



UNIVERSITY OF
OXFORD

**FACULTY OF
ENGLISH LANGUAGE AND LITERATURE**

**PRS/DPhil./MLitt.
Handbook
for students starting
in the academic year
2021-2022**

October 2021

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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 six 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 Marion Turner

Jesus College

Chair of the English Faculty Board

1.2. Statement of coverage

This handbook applies to students starting the course in Michaelmas Term 2021. The information in this handbook may be different for students starting in other years.

1.3. Version

Version 1.0	Handbook Published	23/9/2021
Version 1.1.	Section 3.10 updated: applications for suspensions of status now submitted online via Student self-service	16/12/24

1.4. Disclaimer

The Examination Regulations relating to this course are available at <http://www.admin.ox.ac.uk/examregs/> If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Studies Office in the English Faculty on graduate.studies@ell.ox.ac.uk.

The information in this handbook is accurate as at the time of publication, however it may be necessary for changes to be made in certain circumstances, as explained at www.ox.ac.uk/coursechanges. If such changes are made, the department will publish a new version of this handbook together with a list of the changes and students will be informed.

1.5. During the pandemic

As you will be aware, the ongoing impact of the Covid-19 pandemic means that during the 2021-22 academic year the teaching arrangements for your course might need to be adapted to ensure the

safety and wellbeing of students and staff while maintaining an excellent learning experience. The academic aims, design and content of your course will remain in place, but there might be changes to the ways in which teaching is delivered. While this might mean that your experience of the course will be different from normal, your Faculty and the Humanities Division are confident you will receive an excellent standard of education through a range of complementary teaching methods.

A great deal of careful planning has taken place before the start of your programme to ensure you receive the best possible learning experience and that you benefit from the resources, services and facilities available to you at Oxford. This Handbook will support you with detailed guidance on teaching and assessment for your course and will be an important point of reference for you throughout the year. Please bear in mind, however, that the changing nature of the pandemic and its impact on the University means that the standard information below may not always reflect the specific adaptations that become necessary during 2021-22.

We ask you to bear in mind that circumstances may change at short notice, and that the Faculty may need to alter, adapt or postpone teaching sessions for reasons beyond the Faculty's control. All efforts will be made to minimise disruption and maintain the continuity of your course experience. Please ensure that you pay close attention to email communication from the Faculty, remain in regular contact with your supervisor (and where necessary the Graduate Studies Officers) and check the University's [Covid-19 webpages](#) regularly to follow the latest University-wide guidance.

This is a challenging time in which to be commencing your DPhil. at Oxford, but it is also an opportunity to develop new study skills and to collaborate with fellow students and academic staff in developing innovative research methods. We are looking forward to working with you to make 2021-22 a success.

2. THE FACULTY

2.1. Key Contacts 2021-2022

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 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 Lloyd Pratt, English Faculty, Director of Doctoral Studies, lloyd.pratt@ell.ox.ac.uk
- your College Advisor, Tutor for Graduates, Senior Tutor
- Dr Mark Williams, Research Student and Staff Training Coordinator, mark.williams@ell.ox.ac.uk
- Dr Nicholas Perkins, Director of Equality and Diversity, nicholas.perkins@ell.ox.ac.uk
- Natasha Bradley, EGO Teaching and Careers Officer, natasha.bradley@lincoln.ox.ac.uk
- Helen Scott, the English Subject Librarian, helen.scott@bodleian.ox.ac.uk
- general enquiries concerning the English Faculty Library, efl-enquiries@bodleian.ox.ac.uk

The other academic officers are:

- Professor Marion Turner, Chair of the Faculty Board and Disability Lead
- Dr Patrick Hayes, Director of Taught Graduate Studies
- Professor Emma Smith, Director of Teaching
- Professor Helen Small, Director of Research

Harassment advisor:

- Professor Stefano Evangelista, stefano.evangelista@ell.ox.ac.uk

2.2. Administrative Support

The English Academic Office is located in the St. Cross Building. The administrative staff for the Faculty are:

- Sadie Slater, Head of Administration and Finance
- Christine Bayliss, Operations Manager

- Zoe Hart, Education Manager
- Andy Davice, Academic Administrator and Disability Coordinator
- Amy Barker, Finance Officer
- Kirstie Logan-Fowler, Administrative Assistant (Lectures, events and prizes)
- Emily Richards, Graduate Studies Officer

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.

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 (with 40% of its research rated 4* in the last assessment exercise and its research environment awarded 100% at 4*). The Faculty has frequently been ranked first in *The Guardian's* league table of English departments in the UK and was voted the top university for English in the QS World University Rankings in 2013, 2014, 2016, 2017, 2018, 2019, 2020 and 2021. Our teaching has been graded 'Excellent' in every Quality Assurance review.

