THE HANDBOOK

FOR TAUGHT-COURSE GRADUATE STUDENTS IN

SLAVONIC STUDIES
2020-21

INTRODUCTION

Welcome to the Faculty of Medieval and Modern Languages within the Humanities Division at Oxford University. As you will be aware, the impact of the Covid-19 pandemic means that during the 2020-21 academic year the teaching arrangements for your course are being adapted to ensure the safety and wellbeing of students and staff whilst maintaining an excellent learning experience. The academic aims, design and content of your course will remain in place, but there will be changes to the ways in which teaching is delivered, particularly during Michaelmas Term. Whilst this means that your experience of the course will be different to 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 2020-21.

During Michaelmas Term in particular we ask you to bear in mind that circumstances may change at short notice, and that your 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 your faculty, remain in regular contact with your key faculty contacts (details below), and check the University's Covid-19 webpages regularly to follow the latest institutional-level guidance.

This is a challenging year in which to be commencing your course at Oxford, but it also an opportunity to develop new study skills and to collaborate with fellow students and academic staff in developing innovative and engaging educational perspectives on your course. We are looking forward to working with you to make 2020-21 a success.

This handbook is designed as a guide for postgraduate students in the Faculty of Medieval and Modern Languages undertaking either the **Master of Studies in Slavonic Studies** or the **Master of Philosophy in Slavonic Studies**. This handbook applies to students starting in Michaelmas 2020, and may be different for those starting in other years. Do not try to read it at one sitting, but do familiarise yourself with the contents, so that you know roughly what is covered in these notes for future reference.

The Examination Regulations relating to this course are online: 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.

The information in this handbook is accurate as of October 2020, however it may be necessary for changes to be made in certain circumstances (www.graduate.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.

If you have questions, problems or concerns, the following people can be approached:

- The Course Convenor, Professor Jan Fellerer: jan.fellerer@mod-langs.ox.ac.uk

- Your General Supervisor

- The Director of Graduate Studies, Professor Barry Murnane: dgs@mod-langs.ox.ac.uk

- The Director of Masters Courses, Professor Ben Morgan: dmc@mod-langs.ox.ac.uk

- Graduate Studies Administrators:

  - Ms Abigail Appleby, Graduate Studies Officer
    Ms Sandra Beaumont, Graduate Studies Assistant:
    graduate.studies@mod-langs.ox.ac.uk

- The Tutor for Graduates or Dean of Graduates at your college

- The Graduate Student Representatives

  - Following elections in Michaelmas, the representatives for the new academic year will be detailed on the website: www.mod-langs.ox.ac.uk/graduate/graduate-network.

Overall responsibility for graduate studies in Modern Languages lies with the Modern Languages Faculty Board. A committee of the Board, the Graduate Studies Committee (GSC), meets at least once a term, on Monday of week 3, and reports to the Faculty Board, which meets on Monday afternoons in the 2nd and 8th weeks. The Board appoints the Director of Graduate Studies. Day-to-day administration is done by the Graduate Studies Administrator, whose office is at 41 Wellington Square.

PUBLICATIONS

Besides this one, you may need to consult the following publications:

Examination Regulations (which are also known as the 'Grey Book') are the ultimate authority on the regulations governing graduate and other degrees at Oxford. The Regulations are reissued, with some changes, every year, and if in doubt make sure you consult the up-to-date version. The Examination Regulations relating to this course are available at 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.

The Oxford University Calendar. This useful reference book lists the members of all University committees, Faculties, Departments, and Colleges. A current copy is available in most University libraries and in the Modern Languages reception. Updates can be found at: www.ox.ac.uk/gazette/calendar.

Termly lecture lists. The lists for Modern Languages are available on the Modern Languages website: weblearn.ox.ac.uk/portal/hierarchy/humdiv/modlang/graduates, and from your college the week before each full term (week 0). The lists for other faculties, such as English or Modern History, are available online and from the University Offices. A complete set is available for consultation on the Lecture List notice board at 41 Wellington Square. You are welcome to attend any of the lectures advertised as you wish and consider necessary for your course. It will be useful to consult with your course supervisor on the lectures most relevant to your course of studies.

Oxford University Gazette (The University 'newspaper') which contains details of special lectures, scholarships, dates of examinations, academic jobs and junior research fellowships at Oxford and Cambridge. A version is available at www.ox.ac.uk/gazette.

The Educational Committee's 'Notes of Guidance for Taught Courses and Research Degrees', available on the following web page: www.admin.ox.ac.uk/edc/policiesandguidance.

OXFORD ACADEMIC YEAR

The academic year at Oxford is divided into 3 terms. Each term is of 8 weeks' duration, during which, residence in Oxford is obligatory. Since the graduate programme is an intensive one, students should also expect to be engaged in academic work for a significant part of the vacation periods.

Oxford Terminology

Michaelmas Autumn

Hilary Spring

Trinity Summer

REGISTRATION AND STUDENT SELF SERVICE

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

In order to complete your registration as an Oxford University student, you will be sent an email with instructions on how to register. 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 print transcripts.

UNIVERSITY CARD

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

been completed.

EMAIL

Once a student's registration details have been processed, the student will be able to find out their email address from OUCS Self Service and have access to email either by the Webmail service (webmail.ox.ac.uk) or via an email client such as Thunderbird, Outlook Express, Netscape Mail or Eudora. The email system is controlled by the Oxford University Computing Services (OUCS) and problems should be referred to them.

GRADUATE SUPERVISION REPORTING (GSR)

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

You are strongly encouraged to use this opportunity to:

- Review and comment on your academic progress
- Measure your progress against the timetable and requirements of your programme of study
- Identify skills developed and training undertaken or required
    - within the self-assessment report for taught programmes
    - via the TNA form in GSR for research programmes
- List your engagement with the academic community (e.g. seminar/conference attendance or any teaching you have undertaken).
- Raise concerns or issues regarding your academic progress to your supervisor

Your supervisor(s) will review and comment on your academic progress and performance during the current term and assess skills and training needs to be addressed during the next term. Your 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.

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

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

Students are asked to report in weeks 6 and 7 of term. Once you have completed your sections of the online form, your self-assessment report will be used by your supervisor as a basis to

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complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead.

GSR will alert you by email when your supervisor or Director of Graduate Studies has completed your report and it is available for you to view. Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they use to obtain information about supervision.

College advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by you and/or your supervisor).

Access to GSR for students is via Student Self Service (www.ox.ac.uk/students/selfservice). You will be sent a GSR automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries.

TAUGHT COURSES IN SLAVONIC STUDIES

A post-graduate taught course in Slavonic Studies may be taken as a stand-alone qualification, or as preparation for a higher research degree. The Faculty of Medieval and Modern Languages offers the following post-graduate taught courses:

Master of Studies in Slavonic Studies (FHEQ Level 7 – minimum credit rating 180)

The degree of Master of Studies (MSt.) is a taught course normally requiring three terms of full-time study.

Master of Philosophy in Slavonic Studies (FHEQ Level 7 – minimum credit rating 180)

The degree of Master of Philosophy (MPhil) is a taught course normally requiring six terms of full-time study.

The MSt. and MPhil programmes offered in the Faculty of Medieval and Modern Languages emphasise self-directed learning and in this differ from many taught-course programmes at other institutions. Much of the teaching takes place in small-group or individual tutorials. Students will develop their own study programmes in close consultation with their supervisors and be encouraged to formulate and pursue their own areas of research.

