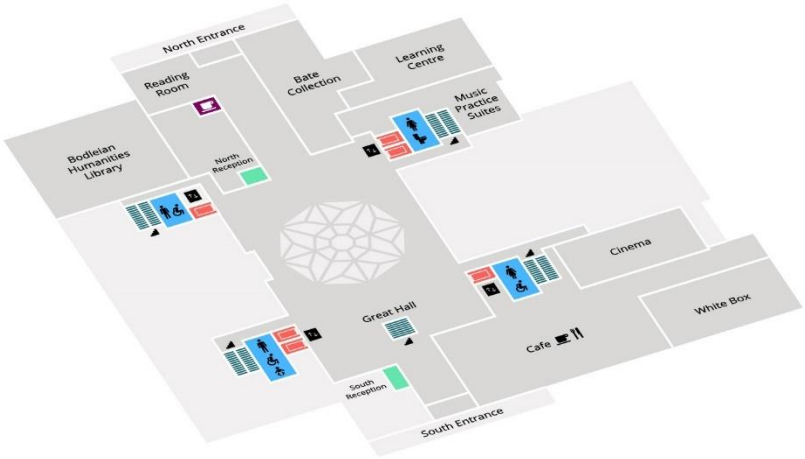
Childcare services - https://childcare.admin.ox.ac.uk/

University Policy on Student Maternity, Paternity and Adoption Leave

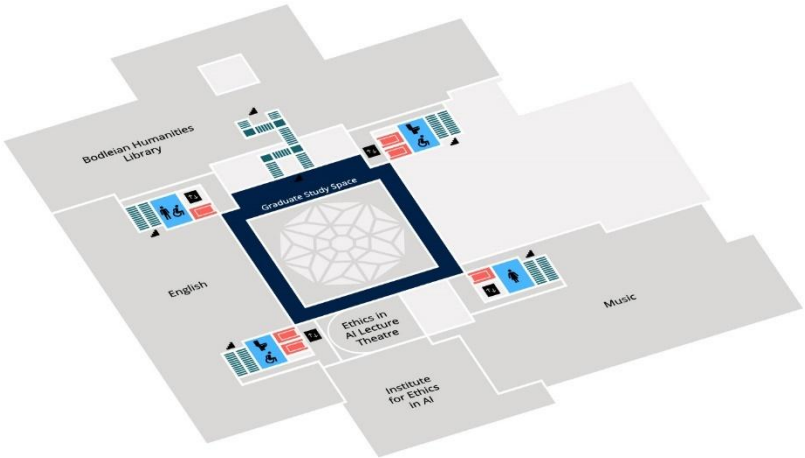
9. APPENDICES

9.1. Map of Schwarzman Centre

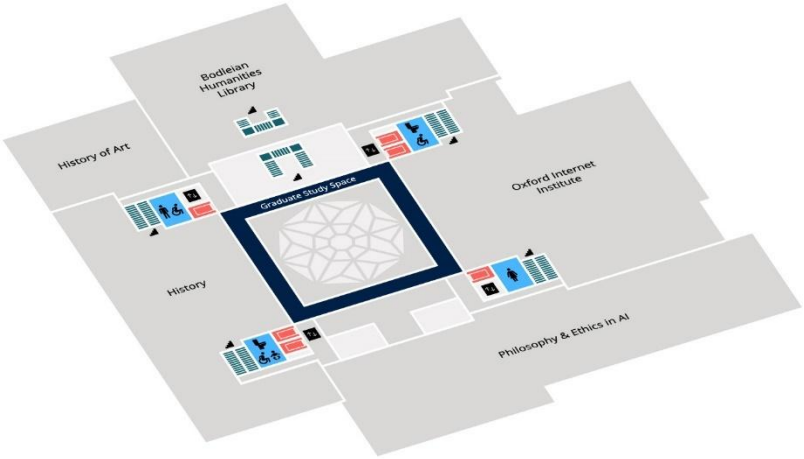
0 **Ground Floor**
Great Hall
North Reception
South Reception
Bodleian Humanities Library
Music Practice Suites
Reading Room
Bate Collection
Learning Centre
White Box
Cinema
Cafe
Coffee Bar
Baby Change
Toilets
Stairs
Lift



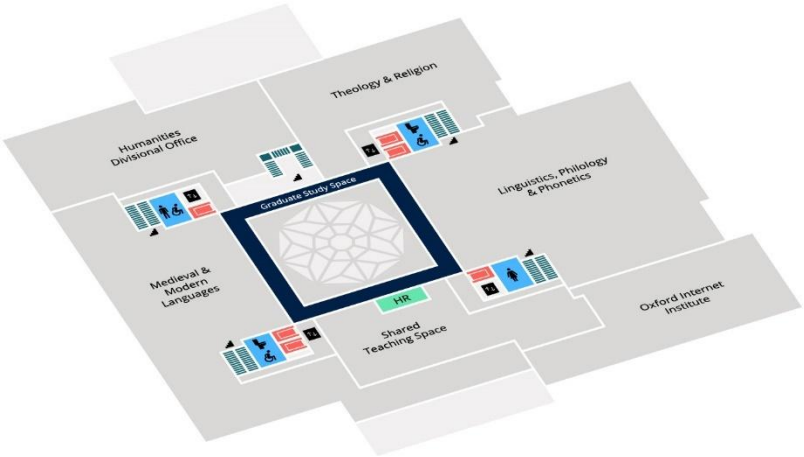
1 **First Floor**
Bodleian Humanities Library
English
Music
Institute for Ethics in AI
Ethics in AI Lecture Theatre
Graduate Study Space
Toilets
Stairs
Lift