The Faculty has over seventy permanent members of academic staff, including nine statutory chairs. This is in addition to a further 100 or so Faculty members based in the colleges or temporary members of staff such as postdoctoral researchers. 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. There are approximately 900 undergraduate students, with roughly 240 admitted each year to the single honours school and a further 30 to joint honours school programmes. There are approximately 100 Master's students, with a further 180 graduate research students.

2.4. Committees and Decision-Making within the Faculty

Senior members of the Faculty (i.e. academic staff) 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 fifteen people, elected from all members of the Faculty. It includes a graduate and an undergraduate junior member. A number of standing committees reports to the Faculty Board:

- Planning, Personnel and Resources Committee
- Research Committee (including all matters related to research students for the DPhil. and MLitt.)
- Teaching Committee (for all matters relating to graduate and undergraduate taught courses) plus committees for each of the undergraduate joint schools
- Equality and Diversity Committee
- Operations Committee
- Graduate Consultative Committee (on which see section 2.5 below)
- Undergraduate Consultative 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 network and events for graduates working in the Faculty; 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 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** co-ordinates the committee, chairs GCC, and sits as the graduate representative at Faculty Board meetings.
- The **Academic Affairs Officer** raises academic issues (especially those related to PRS/DPhil. students) and sits as a representative at Research Committee 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 organizes 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 **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. Representatives** represent the academic and non-academic interests and concerns of doctoral students.
- The **Social Secretaries** (two) organise termly social events and the weekly (free!) EGO lunch.
- The **Communications Officer** publicizes events.

More information and a diary of EGO events are at <http://www.facebook.com/EGOOxford>. New graduate students are warmly encouraged to attend these 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 profitable 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 5.5 below**), 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 8.7 below).

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 Graduate Studies Office is informed and a GSO.25 form (**see section 9.1.3 below**) is completed so that the change can be approved by the Research 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 supervisory 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 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** below below).

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 would be the same as for a full-time student, there would be 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 in order 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 cannot generally 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 Graduate Studies Office or the DDS 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 form GSO.4. 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://researchsupport.admin.ox.ac.uk/governance/ethics/apply/sshidrec>. 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 graduate 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 scrutinized at an early stage by two Faculty members who are not immediately invested in it. The assessors will provide critical advice which is intended to be constructive and to 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, with a view to

avoiding failure further down the line. The process is intended to be pedagogically constructive and to assist the student in formulating a more robust research project at an early stage.

When considering thesis proposals for transfer, Research 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 Research 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 Graduate Studies Office 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 or 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.**

If students fail to submit an application for Transfer of Status on time and do not apply for a deferral, they will be deemed to have failed their first attempt at Transfer of Status and will have only one further attempt, no later than the beginning of the fourth term of study for full-time students or the seventh term of study for part-time students.

3.5.2. Application Materials for Transfer of Status

The following materials must be submitted, **all by email in Word or pdf**, to the Graduate Studies Office (graduate.studies@ell.ox.ac.uk) by noon on **Friday of the 0th week of the 3rd term of study (usually Trinity Term):**

- i. A fully completed GSO.2 form, with comments typed, not handwritten. ([See 9.1 below for the location of the form.](#)) This form will be signed by the Director of Doctoral Studies only **after** the application for Transfer of Status has been approved by the Research Committee. **Please do not yourself send this form to the Director of Doctoral Studies.**
- 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 about 10,000 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 an edition, it is permissible to submit in addition to the 10,000 of the candidates' 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).

(Please remember to include your name on your application documents.)

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 inadvisable to attempt writing, as your submitted work, an introduction to an as-yet-unfinished thesis. Students should instead work toward 10,000 words of well-written, correctly-documented critical prose that is directly related to their chosen thesis topic. 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, never to include 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 Graduate Studies 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 Graduate Studies 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 probe the practicalities and feasibility of the project.

The assessors then submit a written report for approval by Research 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 to the DPhil. or to the MLitt. 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 necessary modifications to the thesis and the options open to them. Students making their 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 Research 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 Research 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 by email to the Graduate Studies Office (graduate.studies@ell.ox.ac.uk) **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 Research Committee	1st week of the 9th term (usually Trinity term)	1st week of the 13th term (usually Michaelmas term)

In exceptional cases, the Research 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 below**) to the Graduate Studies Office for review by the Research Committee. Students who have not confirmed their DPhil. status by the end of their 10th term for full-time study or 16th term for part-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 (sent by email to graduate.studies@ell.ox.ac.uk):

- i. a GSO.14 form - **see section 9.1.2 below**;

- ii. a full outline of chapters (c. 100 words per chapter), summarising the scope of individual chapters and their state of completion, including a timetable for completion of the work which remains to be done before submission of the thesis;
- iii. a sample chapter of approximately 10,000 words including footnotes, and including a bibliography of works cited, which is excluded from the word count;
- iv. a draft abstract of the thesis as a whole, of approximately 1,000 words.