SUBMISSION OF ESSAYS AND DISSERTATION

All assessments are submitted electronically via secure WebLearn.

PRACTICE SUBMISSION

You must make **at least one** practice submission before attempting to submit any final piece of work for assessment, and this must be submitted two weeks before the first assignment submission date. Please ensure you undertake the practice submission in the same environment as you intend to submit your assignments – e.g. if you anticipate submitting from your home at 11pm, we recommend you undertake the practice submission in the same conditions. This ensures that you are aware of any potential connectivity issues in advance of the submission date. You may make as many practice submissions as you wish. Practice submissions should be made via the MML Graduate Canvas page (note – this is a different site to where you will submit your final work).

FORMAT OF SUBMITTED WORK

All submitted work must be anonymised, and your candidate number must be used on all items of submitted work. Please note that your candidate number is different from your Student number and University Card number.

All submitted files must be in .doc, .docx or .pdf format, and must be free from any metadata that could identify you as the author.

All submitted files must be named according to the following convention: [CANDIDATE NUMBER]_[TYPE]. The types of submission are "PRACTICE", "MT" (Michaelmas Term essay), "HT" (Hilary Term), "MO" (Method Option), "SE" (Submitted Essay for Schedule 6) or "DIS" (Dissertation). For example, if your candidate number is 123456, and you are submitting your Hilary Term essay, your file would be named "123456_HT".

SUBMISSION DEADLINE

The submission time (noon) and date must be strictly adhered to, unless you have been given permission by the Proctors to submit at a later time and date. Penalties will be imposed by the Board of Examiners for work that is submitted after the deadline.

Hardware or internet connectivity problems unrelated to the WebLearn system will not be accepted as mitigating factors for late submission. Make frequent backups of your work, and give yourself plenty of time to make your submission.

Remember to put your candidate number, assignment title and word count on the front cover of your work. Do not add your name, college or supervisor to any part of the work. Allow yourself sufficient time to check your submission before submitting it online. Make absolutely sure that the file you are submitting is the correct and final version. Once you have submitted a piece of work, you will not be permitted to change your mind and resubmit a substitute.

DECLARATION

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

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

MASTER OF STUDIES (MST.) IN SLAVONIC STUDIES

At a glance:

MSt course
Study of a Slavonic language (not previously studied)   **AND**   **Either** 3 other subjects not previously studied   **Or** 2 other subjects **and** an essay of 5,000 – 7,000 words on a subject of choice   (The material used for the essay may subsequently be incorporated in a dissertation presented for a higher degree (MPhil in Slavonic Studies, M.Litt. or a thesis in a D.Phil.)).   **MSt Course code:** 001200   **Length of course**: 9 months, full-time

COURSE AIMS

The MSt. is a one year taught course intended to assist students (who have taken first degrees, in one Slavonic language), to make the transition to Slavonic studies by learning a second Slavonic language and in addition, by studying a selection of subjects, which they did not take in their first degree course.

Good knowledge of Russian or another Slavonic language, from their first degree course is expected. Applicants selected for this course will have shown clear evidence of linguistic potential and a serious interest in acquiring new knowledge and skills. To fulfil these requirements, candidates will have a first class or upper second class degree (or equivalent) in a course normally involving substantial study of at least one Slavonic language. Candidates may also be advised before they embark on their studies to attend a summer course in the Slavonic language to be taken.

Graduates of the MSt. acquire linguistic skills, and expertise in select areas of linguistics, philology, literary and cultural studies, history, and research methods, which allow them to choose from a range of careers or further study and research, pertaining to the Slavonic-speaking countries and Eastern Europe.

COURSE STRUCTURE

Apart from a new Slavonic language, each student takes a selection of subject options individually related to his or her requirements and educational background; these options are organised in a way which encourages study in depth while maintaining some degree of breadth.

Study is at a relatively advanced and intensive level using a selection of subjects which were not available in their first degree course, either as a preparation for research or for other professional purposes.

Because numbers of students are small, teaching can be tailored to the particular choices which a student makes and is done through a mixture of classes and tutorials, requiring meetings with tutors or supervisors, usually on a once a week basis, in addition to weekly language classes.

The normal mode of teaching is the one-to-one tutorial, though students are also encouraged to attend lectures and seminars as appropriate.

Each student has a supervisor who advises on and arranges teaching and normally teaches at least one of the options taken from the subject schedules lists (see page 21).

The sub-faculty of Russian and other Slavonic Languages offers a range of relevant lecture courses for undergraduates and graduates, and a series of research seminars which enable graduates to present their own work and discuss that of others. Any member of Oxford University may attend lectures provided in any Faculty.

During the course students are required to develop a reading knowledge of a Slavonic language which they have not previously studied to degree standard. The languages normally available are listed in **Schedule 1** (see page 21). Language competence is tested in the last term of the course by a three-hour examination in an unprepared translation from the Slavonic language into English.

EXAMINATION

All candidates in both the MSt. and the *first year* MPhil in Slavonic studies therefore offer:

One paper in an unseen translation from a Slavonic language not previously studied to first degree level

AND

EITHER: Three other subjects

OR: Two other subjects and an essay of 5,000-7,000 words, on a subject of their own choice.

In the **unseen translation** candidates are expected to show a good knowledge and passive command of a Slavonic language not previously learned to degree level. Candidates should be able to understand and translate factual and literary prose which largely draws on common vocabulary and grammatical structures. To be of minimal pass standard, candidates must show an adequate general understanding of straightforward passages set for translation in the newly acquired Slavonic language, avoid numerous or gross misunderstandings of common vocabulary and grammatical constructions, and write in acceptable English.

The **other subjects** offered under both the MSt. and MPhil Courses are organised into **nine schedules** (beginning on page 21), including methodological, philological, literary and historical options.

In examination, candidates are asked to choose a specific number of questions out of a wider range of topics. In addition – or alternatively – a passage from an unseen or prepared text may be set for comment and possibly translation or palaeographical transcription.

ASSESSMENT AND MARKING CRITERIA

All candidates must follow a course of instruction in Slavonic studies for at least 3 terms.

Each candidate will be required to take one language from Schedule 1, and 3 subjects from Schedules 2 – 10. Candidates may take no more than two subjects from any one schedule. Candidates may not take subjects which they have already studied in a first degree course.

For all of the subject options (with the exception of those listed below) there are three-hour written examinations at the end of the year. The exceptions are those which are examined under the regulations of the MSt./MPhil in Modern Languages.

In the final examinations an average of at least 50 is required for a pass. In the calculation of averages, a high mark on one or more papers is allowed to compensate for a fail mark on one or more papers.

Merit is awarded to candidates with an average of 65-69.

Distinction in the MSt. is awarded to candidates with three marks of 70 or above plus one mark of 64 or above, or, alternatively, to candidates with two marks of 70 or above plus two marks of 67 or above.

(i) For <u>schedule 2 iv</u> (Key Questions in Critical Thought)
Partial extract follows, students should check the Examination Regulations and Handbook for the MSt. in Modern Languages for the authoritative guidance.

Key Questions in Critical Thought – extract from the Modern Languages Handbook

This course is taught by a series of lectures extending over the first two terms of the academic year. The lectures are delivered by experts who cover a range of topics in modern literary theory, including formalism, hermeneutics, psychoanalysis, structuralism, deconstruction, feminism, new historicism, queer theory, and post-colonial theory, and the work of individual theorists such as Jakobson, Barthes, Deleuze, Derrida, Vattimo and Žižek. The seminar provides a forum for detailed discussion of some of the issues that have been raised in the lectures and that students want to explore further. Every student is expected to make a short presentation (no more than fifteen minutes) to the seminar, and at the end of the second term each student submits an essay of between 5,000 and 7,000 words in length (the word count includes footnotes, but excludes bibliography). The essay must be written in English. It must be typed, and include a bibliography.