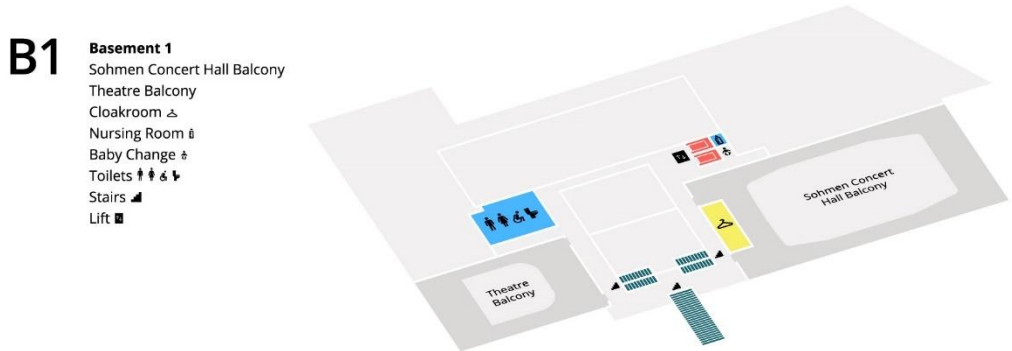


2 **Second Floor**
Bodleian Humanities Library
History
History of Art
Philosophy & Ethics in AI
Oxford Internet Institute
Graduate Study Space
Baby Change
Toilets
Stairs
Lift



3 **Third Floor**
Linguistics, Philology & Phonetics
Medieval & Modern Languages
Theology & Religion
Humanities Divisional Office
Oxford Internet Institute
Graduate Study Space
Toilets
Stairs
Lift





9.2. List of Graduate Forms

Available at: https://www.ox.ac.uk/students/academic/guidance/graduate/progression

The majority of these forms are submitted online via Student Self Service. Those marked with an asterisk are not yet online.

9.2.1. Forms and notes relating to Transfer of Status

Application for Transfer of Status.
Application for Deferral of Transfer of Status.

9.2.2. Forms and notes relating to Confirmation of DPhil Status

Application for Confirmation of DPhil Status.

Application for Deferral of Confirmation of DPhil Status

9.2.3. Miscellaneous forms

Application for Change of Thesis Title (MLitt or DPhil)
Application for Dispensation from Statutory Residence
Application for Extension of Time (MLitt or DPhil)
Application for Suspension of Status
Return from Suspension of Status
Suspension of Status for maternity, extended paternity and adoption leave
Application for Reinstatement as a Graduate Student*
Application for a Change of Supervisor or Appointment of a Co-Supervisor
Change of Programme of Study
Notification of Withdrawal from Programme of Study
Adjustments to Assessment Arrangements

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

Application for Appointment of Examiners for DPhil or MLitt
Notes of guidance for research examinations

9.2.5. Further documents that may be required

Application for Extension of Time to complete Minor Corrections for MLitt or DPhil (after the viva has been held)*
Application for Dispensation from Consultation of Thesis MLitt/DPhil/MSc

9.3. Other Prizes

The Faculty runs a number of different prize competitions. Students are invited to interpret the title to produce work that they think addresses or unfolds it in interesting ways; literary and creative and analytic approaches – or a combination of all three – are equally welcome.

Full details, including the subjects of the prizes, can be found here:
https://www.english.ox.ac.uk/prizes-and-studentships

9.3.1. Matthew Arnold Memorial Prize

The Matthew Arnold Memorial Prize, the value of which is £500, providing there is an entry of sufficient merit, is open to members of the University, who, on the closing date for receipt of essays, have qualified by examination for the degree of BA and have not exceeded seven years from matriculation or have qualified by examination for any other degree of the University and have not exceeded four years from matriculation or, not being graduates of the University, are pursuing a course of study leading to a postgraduate degree of the University and have not exceeded three years from their matriculation. An additional prize, of £350, may be awarded.

The subject of the prize each year can be found on the Faculty of English's website.

Entries should be submitted by email with the subject "*Matthew Arnold Memorial Prize*" to the English Faculty Office, ***not later than Monday of 7th Week, Hilary Term .*** Authors should conceal their names and identify their entry documents with a motto. Please complete the contact details form and submit this alongside your entry.

9.3.2. Chancellor's English Prize

The Chancellor's English Essay Prize, the value of which is £500, providing there is an entry of sufficient merit, is open to students 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 Faculty of English's website.

Entries should be submitted by email with the subject "*Chancellor's English Essay Prize*" to the English Faculty Office, ***not later than Monday of 8th Week, Hilary Term .*** Authors should conceal their names and identify their entry documents with a motto. Please complete the contact details form and submit this alongside your entry. Essays should not exceed 7,000 words in length (excluding bibliography). The prize will not be awarded twice to the same person.