(Please remember to include your name on your application documents.)

The written work as well as any previous reports on Transfer of Status will be sent to two assessors, appointed by the Research 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. (And 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. 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 but in time for you to make any necessary adjustments before completing the research and writing.

The assessors will submit a report and a recommendation to Research 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 [M.Litt.](#) 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.

Where approval is withheld and resubmission required, this is to allow the student to implement the necessary changes before a further assessment, in order to save them from referral in the final examination.

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 to the Graduate Studies Office a GSO.6 form which is completed online (**see section 9.1.3 below**).

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 GSO.3 '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, Research 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 to Research Committee not later than end of their 12th term (for full-time students) or twenty-fourth term (for part-time students) for an Extension of Status.

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: <http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork>.) 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 significantly impede progress candidates are expected to apply for Suspension of Status and to return when they are able to resume study (**see section 3.9 below**), rather than to apply for Extensions. Research 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. Research Committee will not approve applications for Extension which imply that further terms of extension will be required later.

The application form (GSO.15; **see section 9.1.3 below**) should be emailed to the Graduate Studies Office 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 below](#)).

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. An application form (GSO.23) 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 below).

Before permitting reinstatement, the Research Committee will expect firm evidence that the thesis can be submitted within one term of reinstatement. This usually 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 Research 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 Research 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](#) (form GSO17).

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

If the application is approved, students will not be liable to pay fees during the period of suspension and will not be entitled to supervision. The 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 Research 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 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 Graduate Studies 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 Research 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 on the Doctorate Extension Scheme. For further advice, please see <https://www.ox.ac.uk/students/visa> or contact student.immigration@admin.ox.ac.uk.

3.12. 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 (GSO.3; **see section 9.1.4 below**) online through eVision and return it to the Graduate Studies Office for review by the Director of Doctoral Studies. 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 GSO.3 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 GSO.3 form, please inform the Graduate Studies 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 [Research Theses Digital Submission website](#) (RTDS). 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 below** for details on formatting and presenting your thesis. These guidelines should be followed carefully. See also the Notes of Guidance for research examinations (GSO.20A; **see section 9.1.4 below**) which contains detailed information and advice about the presentation of theses and the examination process.

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

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

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 should 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 should not exceed 50,000 words, with the same exclusions and inclusions. (**See section 6 below** 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 Graduate Studies Office) *at*

least one term before you expect to submit your thesis, stating the number of words required, why you need this extension, and enclosing a letter of support from your supervisor.

For further information see Notes of Guidance for the Examination of Research Degrees ([GSO.20a](#)).

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 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 thesis is submitted or *after* the date on which the examiners have agreed to act, whichever is the later. You are entitled to ask for the viva to 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 Research Committee, except with regard to agreeing a date for the viva, should be conducted via the supervisor, the Examination Schools or the Graduate Studies Office, rather than by the student.

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 unusual circumstances, for instance where external conditions require, permission can be granted for the examination to be held remotely.

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 not released to candidates or supervisors until they have been reviewed and accepted by Research Committee, and the outcome will then be communicated to the student by the Examination Schools. Students must therefore expect a delay in the receipt of their report and result.

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 one month is allowed.
- Submission of Major Corrections. Students are allowed six months in which to complete the required corrections, after which the examiners may recommend awarding the DPhil., may request major corrections again or may refer the thesis back.
- Referral. Students have six 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 Research Committee, which will decide on the winner.

3.12.8. Dispensation from Consultation

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

When depositing a thesis in ORA, students without AHRC funding may choose either immediate access, an embargo of one year, or an embargo of up to three years from the date that leave to supplicate was granted. Students with AHRC funding may choose either immediate access or an embargo for one year. AHRC award holders who are working toward publication and consider that they need additional time must apply for permission to extend the embargo up to the maximum of three years. In order to make this request, the form GSO.3c must be completed and concrete

evidence of forthcoming publication must be provided. (Other funding bodies might also have requirements concerning the open access deposit of a complete doctoral thesis.)

Please note that the Faculty is obliged to make all graduate research publicly available for consultation as soon as possible, and the Research 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 default embargo or 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 <http://www.admin.ox.ac.uk/examregs/information/contents/> 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 Graduate Office to the Director of Doctoral Studies for an extension of the word limit. **(See section 3.11.1.)** 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 may be used instead and placed at the end of the chapter to which they refer.