You are required to submit your essay electronically by noon on Thursday week 10 of Hilary Term.

(ii) For the **Russian literary subjects** listed under **<u>schedule 6 i-ix</u>**

Partial extract follows, students should check the Examination Regulations and Handbook for the MSt. in Modern Languages for the authoritative guidance.

Special Subjects – extract from the Modern Languages Handbook

The Special Subjects are taught in the first two terms of the course. You will normally meet your Special Subject Tutor four times during the term and will write a number of essays which your Tutor will read, mark, and discuss with you. You will then select what you and your Tutor think are the best essays, and submit clean copies of the final versions as a portfolio for examination. Special Subject submissions may comprise one or two essays to a total maximum word length of between 5,000 and 7,000 words (the word count includes footnotes, but excludes bibliography).

Your submitted work must demonstrate that you have specialist knowledge of the relevant language/s (e.g. by quoting primary and secondary sources in the original language/s).

You are required to submit your essay electronically by noon on Thursday week 10 of the term in which the Special Subject was taken

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(iii) That in lieu of a written examination in one subject, a candidate may elect under **<u>schedule 2 v</u>** to submit an essay of 5,000 to 7,000 words on a subject of the candidate's choice (known as a 'self-developed' subject). The essay subject must fall within the areas of Slavonic languages and literature. You will normally have four or more supervision meetings.

This self-developed essay title and a subject paragraph description MUST be submitted to the Modern Languages Graduate Studies office no later than **Monday week 4 of Hilary Term**

AND

You are required to submit your essay electronically by noon on Thursday of week 6 of Trinity term.

MASTER OF PHILOSOPHY (MPHIL) IN SLAVONIC STUDIES

At a glance:

MPhil course

The MPhil runs for two academic years, finishing in June of the second year.

At the <u>end of the first academic year</u>, students are expected to spend around 6 weeks of their long summer holiday doing fundamental research, self-directed reading and work on their dissertation, for which libraries are essential; whether this is done in Oxford or elsewhere.

Year 1

One Paper on a Slavonic language (not previously studied)

AND

Either Three other subjects not previously studied

Or Two other subjects **and** an essay of 5,000 – 7,000 words on a subject of choice

Year 2

In the **second year of the MPhil** candidates take two further subjects from the Schedules

AND

They write a dissertation of 20,000-25,000 words on a subject of their own choice, this may incorporate material used for the MSt. essay.

In the final examination for the MPhil each candidate will be required to take two subjects from the Schedules listed for the MSt. **excluding Schedule 2 v.**

Candidates must take at least one subject from **Schedule 2 i-iv**, if they have not already done so for the MSt. or for the Qualifying Examination.

Candidates may not repeat subjects which they have taken for the MSt. or for the Qualifying Examination, nor take subjects from Schedules from which they have already taken two subjects for the MSt. or for the Qualifying Examination.

MPhil Course code: 001190
Length of course: 21 months, full-time

COURSE AIMS

The MPhil course is designed to help those who already possess a good knowledge of Russian or another Slavonic language to acquire grounding in areas of Slavonic Studies which were not part of their first degree course, as a preparation for advanced research in this field. The course may also serve as a stand-along advanced graduate qualification to allow students to embark on a

professional career that requires advanced expertise in Slavonic-speaking countries and Eastern Europe.

Whether candidates choose to study towards the one-year MSt. or the two-year MPhil course (q.v.) is determined by their previous experience, and the character of the doctoral research to which they may hope to proceed.

Anyone applying for the MPhil in Slavonic Studies must previously have studied a Slavonic language to degree standard and is also expected to be able to read secondary literature in at least one European language other than English and the Slavonic languages. (They may be required to demonstrate this ability.)

The MPhil is designed to provide linguistic skills, and broad expertise in select areas of linguistics, philology, literary and cultural studies, history, and research methods, which allow students to progress to doctoral research, conditional on the performance in the MPHil. The MPhil is also a stand-alone graduate qualification, which allows students to choose from careers that require advanced specialist knowledge of Slavonic languages, literature, history and related research methods.

COURSE STRUCTURE

The course is divided into two parts. **At the end of the first year** of the course students take a written Qualifying Examination, consisting of four subjects, identical to the examination for the MSt. in Slavonic Studies. This includes a new Slavonic language not previously studied to degree level.

Students who choose to offer the essay on an approved subject of their own choice (Schedule 2.v) in the Qualifying Examination may incorporate it into a dissertation which they subsequently offer for the MPhil Examination.

In the second year of the course students take two more subjects from the schedules of the MSt. syllabus, including at least one from Schedule 2 i-iv, if they have not already taken a subject from this Schedule for the MSt. or for the Qualifying Examination. Students may not repeat subjects which they have taken for the MSt. or for the Qualifying Examination, nor take subjects from Schedules from which they have already taken two subjects for the MSt. or for the Qualifying Examination.

Candidates will be also expected to attend lectures on bibliographical, library, and archival resources in the field of Slavonic Studies, as available. (Students must be in residence during all 6 terms of 8 weeks).

When students take the course as preparation for a research degree, it offers them, in addition to the second language, training in various philological, literary and historical fields and in associated methodologies (comparative philological method, palaeography, textology, literary theory). In cases where the student has already chosen a research topic, the course also provides a first opportunity to embark on that research through the option of an essay of 5,000-7,000 words in length.

VIVA

The *viva voce* examination is seen as an opportunity to discuss the candidate's essay or dissertation and to explore topics of the papers chosen by the candidate in more depth. Performance in the viva may result in the slight raising of a mark, but not in the lowering of any of

the marks awarded for the written papers, the essay or the dissertation. *Candidates must present themselves for oral examination unless dispensed by the examiners.*

EXAMINATION

As MPhil students at the end of their first year take the identical written Qualifying examination as the Slavonic MSt students, the same exam regulations also apply to them and all subjects are assessed by one three-hour examination each; with the exception of

(1) Methods of Criticism and the Theory of Literature (Schedule 2.iv), which is examined under the regulations for the MSt./MPhil in Modern Languages. (Refer to the MSt section for an MML Handbook extract).

(2) For the **Russian literary subjects** listed under **schedule 6 i-ix** (Refer to the MSt section for an MML Handbook extract).

(3) That in lieu of a written examination in one subject, a candidate may elect under **schedule 2 v** to submit an essay of 5,000 to 7,000 words on a subject of the candidate's choice (known as a 'self-developed' subject). The essay subject must fall within the areas of Slavonic languages and literature. The self-developed essay title and a subject paragraph description MUST be submitted to the Modern Languages Graduate Studies office no later than **Monday week 4 of Hilary Term.**

AND

You are required to submit your essay electronically by noon on Thursday of week 6 of Trinity term.

At the end of their second year, students take two more subjects, and write an M.Phil. dissertation. Candidates MUST register the subject area or title of their M.Phil. dissertation with the Modern Languages Graduate Office not later than **Monday week 4 of Hilary Term of their second year**. The subject should fall within the area of Slavonic languages and literatures. You are required to submit your electronically by noon **Thursday of week 6 of Trinity Term of the second year**. Work submitted in the M.Phil. dissertation may subsequently be incorporated in a D.Phil. thesis.