9.3.3. Matthew Arnold Memorial Prize

A prize of £500 will be awarded, providing there is an entry of sufficient merit, for the best sonnet or other poem from 14 to 28 lines in length, written in English in contemporary diction and 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.

Entries should be submitted by email with the subject "Lord Alfred Douglas Prize" to the English Faculty Office ***not later than Monday of 1st Week, Trinity Term***. Authors should conceal their names and identify their entry documents with a motto. Multiple entries should also be numbered. No author may submit more than three entries. Please complete the contact details form and submit this alongside your entry.

9.3.4. Shelley-Mills Prize

The purpose of the Shelley-Mills Prize is to promote the study of the works of William Shakespeare. This prize is open to all students of the University, who have not been a member of any other university for more than a year. A prize of £500 will be awarded, providing there is an entry of sufficient merit, for the best essay of about 5,000 words on the subject. The subject of the prize is listed on the Faculty website.

Entries should be submitted by email with the subject "Shelley-Mills Prize" to the English Faculty Office, ***not later than Monday of 8th Week, Hilary Term***. Authors should conceal their names and identify their entry documents with a motto. Please complete the contact details form and submit this alongside your entry.

Candidates must also submit a statement by the Head or Senior Tutor of their College that they have not been a member of any university other than Oxford for more than one year.

9.3.5. Sir John Rhŷs Prize

This prize, the purpose of which is to promote the study of Celtic Languages, Literature, History, and Antiquities, is administered by the Trustees of the Rhŷs Fund. The prize is open to members of the University who, on the closing date for entries, have not exceeded eight years from their matriculation. Finishing MPhil students and undergraduate finalists are very welcome to submit

their entries. £500 will be awarded, providing there is an entry of sufficient merit, for the best essay on a subject relating to Celtic Language, Literature, History and Antiquities. Entrants may submit more than one piece. Candidates are free to choose their own subject. The judges have power to recommend to the trustees that grants be made out of the Rhŷs Fund towards the expenses of printing the whole, or parts, of any essay and/or to enable the successful candidate, or candidates, to carry on the work which has been the subject of the essay. The judges have power to recommend to the trustees that presents of books may be made to unsuccessful candidates whose essays have shown special excellence

Entries should be submitted by email with the subject "*Sir John Rhŷs Prize*" to the English Faculty Office, ***not later than Friday of 8thWeek, Michaelmas Term***. Authors should conceal their names and identify their entry documents with a motto. Multiple entries should also be numbered. Please complete the contact details form and submit this alongside your entry.

9.3.6. Jon Stallworthy Poetry Prize

This competition was set up in memory of the late Professor Jon Stallworthy (1935-2014), poet and Fellow of Wolfson College, and is open to any student currently enrolled in postgraduate studies at the University of Oxford.

The prize will be awarded, provided there is an entry of sufficient merit, for the best poem in English verse (not exceeding 40 lines in length) on the subject of 'Music'. The value of the prize is £1,000, and entrants may submit up to two poems. The judges will include the Oxford Professor of Poetry, A.E. Stallings.

Entries should be submitted by email with the subject "*Jon Stallworthy Poetry Prize*" to the English Faculty Office, ***not later than Friday of 8th Week, Michaelmas Term***. Authors should conceal their names and identify their entry documents with a motto. Multiple entries should also be numbered. Please complete the contact details form and submit this alongside your entry.

9.4. 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 Panopto/Replay.

The University Educational Recordings Policy is located here: educational-recordings-policy

Please note that lecture recordings and all attendant online materials may be used only for your personal and private study, and must not be passed on to any other person (except for transcription purposes, if required due to the nature of a disability, in which case they can only be provided to the transcriber), nor reproduced or published in any form (this includes, but is not limited to, the internet and hard copy publication). Any breach of this agreement or the University's policy on the recording of lectures and other formal teaching sessions will be regarded as a disciplinary offence.

The Faculty supports the primary function of the lecture as a live teaching and learning event, and recognizes that the presence of the lecturer and students together has clear pedagogical benefits. For this reason, lectures are (with very occasional exceptions) delivered as live, in-person events, and students are encouraged to attend in person.

For access and inclusivity, lectures will normally be recorded (unless lecturers have requested to opt out of recording for pedagogical reasons) and made available to all students for a period of two weeks, after which they will be taken offline.

An important exception to this is where students require lectures to be recorded as part of their Student Support Plan (under the Equality Act). In these cases, the recording is available to the individual student, who can view it via Canvas until the start of the following term. All previous lectures are deleted on Friday of 0th week.

9.4.1. 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 (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 lecture.list@ell.ox.ac.uk

9.4.2. 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 Panopto / Replay 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.

9.5. Emergency Information

If the fire alarm sounds, leave the building at the nearest exit. 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.

9.5.1 Oxford University Security Services

OUSS website https://estates.admin.ox.ac.uk/security-services

General enquiries (24 hours) and non-emergency incident reporting (0)1865 (2)72944

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

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