Try to place footnote references at the end of sentences or paragraphs in your text. Up to a point you can also 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.**

There is further information on the Faculty's guidelines on plagiarism available on Canvas. See also <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism> for more information. An online course on how to define and avoid plagiarism is available for graduate students. Graduate students should complete this course as part of their graduate skills training portfolio. Access to this course is available via Canvas.

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. What forms can plagiarism take?

- i. Verbatim quotation of other people's intellectual work without clear acknowledgement. Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own, independent work and where you have drawn on someone else's ideas and language.
- ii. Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.
- iii. Cutting and pasting from the Internet. Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.
- iv. Collusion. This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and about which parts of the work must be your own.
- v. Inaccurate citation. It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a

secondary text (e.g. Bradshaw, D. **TITLE OF BOOK**, discussed in Wilson, E., **TITLE OF BOOK** (London, 2004), p. 189).

- vi. Failure to acknowledge. You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach. For guidance on proofreading, see <https://academic.admin.ox.ac.uk/policies/third-party-proof-readers>.
- vii. Professional agencies. You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.

4.3. Not just printed text

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

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 (**as noted in section 3.2 above**) 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 above**) 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, at no matter 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. 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 below.**)

5.2. Training in the Humanities Division for Research and Careers

The Humanities Division offers a range of seminars and events related to research skills and transferable skills. In particular, the Humanities Training Officer organises Division-wide graduate training events, which will be advertised through the Faculty as well. DPhil. students should consult at the start of their studies the Humanities Personal and Professional Framework, which is available at <http://www.humanities.ox.ac.uk/researcher-development> or should email training@humanities.ox.ac.uk.

Whether you are a graduate student or a postdoctoral researcher, there are two pressing questions with which you will no doubt be occupied: How can I get this project finished in time, and up to the standard I want it to be? And what am I going to do afterwards? The development opportunities provided by the Humanities Division are designed to help you address these questions in stimulating, interactive ways. Provided by experts and with the input of industry professionals from the BBC to Citigroup, these workshops and initiatives complement and supplement subject-specific and generic training provided through your faculty and training opportunities provided by the Language Centre, Computing Service, Library Service and Careers Service.

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

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

- vi. Developing Learning and Teaching (DLT) programme, leading to Associate Fellowship of the Higher Education Academy (<http://www.heacademy.ac.uk>).

5.3. Training with Computing Services

The Computing Services offer a huge variety of courses that may be useful to your research, such as creating and managing large Word files efficiently; using Endnote or Refworks 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. Research Skills Toolkit Workshops

These hands-on events are normally scheduled for 1st week of Hilary Term. The Toolkit website and workshops together suggest IT tools, tips and techniques to support researchers in their work, so researchers can try out some tools and resources, and learn more from the specialist IT teachers and Subject Librarians. See <http://www.skillstoolkit.ox.ac.uk/resource/event/research-skills-toolkit-workshops>.

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

5.5. Language Centre

The University's Language Centre specialises in the teaching of languages for practical purposes, including to support their research; it also has some provision in English as a Foreign Language. The Library contains materials in 200 languages It has lending books, sound recordings, videos,

newspapers and online resources. It includes 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.. Teaching is offered across 11 modern languages and Academic English - from intensive short courses to in-depth three-term programmes, and from daytime to evening to suit your schedule.

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

The History and Classics Faculty may offer classes for Latin and Greek; students should consult the relevant Faculty lecture lists for details. These courses may be demanding in terms both of class and study time, and students should discuss carefully with their supervisor how to incorporate them successfully into their research and writing regimens.

5.6. 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/>

5.7. 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.

5.7.1. 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 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.) Anyone wishing to teach at Oxford must attend it. The Workshop provides a forum for thinking about teaching and learning. It includes sessions on: the Oxford undergraduate course; conducting tutorials and classes; marking essays and giving feedback; planning courses; pastoral responsibility; and best practice.
- ii. Having attended the PLTO Workshop, graduates are invited to register for the **Teaching Mentoring Scheme (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 of a year 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. Examples include leading classes or giving tutorials. In order to fulfil the requirements of the Faculty TMS, graduate students should ideally gain up to seven hours of teaching experience through a combination of college classes and tutorials. Unlike the Humanities Division DLT (on which see below iii) the English Faculty's TMS is not assessed and there is no portfolio to submit.
- iii. 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 interested students have the opportunity to participate. Graduates will receive some mentoring as part of the teaching process.

Graduates need not be experts in the field covered by the Paper 6 option to which they are assigned.