Slavonic Language

All students acquire a reading knowledge of at least one Slavonic language which they have not previously studied to degree standard. For details of the languages that may be available see **Schedule 1 (on page 21).**

In the **unseen translation** paper, candidates are expected to show a good knowledge and passive command of a Slavonic language not previously learned to degree level. Candidates should be able to understand and translate factual and literary prose which largely draws on common vocabulary and grammatical structures. To be of minimal pass standard, candidates must show an adequate general understanding of straightforward passages set for translation in the newly acquired Slavonic language, avoid numerous or gross misunderstandings of common vocabulary and grammatical constructions, and write in acceptable English.

Slavonic Subjects

The subjects offered under both the MSt. and MPhil courses are organised into nine schedules including methodological, philological, literary and historical options.

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MSt. students take altogether three subjects from the schedule lists.

MPhil students take altogether five subjects which they have not studied in a first degree course. These subjects are chosen, in consultation with the student's supervisor; from a wide range of philological, literary and historical options from schedules 2 – 9, beginning on page 20.

At least one subject must be a paper in research methods such as Cyrillic palaeography, textual criticism, or methods of literary criticism.

Candidates may not repeat subjects which they have taken for the MSt. or for the Qualifying Examination, nor take subjects from Schedules from which they have already taken two subjects for the MSt. or for the Qualifying Examination.

Dissertation

All students write a dissertation of approximately 20,000 words and no more than 25,000 words on an approved subject which falls within the areas of Slavonic languages and literatures. An MPhil Dissertation may, if you wish, be subsequently incorporated into a D.Phil. thesis. You will normally have four or more supervision meetings for the MPhil Dissertation.

If your Dissertation work involves participants, please note: The University is committed to ensuring that its research involving human participants is conducted in a way that respects the dignity, rights, and welfare of participants, and minimises risk to participants, researchers, third parties, and to the University itself. All such research needs to be subject to appropriate ethical review. More information can be found at the Research Ethics website and an online training course can be accessed on WebLearn.

ASSESSMENT AND MARKING CRITERIA

Candidates will be required to satisfy the examiners in a Qualifying Examination identical with that for the MSt. in Slavonic Studies, in the academic year in which their names are first entered on the Register of MPhil Students, before proceeding to the final examination for the MPhil in the following year. Holders of the MSt. in Slavonic Studies are exempt from this Qualifying Examination.

If it is the opinion of the examiners that the work done by a candidate is not of sufficient merit to qualify him for the Degree of MPhil but that nevertheless his or her work in the Qualifying Examination was of sufficient merit to qualify him or her for the Degree of MSt. in Slavonic Studies, the candidate shall be given the option of resitting the MPhil examination under the appropriate regulation or of being granted permission to supplicate for the Degree of Master of Studies.

In the final examinations an average of at least 50 is required for a pass. In the calculation of averages, a high mark on one or more papers is allowed to compensate for a fail mark on one or more papers.

Merit is awarded to candidates with an average of 65-69.

Distinction in either course entitles candidates who have been provisionally accepted for further research to transfer directly to D.Phil. status, with exemption from the PRS enrolment.

Distinction in the MPhil is awarded to candidates with a mark of at least 70 in the dissertation and an average mark of at least 70 in the examined papers.

Submission for Examination

In examination, candidates are asked to choose a specific number of questions out of a wider range of topics. In addition – or alternatively – a passage from an unseen or prepared text may be set for comment and possibly translation or palaeographical transcription.

Each student also writes a dissertation of approximately 20,000 words and not more than 25,000 words on a subject which **must be approved by the Director of Graduate Studies by the end of the fourth week of Hilary Term of their second year.**

The dissertation should be submitted electronically no later than noon on Thursday week 6 of Trinity Term of the second year.

The dissertation must be typed with a margin of 3 to 3.5 c.ms on the left-hand edge of each page. Please include a title page giving your examination number, the title of the dissertation, the name of your supervisor and the words 'submitted in partial fulfilment of the requirements for the MPhil in Modern Languages'.

You should also include a completed Submission Cover Sheet. Permission to submit the dissertation after the deadline can only be given by the Proctors, via the Tutor for Graduates in your college. If delay is caused by illness, a medical certificate must be provided. Late submission of a dissertation may incur a deduction of marks.

If in doubt about the scholarly form in which your dissertation should be presented, you should follow a standard set of conventions. A well-known and widely-used set of conventions is that prescribed by the Modern Humanities Research Association and set out in the MHRA Style Guide, which is available in the Upper Reading Room of the Bodleian or obtainable from Maney Publishing, Hudson Road, Leeds LS9 7DL. A free online version is available at www.mhra.org.uk/pdf/MHRA-Style-Guide-3rd-Edn.pdf.

For more information on the presentation of written work please see the Faculty's Graduate Studies Webpage: www.mod-langs.ox.ac.uk/graduate/current-students**.**

SLAVONIC STUDIES - SCHEDULES

Please note that not all the subjects listed below are necessarily available every year. It is important to consult with your course supervisor about your prospective choice of options as early as possible.

As previously stated, during the course students are required to develop a reading knowledge of a Slavonic language which they have not previously studied to degree standard. The languages normally available are listed in **Schedule 1** below.

Schedule 1 - Unseen translation from any <u>one</u> of the following languages:		
Bulgarian	Croatian	Czech
Polish	Russian	Serbian
Slovak	Slovene	Sorbian
Ukrainian		

Students also choose, in consultation with their supervisors, **THREE** other subjects from Schedules 2 – 9 which follow, **OR TWO** other subjects **and an essay** of 5,000 – 7,000 words of their choice (schedule 2.v).

They may take no more than two subjects from any one Schedule, and may not take subjects which they have already studied in a first degree course.

<u>Schedule 2</u>
(i) Cyrillic Palaeography
(ii) Textual Criticism
(iii) Prague School of Linguistics
(iv) Key Questions in Critical Thought *(from the MSt. course in Modern Languages)*
(v) An essay of 5,000 to 7,000 words on an <u>approved</u> subject of the student's choice within the areas of Slavonic languages and literatures. You will need to state the exact title on submitting paperwork (The work submitted may subsequently be incorporated in a dissertation submitted for the MPhil in Slavonic Studies, or it may be used as the basis for the piece of written work required for admission to the status of student for the Degrees of MLitt or DPhil.)

Schedule 3

(i) Comparative Slavonic Philology	(ii) Old Church Slavonic	(iii) History of Church Slavonic

Schedule 4 – The History of:

(i) Ukrainian	(ii) Bulgarian/ Macedonian	(iii) Croatian
(iv) Czech and Slovak	(v) Polish	(vi) Russian
(vii) Serbian	(viii) Slovene	(ix)Sorbian

Schedule 5 – The Structure and Present State of:

(i) Bulgarian	(ii) Croatian	(iii) Czech
(iv) Polish	(v) Russian	(vi) Serbian
(vii) Slovak	(viii) Slovene	(ix) Sorbian
(x) Ukrainian		

Schedule 6 - *These options are examined under the regulations for the MSt Modern Languages. The terms each course is available are detailed in brackets.*

(i) Literature and Culture of the Russian Enlightenment (MT & HT)	(ii) Pushkin and Romanticism (MT & HT)	(iii) Gender and Representation in Russian Culture from 1800 (HT)
(iv) The Rise of the Russian Novel (MT)	(v) Russian Drama in the 19th and 20th Centuries (MT)	(vi) The Russian Experience of Modernity, 1905-1945 (MT & HT)
(vii) The Gulag and the Russian Literary Process (HT)	(viii) Post-Soviet Russian Literature (MT & HT)	(ix) Russian Lyric Poetry: Major Themes and Forms (MT & HT)