- iv. The Humanities Division offers **Developing Learning and Teaching (DLT)** 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. DLT 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.

5.7.2. 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 <http://www.conted.ox.ac.uk/staff/workforthedepartment/index.php> 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://wwwctl.ox.ac.uk/teaching-resources>

5.8. 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://academic.admin.ox.ac.uk/policies/paid-work-guidelines-graduate-students>

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 DPhil. thesis consisting of an edition, the word limit exclude 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 to the Research Committee not later than noon on the Friday of the 8th week of the 9th term for an extension, using application form GSO.15 (**see section 9.1 below**). 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 above**). 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 significantly impede progress, candidates are expected to apply for suspension of status and seek reinstatement when they are able to resume study (see section 3.8 below), rather than to apply for extensions of time. The Research 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 Research 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 above**).

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).

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

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

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. Email

Once a student's registration details have been processed, the student will be able to find out their email address from Oxford University Computing Services (OUCS) Self Service ()

<https://register.it.ox.ac.uk/self/index>) and have access to email either by the Oxford Nexus service (Nexus365) or via an email client such as Thunderbird, Outlook, or MAC mail. For client configuration information see the web pages at <https://www.it.ox.ac.uk/use-nexus365-email> The email system is controlled by the OUCS and problems should be referred to them.

You should not expect University officers and academic staff to contact you via an email address other than your University email address and should consult your University email account regularly, ideally daily.

7.4. 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 above**). All items discussed at GCC meetings are seen by Research Committee and the Faculty Board.

7.4.1. 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 above](#)) 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.

7.4.2. 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 above**). 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.

7.4.3. 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>).

7.5. 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 Graduate Studies Office with any queries about this. For the flexible requirements for part-time DPhil. students, see **section 3.3** above.

7.6. AHRC Funding

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

- i. It is very important that you complete and return the annual reports sent to you by the AHRC within the time scheme laid down; failure to do so may result in curtailment of your funding.
- ii. If you apply for Extension of Status, that will also need to be approved by the AHRC. The completed GSO.15 (Application for Extension of Time) should be sent direct to the AHRC Studentship Officer in the Humanities Division who will then send you a separate AHRC extension form for completion. Other forms which need to be sent direct to the AHRC Studentship Officer are the GSO.6 (Application for Change Thesis Title); GSO.17 (Application for Suspension of Status); GSO.17a (Return from Suspension of Status); and the GSO.29 (Notification of Withdrawal from Programme of Study), although these applications will be processed within the University and will not require separate applications to be made to the AHRC.
- iii. PRS/DPhil. students who were not successful with previous applications for ARHC nomination may apply again for funding of the second year of the DPhil. Nomination is administered through the Faculty and the Humanities Division's Block Grant Partnership with the AHRC. Detailed instructions for how to apply will be sent from the Humanities Division, with applications usually due in Hilary Term for funding the following academic year(s).

iv. The Terms and Conditions of Research Council Training Grants

(<https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>) require that metadata describing the thesis should be lodged in ORA as soon as possible after leave to supplicate has been granted, and for the full text version to be available normally within a maximum of twelve months. It is recognised that students funded by the Research Councils (e.g. AHRC) who are working towards publication etc. may, on depositing their thesis, wish to restrict access to the thesis for up to one year from the date they were granted leave to supplicate. Doing so does not require special permission. Those AHRC award-holders who consider that they need additional time must apply to their Faculty for permission to extend the embargo **up to the maximum of 3 years**. In order to make this request, the form [GSO.3c](#) must be completed. Any application for an extension of the embargo must be considered by the Faculty that examined the thesis. Applicants will need to supply full details of why the extension is being requested. Faculties are expected to consider supporting evidence and the embargo should be approved only for a limited time period. An extension for the purposed of publication should be granted only when, in the view of the Faculty, there are realistic prospects of the thesis being published (rather than an aspiration to do so).

8. RESOURCES, FUNDING AND SUPPORT

8.1. Libraries

Oxford has excellent library provision at three levels: colleges, faculties and University. Approximately 40 libraries – excluding collegiate libraries, but including the Bodleian and the English Faculty Library (EFL) – are part of a wider organisation called the Bodleian Libraries of the University of Oxford: <http://www.bodleian.ox.ac.uk/>. Online guides to both catalogues and electronic resources are available here: <http://libguides.bodleian.ox.ac.uk>.

8.1.1. Bodleian Library

The Bodleian (<http://www.bodleian.ox.ac.uk>) is a nationally and 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. If you're ordering books from closed stacks (i.e. the Book Storage Facility at Swindon) you need to specify which reading room you want to read them in. Other resource are available electronically. To get into the Bodleian's various buildings you will need your University Card, which you should have received from your college.

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

8.1.2. English Faculty Library

The EFL (<http://www.bodleian.ox.ac.uk/english/>) holds over 107,000 items, including subscriptions to around 45 current journals, and has substantial audio-visual collections covering Shakespeare, poetry and film. Most books can be borrowed, but the library also keeps reference copies of titles in heavy demand. It also holds on closed access approximately 9000 rare books, and back runs of literary journals; these can be fetched on demand during office hours, Monday-Friday. The library's special collection relating to Old Norse is accommodated in the Turville-Petre Room and can be accessed on request.

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

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

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

8.1.1. 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.

8.1.2. Online catalogue

Most books and journals in Oxford's many libraries (including most college libraries) can be found through SOLO (Search Oxford Libraries Online: <http://solo.bodleian.ox.ac.uk>), which incorporates the online catalogue as well as providing links to Oxford University e-Journals and Databases.

8.1.3. Electronic resources

You can consult Databases A-Z (<https://libguides.bodleian.ox.ac.uk/az.php>), the Bodleian Libraries' platform for major e-resources, through which you can access the huge range of electronic resources subscribed to by the Bodleian Libraries, including databases, electronic reference works and e-book collections. You can also access thousands of journal articles electronically via OU e-Journals (<http://oxfordsfx-direct.hosted.exlibrisgroup.com/oxford/az?embedded=ml&lang=eng>).

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. Just off the English Faculty Library is a Computer Room. This room is regularly used for teaching but is available at other times for individual use; a weekly timetable is posted by the door. You will be able to use the PCs for word processing and also for accessing the web, Canvas, and email, but please note that you cannot save work on these public PCs, so any work you do should be saved to a memory stick before you log off. Note that the machines automatically log off after about 15 minutes if there has been no activity. You will need to log in using your Bodleian Libraries username and password, which is not the same

as your Single Sign-On account. Library staff will be happy to help if you have any problems with logging on.

For information about passwords, see <http://www.bodleian.ox.ac.uk/using/passwords>.

If you wish to print from a Bodleian Libraries PC, you will need to use the PCAS system which allows you to send print jobs to any of the photocopier/printing machines in any of our Libraries, including the EFL (but not college libraries).

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

- ii. You can also use the computers in your college. Most colleges have a student computer room and an IT officer who will be able to assist you with any technical questions that you might have. Some also have separate facilities for graduates. In some cases the IT officer will be able to assist with research questions such as how to access and use OxLIP+. Most college libraries have terminals for consulting catalogues and other resources. Again, it is important to recognise that every college will have different policies regarding computer use and assistance.

The Oxford University IT Services also provides facilities for graduates and a variety of training programmes. An up to date list of courses can be found here:

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

8.2.1. Canvas (Intranet System)

Canvas is the intranet system for the Faculty; it contains information and resources for current students and staff. You can access the site at: <https://login.canvas.ox.ac.uk/>. You will need your 'Single sign on'/Nexus username and password to access the system. If you have problems accessing the site or queries about the content, please contact the Graduate Studies Office (graduate.studies@ell.ox.ac.uk).

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.

8.3. Graduate Workspace and Common room

In ordinary circumstances, there is a graduate common room upstairs in the St Cross Building with kitchen facilities (including tea and coffee), and newspapers (including the *TLS* and *THES*) during term time. A dishwasher is provided, and students are requested to keep this area and the associated kitchen clean and tidy. Graduates also have access to a workspace for quiet work which includes a number of desks with power points for computer use and some computers available for general use and for reasonable amounts of printing.

8.4. Funding

8.4.1. Funding for Conferences and Research Trips

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

Please note:

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

Application forms are available on OESS at: <https://oess.web.ox.ac.uk/maxwell-meyerstein-fund>

8.4.2. 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 6. 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.

8.4.3. 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, often to attend conferences or for research expenses, from specialist societies in particular sub-fields. Your supervisor is the best person to direct you to such small and specialist funding schemes, and to adjudicate whether participation will support your doctoral research. The Research Facilitators in the Humanities Division are not involved in drafting applications for graduate students.

A very few applications for larger grants need to be approved by the Faculty and University: these few are mostly from major funding bodies such as the AHRC. (There are separate procedures published each year for applications for standard postdoctoral fellowships funded by the British Academy or The Leverhulme Trust.) The call for proposals circulated within Oxford will indicate whether Faculty approval is needed. It is always needed for any application for funding to the Wellcome Trust. To seek approval, you should contact your supervisor and the Faculty's 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.

8.5. Equality and Diversity at Oxford

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

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: equality@admin.ox.ac.uk.