Schedule 7

(i) Czech Poetry since 1774	(ii) Czech Prose Fiction and Drama since 1774	(iii) Polish Literature since 1798
(iv) Slovak Literature since 1783		

Schedule 8		
(i) Byzantine Civilization and its Expansion 913-1204	(ii) Bohemia from the Hussite Wars to the Battle of the White Mountain (1415-1620)	(iii) The History of Poland and Hungary 1506-1795
(iv) The Habsburg Monarchy 1790-1918	(v) The History of the Balkans 1774-1918	

Schedule 9		
(i) Russian Social and Political Thought 1825-1917	(ii) The History of Russia 1861-1917	(iii) The History since 1918 of Poland
(iv) The History since 1918 of Czechoslovakia and its successor states		

For all these subject options there are three-hour written examinations at the end of the year, **except for:**

Key Questions in Critical Thought (Schedule 2.iv), which is examined under the regulations for the MSt./MPhil in Modern Languages (currently submission Thursday week 10 of Hilary Term)

Schedule 6 options, which are examined under the regulations for the MSt/MPhil in Modern Languages (currently submission Thursday week 10 of the term (MT or HT) in which it is studied)

and the **essay on a subject of the student's choice (Schedule 2.v),** which must be:

(1) Approved by the DGS no later than **Monday week 4 of Hilary Term.**

(2) Must be submitted no later than **Thursday week 6 of Trinity Term**.

LANGUAGE

Work for the MSt. and MPhil in Slavonic Studies is normally written in English, but may be submitted in an appropriate language other than English, provided you seek permission from the Director of Graduate Studies. This is best done by asking your supervisor to write to the Director of Graduate Studies. The only restrictions are:

- The essay submitted for the seminars on Key Questions in Critical Thought must be in English.

- At least one of the pieces of written work you submit must be in English.

Before seeking permission to write in a language other than English, students should consult with their supervisors and give careful consideration to the wider implications of their request. It is important to recognise that the language of the thesis will to some extent determine the opportunities for subsequent publication and, ultimately, future career choices.

EXAMINATION (MST. AND MPHIL)

You must formally enter for your examination with the Examination Schools. This should be done through your college in Michaelmas Term of the academic year in which the examination is to be taken (MPhil in second week, and MSt. in the eighth week of term). You should confirm this with the Tutor for Graduates in your college.

Your examination papers will be marked by two assessors. If you wish the examiners to take into account any extenuating circumstances you may have suffered, you must consult the Proctors via the Tutor for Graduates at your college.

VIVA

The *viva voce* examination, if held, is seen as an opportunity to discuss the candidate's essay or dissertation and to explore topics of the papers chosen by the candidate in more depth. Performance in the viva may result in the slight raising of a mark, but not in the lowering of any of the marks awarded for the written papers, the essay or the dissertation.

The viva examination is normally conducted in English, though in exceptional circumstances permission may be given by the Chairman of Examiners for it to be held in the relevant foreign language.

Although failure in these degrees is rare, it can happen, and experience shows that it may be due to one or more of the following avoidable causes:

- A student, mistakenly thinking of undergraduate courses, may not realise until too late that a graduate course demands continuous and sustained effort throughout one's residence at Oxford to prepare adequately for all options, as well as writing a dissertation, in a period of twenty-one months (for the MPhil) or barely nine months (for the MSt.);

- Students may allow themselves too little time to write a dissertation and to present it in the proper scholarly manner;

- Students for those degrees involving written exams may have too little experience in writing answers to questions under examination conditions. If this is the case, you should make sure, under your supervisor's guidance, that you practise answering questions under simulated examination conditions.

Examining Conventions

The examination process is governed by the Examination Conventions, the formal record of the specific assessment standard for the course. These set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria (for Pass, Merit, and Distinction), progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-long work. The conventions can be found on the Canvas, or obtained from the Graduate Office.

LATE SUBMISSIONS

The *Examination Regulations* state that where a candidate wished 'on some reasonable grounds' to submit a dissertation or thesis or essay after the deadline (e.g. health or welfare grounds), the candidate must apply through their Senior Tutor to the Proctors for permission. If a candidate submitted after the deadline without prior permission, the candidate may apply retrospectively to the Proctors, who might allow the examiners to impose an academic penalty according to conventions agreed by the relevant supervisory body.

> Please note: you must contact the Senior Tutor within your College regarding late submissions NOT any teacher on the course.

EXCEEDING WORD LENGTH

Word length includes material in footnotes but not bibliography. Similarly, appendices and lists of illustrations do not count towards the overall word count. Quotations in foreign languages should be given in the text in the original language.

Translations into English should be provided in footnotes where there is an expectation that the work will be assessed by more than one sub-faculty, and it is largely a matter for the individual student and supervisor to decide whether this is the case. In any event, translations in the footnotes of material already included in the text will not contribute to the overall word-count (i.e. this material should not be counted twice). For the avoidance of doubt, students should declare on the cover sheet of their essay where they have translated materials into English.
Please be aware that, in conjunction with declaring the word limit on your essay, your word count can and may be double checked by the Graduate Studies Office after submission. Where it is found your essay exceeds the word count following this secondary check, you will be contacted by the Graduate Studies Office for further clarification.

It is advised that you keep to the word limit. In addition to these penalties, too many or too few words may influence the overall mark. There will be no direct penalties for going under the word limit. You are permitted to exceed the word limit by 5% without incurring a penalty. **You must cite the number of words at the start of the piece of work on your cover sheet.**

Extended Essay or Dissertation	Penalty *up to a maximum of –10*
5% over word limit	-1 mark
10% over	-2
15% over	-3
Each further 5% over	-1 more

SUMMARY OF IMPORTANT ACADEMIC STUDY DATES

Before the start of the course

<u>By end of August</u>: Consultation with your nominated course supervisor about your prospective course options.

MICHAELMAS Term

<u>Friday Week 0. MT:</u> - All Special Subjects and Method Options to be confirmed to the Graduate Office by the student.

<u>Friday Week 2, MT: MPhil (2nd Year):</u> formally enter for examinations (via your college).

<u>Friday Week 8, MT: MSt.</u> formally enter for examinations (via your college)

<u>Thursday Week 10, MT: MSt/MPhil</u>: Submission of any schedule 6 options taken in MT (if applicable)

HILARY Term

<u>Friday Week 4, HT: MSt./MPhil (2nd Year)</u> - Confirmation of Essay on Approved Subject (MSt.) / of Dissertation Title and study programme (M.Phil.)

<u>Thursday Week 10, MT: MSt/MPhil</u>: Submission of any schedule 6 options taken in HT (if chosen)

<u>Thursday Week 10, MT: MSt/MPhil</u>: Submission of schedule 2, option iv – Key Questions in Critical Thought option (if chosen)

TRINITY Term

<u>Thursday Week 6, TT: MPhil (2nd Year)</u> submission of dissertation**.**

<u>Thursday Week 6, TT: MSt. and MPhil</u> Submission of essay on a subject of the student's choice (Schedule 2.v)

NB. It is your responsibility to submit work in accordance with any schedules.

You should not expect nor rely on any reminder from your Supervisor, College, the Graduate Office or anyone else ahead of mandatory submission deadlines

Failure to submit before a deadline without explanation may have serious consequences

APPLYING FOR THE D.PHIL.