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

8.5.1. Harassment

The Faculty's harassment advisors for the current academic year are **listed in 2.1 above**. 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 2.1 above**) should they wish to raise this topic.

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

8.6. Disability Advisory Service, Specific Learning Difficulties and Student Support Plans

The Disability Advisory Service (DAS) can provide information, advice and guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support. The DAS assesses student needs and makes recommendations for reasonable adjustments to remove disability-related barriers.

You are not obliged to declare a disability, but we encourage you to contact the DAS as early as possible if you have a disability, specific learning difficulty (SpLD), or long-term health condition that might impact your studies. You are welcome to contact the DAS for informal discussions about how and when any information would be shared before deciding how to proceed. Any recommended adjustments will be detailed in a Student Support Plan (SSP) which – if you consent – is shared with the Disability Co-ordinator at the Faculty. Please feel free to contact the Disability Co-ordinator with any questions or concerns. Please note that there is no assumption that summative assessment deadlines will be extended for students with an SSP, and that the overall amount of tuition hours and consultation time is fixed.

If you have an existing SSP relating to a previous course of study, please contact the DAS, and the Graduate Studies Office, to ensure that we are aware of this, and that your old SSP is updated with any new information and recommended adjustments.

For more information visit: <https://www.ox.ac.uk/students/welfare/disability>

Telephone: 01865 280459

Email: disability@admin.ox.ac.uk

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

8.7. General Student Support

The Counselling Service is here to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential.

They offer a free and confidential service. For more information visit:

<https://www.ox.ac.uk/students/welfare/counselling>

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

Oxford SU (students' union) also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit:

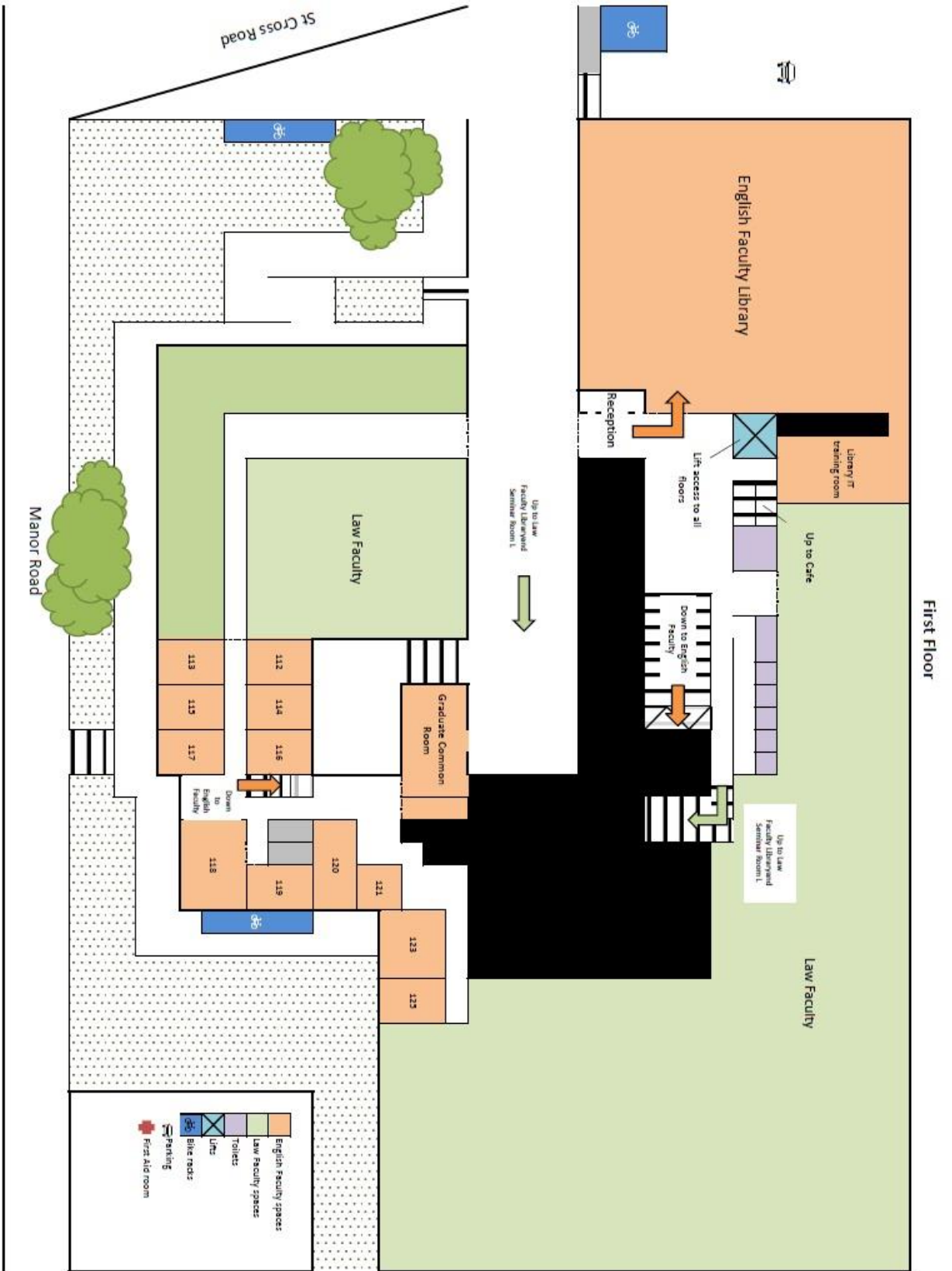
<https://www.oxfordsu.org/representation/campaigns/>

There is a wide range of student clubs and societies to get involved in - for more details visit:

<http://www.ox.ac.uk/students/life/clubs>

8.8. The St Cross Building





The accessible entrance to the St Cross Building is via an access ramp at the front of the building, with a lift connecting all floors. Any students with queries about access or needing assistance from a porter, can contact the Facilities Manager on 01865 271481.

Smokers please note that the only designated smoking area for the St Cross Building is on the top balcony, where a cigarette bin is provided. Please do not smoke on the main steps of the St Cross Building or in the areas under the overhang of the building at ground level.

8.9. Other Useful Links:

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

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

[University Policy on Student Maternity, Paternity and Adoption Leave](#)

9. APPENDICES

9.1. 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.

9.1.1. Forms and notes relating to Transfer of Status

GSO.2	Application for Transfer of Status.
GSO2B	Application for Deferral of Transfer of Status.

9.1.2. Forms and notes relating to Confirmation of DPhil. Status

GSO.14	Application for Confirmation of DPhil. Status.
GSO.14B	Application for Deferral of Confirmation of DPhil. Status

9.1.3. Miscellaneous forms

GSO.6	Application for Change of Thesis Title (MLitt. or DPhil.)
GSO.8	Application for Dispensation from Statutory Residence*
GSO.15	Application for Extension of Time (MLitt. or DPhil.)
GSO.17	Application for Suspension of Status
GSO.17a	Return from suspension of status
GSO.17b	Suspension of status for maternity, extended paternity and adoption leave
GSO.23	Application for Reinstatement as a Graduate Student*
GSO.25	Application for a Change of Supervisor or Appointment of a Co-Supervisor*
GSO.28	Change of Programme of Study*
GSO.29	Notification of Withdrawal from Programme of Study
GSO.30	Notification of change of personal details, e.g. name or title

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

GSO.3	Application for Appointment of Examiners for DPhil. or MLitt.
GSO.20A	Notes of guidance for research examinations

9.1.5. Further documents that may be required

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

9.2. Other Prizes

9.2.1. Matthew Arnold Memorial Prize

The Matthew Arnold Memorial Prize, the value of which is £750, providing there is an entry of sufficient merit, is open to members of the University, who, on the closing date for receipt of essays, have qualified by examination for the degree of BA and have not exceeded seven years from matriculation or have qualified by examination for any other degree of the University and have not exceeded four years from matriculation or, not being graduates of the University, are pursuing a course of study leading to a postgraduate degree of the University and have not exceeded three years from their matriculation.

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

9.2.2. Chancellor's English Essay Prize

The Chancellor's English Essay Prize, the value of which is £250, providing there is an entry of sufficient merit, is open to members of the University who on the closing date for receipt of essays have not exceeded four years from the date of their matriculation. The subject of the prize each year can be found on the [Faculty of English's website](#).

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

envelope with the same motto inscribed upon it. Essays should not exceed 12,500 words in length. The prize will not be awarded twice to the same person.

9.2.3. Lord Alfred Douglas Memorial Prize

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

Poems (one copy) are to be sent under a sealed cover marked 'The Lord Alfred Douglas Memorial Prize' to the English Faculty Office, St Cross Building, Manor Road, Oxford OX1 3UL, no later than Monday of 1st week, trinity term. Each author is required to conceal his or her name and to distinguish his or her composition by a motto, sending at the same time his or her name, college, address, and matriculation date in a separate envelope with the same motto inscribed upon it. No author may submit more than three entries.

9.3. 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.

9.3.1. 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 undergrad@ell.ox.ac.uk

9.3.2. 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.

9.4. Emergency Information

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

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

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

9.4.1. Oxford University Security Services

OUSS website <http://www.admin.ox.ac.uk/ouss/>

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