If you wish to apply to stay in Oxford to do a research degree, you should start thinking about this early in the academic year and begin talking to relevant people as soon as possible. Consult with your General Supervisor and the Graduate Studies Office for advice in Michaelmas term. Applications should normally be made in the first two submission rounds (i.e. the November or January deadline). While applications may be allowed after this date, these cannot be considered for funding support. Admission to D.Phil. status depends first and foremost on your mark in the MSt./MPhil, where a mark of 70 or better will normally be expected.

PASTORAL AND WELFARE SUPPORT

Your General Supervisor, the Director of Graduate Studies and the Director of Masters Courses are available to assist graduate students in all aspects of their studies. In addition, graduate students have access in their college to many officers with responsibility for pastoral and welfare support. These include the college tutor for graduates, a designated college adviser for each student, the Chaplain, and the college nurse and doctor. In addition, there is peer support from the Middle Common Room (MCR), which elects student officers with special responsibility for welfare. These will liaise with the central Oxford University Students Union. The University provides support services for students with children. There is a central University Counselling Service, and colleges have different college-based welfare structures within which non-professional counselling is provided by student peers or designated tutors. Financial support is available from central university and college hardship funds.

STUDENT REPRESENTATION AND FEEDBACK

Each sub-faculty elects a graduate representative, and additional representatives are elected from the DPhil, MPhil and MSt cohorts. Together these graduate representatives form a Graduate Joint Consultative Committee (GJCC) which in turn can bring student concerns to the Graduate Studies Committee (GSC). Elections for these representative posts will be held in Michaelmas Term.

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford University Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level.
Students are surveyed each year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer, and previous results can be viewed online.

THE MEDIEVAL AND MODERN LANGUAGES GRADUATE NETWORK

The MML Graduate Network aims to foster a sense of community amongst graduate students in the faculty, and provides an opportunity to socialise in an informal environment. The Graduate Network organises a variety of social and academic events each term. In addition to the mentoring programme for new graduate students, they also host lunches and evening events, film

screenings, seminars and poetry readings, and fund an annual Graduate Conference. All Modern Languages graduates are automatically members of the Graduate Network.

HELP AND FEEDBACK ON WRITING – ROYAL LITERARY FELLOW

We are pleased to advise that, for the 2020-21 academic year, the Faculty have a dedicated Fellow in post to assist graduate students in their writing skills and academic literacy.

Stephen, who comes to work at Wellington Square after two years as RLF Fellow at Worcester College, is a poet, critic, editor and translator. During this coming academic year, he will be available one day a week at the premises of the MML Faculty to offer one-to-one advice on all aspects of academic writing. This service is free, confidential, and works on a voluntary basis. Stephen's services this year are offered in particular to Graduate students, working on dissertations, whether at Masters or Doctoral level. Anyone experiencing problems with writing, whether stylistic or structural, is welcome to make an appointment, which can be repeated. His expertise is essentially on formal aspects of academic writing; it should be stressed that he is not employed to comment on *content*. Given that wider remit, however, he is there to be consulted on all matters of usage, whether on the micro-level of sentence and paragraph construction, on bibliographical methodology, or on wider questions of structure. Normally, each appointment lasts 45 minutes, and, to repeat, it is strictly confidential in nature. Appointments are made in advance by e-mail to stephen.romer@bnc.ox.ac.uk; a short sample of the student's work is also required (preferably in hard copy) in advance of the meeting.

*The Royal Literary Fund (RLF) is a UK charity that places writers in universities to help students develop their writing. The principal aim of the RLF Fellow's work is to foster good writing practice across disciplines and media. Students meet the Fellow on a purely voluntary basis, although they may initially be responding to a tutor's recommendation. In the experience of RLF Fellows and partner institutions, students see benefit from learning about good writing practice from a professional author.

COMPUTING & COMMON ROOM FACILITIES

A common room with kitchen facilities is available for graduate use in 47 Wellington Square.

There is one PC in the common room, and one PC in the ground floor workspace opposite the Graduate Common Room in 47 Wellington Square. The Graduate Workspace also has desk space for six students to work using their own laptop. Your University card should automatically allow you access to both these rooms.

There is another computer room for Modern Languages students on the second floor at 47 Wellington Square. It contains 1 PC connected to a laser printer for high-quality printing. All the computers are connected to the University network for services such as e-mail. There is also desk space for five students to work using their own laptop.
The OUCS run regular IT courses which students are encouraged to attend. Details and support for any other IT issues can be found online at www.it.ox.ac.uk.

ADDITIONAL SOURCES OF FUNDS FOR GRADUATE STUDENTS

The faculty encourage graduate students to make visits abroad, familiarise themselves with library resources, make contact with scholars in their field, and attend conferences (particularly if giving a

paper). There are a number of prizes and awards available to Modern Languages graduate students. A list of all prizes and awards are available on the Graduate Studies Canvas site.

Modern Languages students may also be eligible for funding from the wider University. You should consult the student funding website for more information: www.ox.ac.uk/students/fees-funding.

SUSPENSION OF STATUS FOR A LIMITED PERIOD

Suspension of status as a postgraduate student is possible, on certain grounds, for a specified period not exceeding one year at a time. To apply for a suspension please complete a GSO.17 form, available online at: www.ox.ac.uk/students/academic/guidance/graduate/progression, and submit it to the Graduate Studies Administrator. If the application is approved, the student will not be liable to pay fees during the period of suspension and will automatically resume their former status at the end of the period. No student may be granted more than six terms' suspension of status unless there are exceptional circumstances.

Applications will be considered on the following grounds:

(a) where the student is prevented from study in circumstances which are outside their control though there are good grounds for believing that work could be resumed within a reasonable period (e.g. cases of unforeseeable financial difficulty, physical or mental incapacity, maternity leave, or unexpected domestic crises);

(b) where it is desirable that a student should give up study for a limited period to undertake some other project, course, or temporary work relevant to their proposed career, which cannot reasonably be deferred;

(c) where a UK student is studying abroad and their studentship is suspended, or any award received does not cover fee liabilities, or the work is unduly delayed by difficulties in completing such study abroad.

(d) where appropriate written medical evidence may be required and conditions may be set for readmission to the course.

Prior to returning from a period of suspension, students are required to complete a GSO.17a and submit it to the Graduate Studies Administrator. At the end of a period of suspension, students must confirm to the Graduate Studies Office whether or not they intend to return to study.

Please note that given the nature of the MSt and MPhil programmes, where suspension is sought students are generally expected to return at the equivalent point of the following academic year.

CHANGE OF PROGRAMME OF STUDY

Masters students may elect to change from the MSt. to MPhil programme or vice-versa by completing a GSO.28 form: www.ox.ac.uk/students/academic/guidance/graduate/progression. This application will require the support of your current (and, if necessary, future) supervisor and the approval of your college. The completed application form should be submitted to the Graduate Studies Office. Early planning is essential due to the practicalities involved. Tier 4 visa holders wishing to change from the MSt. to MPhil or vice-versa should take very early advice from the Graduate Studies Office to make sure they are aware of any additional requirements associated with their visa status.

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." University of Oxford **Equality Policy**

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

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

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges 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

There are 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

Student Welfare and Support Services

The Disability Advisory Service (DAS) can provide information, advice and guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support. For more information visit: www.ox.ac.uk/students/shw/das

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

While working remotely due to the pandemic, the Disability Advisory Service and the Counselling Service are both offering virtual consultations.

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

Oxford SU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: www.oxfordsu.org/communities/campaigns/

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

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Oxford SU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: www.oxfordsu.org/communities/campaigns. There is a wide range of student clubs and societies to get involved in - for more details visit: www.ox.ac.uk/students/life/clubs.

DATA PROTECTION

You should have received from your college a statement regarding student personal data, including a declaration for you to sign indicating your acceptance of that statement. Please contact your college's Data Protection Officer if you have not. Further information about the University Policy on Data Protection is found at: www.admin.ox.ac.uk/councilsec/compliance/dataprotection.

LIBRARY RESOURCES IN OXFORD

The Slavonic Annexe of the Taylorian Institute has outstanding library resources in the subject area. These are complemented by the holdings of the Bodleian Library and supplemented by college libraries.

It is important to make yourself familiar at an early date with all the bibliographical tools of research available in Oxford. Many of these will be found in the Catalogue Room of the Bodleian. It is in any case a mistake to suppose that all books on European languages and literatures are to be found in the Taylorian Library, great though its resources are. Many (and not only pre-nineteenth-century books) are in the Bodleian. The Bodleian itself contains a world-famous collection of manuscripts, both medieval and later.

Books can be borrowed from the Taylorian and from college libraries. The holdings of the older college libraries may also be of interest, especially to those working on pre-1800 literature (request for access should be addressed to the librarian). In addition, the library of Rhodes House contains material of considerable importance for modernists.

Libraries Outside Oxford

The most important research library in this country outside Oxford is, of course, the British Library. Other British university libraries, however, especially that at Cambridge, and the Rylands Library in Manchester, can provide excellent resources. The Inter-Library Loan Service is valuable for obtaining works from other libraries inside and outside Britain.

For those who need to visit foreign libraries, the Taylor Institution Library has prepared a series of information sheets about them, and can supply, free of charge, a card which provides an acceptable introduction to libraries in most countries (those interested should take a passport-sized photograph to the main desk in the Taylorian).

Whether in British or foreign libraries, you should not be timid in seeking help. Their staff are pleased to give advice, and some libraries have special sections for helping readers with their problems. You should obtain guidance beforehand from others familiar with local conventions.

Language Opportunities

Language opportunities for self-instruction and independent study of the chosen Slavonic language, and of additional languages, are available through the University's Language Centre at **12 Woodstock Road, near Somerville College**. Further details are available at: www.lang.ox.ac.uk.

The Language Centre opened in 1980 as an independent university-wide service. It moved to its present well-equipped home at 12 Woodstock Road, in 1992. For over thirty years, they have supported members of the University and Colleges who need foreign languages for study and research, for academic exchange, and for personal and professional development, through excellent library resources and a mixture of **paid and free courses**.

In any one year, about 3,000 students and staff take courses in twelve foreign languages and English, or use its library resources for independent study in any of the 180 languages on offer. During the Long Vacation, Pre-sessional English Language Courses are run for international students, especially those offered places at Oxford.

PLAGIARISM

*Plagiarism in the research and writing of essays and dissertations***:**

Plagiarism is the use of material appropriated from another source or sources, passing it off as one's own work. It may take the form of unacknowledged quotation or substantial paraphrase. Sources of material here include all printed and electronically available publications in English or other languages, or unpublished materials, including theses, written by others.

Plagiarism also includes the citation from secondary sources of primary materials which have not been consulted, and are not properly acknowledged (see examples below).

Essays and dissertations will invariably involve the use and discussion of material written by others, with due acknowledgement and with references given. This is standard practice, and can clearly be distinguished from appropriating without acknowledgement, and presenting as your own

material produced by others, which is what constitutes plagiarism. It is possible to proceed in two ways if you wish to present an idea or theory from one of your sources.

An argument, for example, from Raymond Gillespie's work on religion in Ireland in the early modern period might be presented by direct quotation as follows:

'The idea of providence [became] powerfully divisive in early modern Ireland since each confessional group was convinced that it had unique access to the power of God.'[1]

Or, you might paraphrase:

Providence caused conflict in early modern Ireland: each confession claimed particular Divine favour.[2]

If you adopt the latter course, be aware that you should be expressing ideas essentially in your own words and that any paraphrased material should be brief.

When you conduct research for your dissertation, you should always consult the primary materials, as far as possible, rather than depending on secondary sources. The latter will often point you in the direction of original sources, which you must then pursue and analyse independently. There may, however, be some occasions on which it is impossible to gain direct access to the relevant primary source (if, for example, it is unprinted and located in a foreign or private archive, or has been translated from a language with which you are unfamiliar). In these circumstances, you may cite from the secondary source, with full acknowledgement. This should be in the following form, here in a Welsh-language example:

'In order to buy this [the Bible] and to be free of oppression, go, sell thy shirt, thou Welshman.'[3]

[1] R. Gillespie, *Devoted People: Belief and Religion in Early Modern Ireland* (Manchester, 1997), p. 50

[2] R. Gillespie, *Devoted People: Belief and Religion in Early Modern Ireland* (Manchester, 1997), p. 50.

[3] Thomas Jones, *Hen Gwndidau Carolau a Chywyddau*, cited and translated in G. Williams, *Wales and the Reformation* (Cardiff, 1997), p. 358.

When choosing your dissertation subject, it is important to check that you can gain access to most of the primary materials that you will need, in order to avoid the type of dependence discussed here.

Guidance for Note-Taking

The best way to ensure that you do not engage in plagiarism of either of the kinds discussed above is to develop good note-taking practices from the beginning. When you take notes from secondary sources always register author, title, place and date of publication and page numbers. Above all, if you think you might wish to quote a sentence or phrase directly, put it in quotation marks from the outset: otherwise make sure the summary language is your own. When you extract a primary source, immediately note both its place or origin and situation within your secondary text. If you have any doubts about how to access the primary material, ask for advice at this early stage, not when you come to assemble your ideas prior to writing up the essay or dissertation.

Penalties

The Proctors regard plagiarism as a serious form of cheating, for which offenders can expect to receive severe penalties including the return of a mark of zero on the work submitted. Even the lightest penalties for plagiarism will almost certainly have the effect of pulling down the candidates' overall result. The Examiners will check theses for plagiarism, and will use internet forms of check if it is deemed necessary to do so. Further information can be found at: www.ox.ac.uk/students/academic/guidance/skills/plagiarism.

COMPLAINTS AND ACADEMIC APPEALS

The University, the Humanities Division and the Faculty all hope that provision made for students at all stages of their programme of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

However, all those concerned believe that it is important for students to be clear about how to raise a concern or make a complaint, and how to appeal against the outcome of assessment. The following guidance attempts to provide such information.

Nothing in this guidance precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.

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

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

Complaints

If your concern or complaint relates to teaching or other provision made ***by the faculty/department,*** then you should raise it with the Director of Graduate Studies. Within the faculty, the officer concerned will attempt to resolve your concern or complaint informally.

If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. A complaint may cover aspects of teaching and learning (e.g. teaching facilities, supervision arrangements), and non-academic issues (e.g. support services, library services, university accommodation, university clubs and societies). A complaint to the Proctors should be made only if attempts at informal resolution have been unsuccessful. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the University Student Handbook, available to consult online at: http://www.proctors.ox.ac.uk/handbook, and the relevant Council regulations, also online at: http://www.admin.ox.ac.uk/statutes/regulations.

If your concern or complaint relates to teaching or other provision ***made by your college***, then you should raise it either with your tutor or with one of the college officers, Senior Tutor, or Tutor for

Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

Academic Appeals

An appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

For undergraduate or taught graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. **It must not be raised directly with examiners or assessors.** If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college. As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are available online: http://www.admin.ox.ac.uk/statutes/regulations.

For the examination of research degrees, or in relation to transfer or confirmation of status, your concern should be raised initially with the Director of Graduate Studies. Where a concern is not satisfactorily settled by that means, then you, your supervisor, or your college authority may put your appeal directly to the Proctors.

Please remember in connection with all the cases in paragraphs 5 - 7 that:

(a)   The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.

(b)   The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.

(c)   On no account should you contact your examiners or assessors directly.

The Proctors will indicate what further action you can take if you are dissatisfied with the outcome of a complaint or appeal considered by them.

Harassment

Both colleges and faculties have appointed Harassment Advisers within a network of such advisers organised centrally. A copy of the University's Code of Practice on Harassment is available at https://edu.admin.ox.ac.uk/harassment-policy. The Faculty Board's advisers on harassment are Professors Jane Hiddleston and Jonathan Thacker.

SKILLS DEVELOPMENT, EMPLOYABILITY AND CAREERS SUPPORT

There are a number of services and programmes across the University that provide support in developing yourself both personally and professionally. These opportunities complement the development opportunities provided through your own activities – within and beyond your research - and those provided by your faculty.

Humanities Researcher Development & Training Programme

The Humanities Researcher Development and Training Programme is a comprehensive personal and professional development programme of events, opportunities, workshops and resources to support and develop Humanities researchers at all stages of their career from postgraduate level upwards. Some opportunities are bespoke and developed in-house; others are provided through external partners, student support services or in partnership with faculties. The programme serves all the faculties of the Humanities Division and any researchers working in Humanities-related subject areas.

The aims of the programme are:

- To train our postgraduate students and postdoctoral researchers to become research leaders of the future
- To empower postgraduate students and postdoctoral researchers to become pioneers in a range of careers and professions, within and beyond the sphere of higher education
- To enhance our postgraduate students' and postdoctoral researchers' disruptive voice as active citizens who are confident speaking truth to power, and as ambassadors for the Humanities

Experiential, hands-on learning is fundamental to our approach, with student-led and early career researcher-led initiatives and projects being generated and supported through a range of funds and initiatives such as the AHRC-TORCH Graduate Fund, Student Peer Review College, and the annual Public Engagement with Research Summer School. All of these mechanisms are in turn run (with support from the Researcher Development and Training Manager) by early career researchers themselves.

How to get involved

The Humanities Researcher Development and Training Programme is open to all postgraduate students (Master's and DPhil) and early career researchers (including college appointments and those on teaching-only contracts) in the Humanities Division.[1] An extensive programme of opportunities runs throughout the academic year, arranged into a number of 'pathways':

Business and Entrepreneurship – pitch an idea to the Humanities Innovation Challenge Competition and win £2,000, or find out what history can teach us about entrepreneurship through the Said Business School's series of lectures on 'Engaging with the Humanities'

Career Confidence – explore your options, develop your CV, draft cover letters for roles within or beyond academia, practise fellowship interview techniques, enhance your digital profile or learn how to give a teaching presentation. We work closely with the Careers Service, who offer tailored support for postgraduate and postdoctoral researchers (see below)

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[1] Postgraduate students in social sciences who are in receipt of AHRC funding are also eligible to participate.

Digital Humanities – learn how to encode text, 3D-scan museum objects and write code, or participate in the world-leading Digital Humanities at Oxford Summer School

Heritage – network with industry leaders in the heritage sector, learn how to set up a research collaboration with a heritage organisation, take a tour of a museum under development with a lead curator, or contribute to Trusted Source, the National Trust's research-led online knowledge bank

Public Engagement with Research – create a podcast, practise on-camera interviews, learn the techniques of 'storytelling' when talking about your research, apply for funding to support a public engagement project for your research through the Graduate Fund, or participate in the annual Public Engagement with Research Summer School

Preparation for Academic Practice – attend workshops on writing journal articles, preparing for the DPhil viva, organising a conference, or using EndNote. Pitch your idea for a monograph to editors from world-leading publishing houses, and prepare a fieldwork application for ethical review.

Creative Industries – participate in workshops led by organisations in the creative industries, develop a research collaboration, or learn about career opportunities in this sector

Teaching – build on the training offered by your faculty (Preparation for Learning and Teaching at Oxford) and gain accreditation to the Staff and Educational Development Association by enrolling in Developing Learning and Teaching seminars. Attend workshops on applying your teaching experience to the job application process, or learn how to teach with objects at the Ashmolean Museum.

All our events and opportunities are **free** to attend, and a number of workshops, particularly those in the 'Preparation for Academic Practice' pathway, are repeated each term. See www.torch.ox.ac.uk/researcher-training for the calendar of upcoming events and for more information about the programme. You can also email the Humanities Researcher Development and Training Manager, Caroline Thurston, at training@humanities.ox.ac.uk if you have any queries.

Support for Research Students from the Careers Service

Doing a research degree opens up a range of career options, yet it is up to you to seize the opportunities to exploit these and get ready for the next step. Our best advice is to start early, because you will get busier as your research progresses. No need to decide at this point whether you will stay in academia or move on to new pastures: many of the career-building steps that you can take now will benefit your CV and your wider employment options whichever step you take next.

The Careers Service (www.careers.ox.ac.uk) works alongside the Humanities divisional training team to offer information resources, one-to-one support and a programme of bespoke workshops focusing on key career skills and tools for career planning and development. We support DPhil students and research staff from every department across the university, regardless of their chosen career paths.

How to get involved

The **researcher pages** (www.careers.ox.ac.uk/researchers) on the main Careers Service website contain a wealth of information on what other researchers have done, tips on how to develop your careers thinking and links to useful resources. The **Resources Room** in the Careers Service building (56 Banbury Road, open 9 am – 5 pm, Monday to Friday) stocks leaflets, briefings and relevant career-related matters, including books on securing work in the academic job market and other sectors, or negotiating a change in direction.

Our **termly programme of workshops** caters specifically for researchers and focus on career design and development, networking, CV writing, job applications and interviews, and more. See our programme and book places via the CareerConnect calendar[1]. And don't miss our ***Insight into Academia*** programme, which gives insider perspectives on becoming an academic and the steps required to keep you there, along with tips to maximise your chances of application success.

If you're looking to boost your skill set, consider taking part in the **Researcher Strategy Consultancy**, which provides early career researchers with an opportunity to develop the core employability skills required for independent consulting in any field or a transition into analytical, business or policy roles in the public and private sector.

Research students are also eligible for the fantastic opportunities to explore different work sectors and roles offered through our **summer internships** and **micro-internships** programmes; see the Internships Office pages[2] for more information on these.

Unsure where to begin or how to use your time here most effectively? A **one-to-one conversation with a Careers Adviser** may help! Come and discuss your personal career plans, aspirations and worries in a confidential setting: appointments can be made via CareerConnect.

For an overview of the services available to researchers at the university, download [this leaflet](#)[3] or call in at the Careers Service and pick up a copy.

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[1] All DPhil students are automatically issued a CareerConnect account; research staff can easily create a free account by following the instructions [here](#). Contact reception@careers.ox.ac.uk if you need assistance in accessing CareerConnect.

[2] https://www.careers.ox.ac.uk/the-internship-office/

[3] https://www.careers.ox.ac.uk/wp-content/uploads/2018/09/Researcher-Information-Trifold-2018.pdf