STUDENT HANDBOOK
for the
FINAL HONOUR SCHOOL
in
RELIGION AND
ORIENTAL STUDIES
2021-2023

FOREWORD

HANDBOOK FOR STUDENTS TAKING THE FINAL HONOUR SCHOOL IN RELIGION AND ORIENTAL STUDIES IN 2023

This Handbook applies to students starting the BA/Final Honour School in Michaelmas term 2021, and therefore expecting to be examined in Trinity term 2023. The information may be different for students starting in other years.

The *Examination Regulations* relating to this course are available at https://examregs.admin.ox.ac.uk/Regulation?code=hsoreliandoriestud&srchYear=2021&srchTerm=1&year=2021&term=1. 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 Director of Undergraduate Studies at the Faculty of Theology and Religion, Dr Mary Marshall.

The information in this handbook is accurate as at **17.01.2023** however it may be necessary for changes to be made in certain circumstances, as explained here. 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.

The up to date version of this handbook is available in the Undergraduate Handbooks section of the Faculty's website. **This is version 4.0.**

Version	Purpose/Change	Date
1.0	2021-2023 Edition	06.10.2021
2.0	Updated for 2022-23	29.09.2022
3.0	Updated contact information and additional advice relating to the Faculty of Asian and Middle Eastern Studies (see summary below).	11.10.2022
4.0	Corrections in line with the change in name of the Faculty (etc) to Asian and Middle Eastern Studies.	17.01.2023

Summary of changes in version 3.0

The following redundant information was deleted from p. 14:

Pusey Lane Building ~~(formerly known as the Oriental Institute)~~

Corrections of the name of the Faculty (and sometimes of teaching at the same Faculty) to Asian and Middle Eastern Studies on pp. 16, 38, 40 and 60. Clarification of names of boards of examiners on p. 47.

Summary of Changes in version 2.0

The following information has been updated (please see relevant sections for details):

Faculty name change to Asian and Middle Eastern Studies.

New contact details for office/administration roles at the Faculty of Theology and Religion.

New contact details at Asian and Middle Eastern Studies for the Director of Undergraduate Studies; office/administration roles; course coordination Roles; harassment officer roles.

Further guidance concerning Canvas, Lectures, online submission of written work for assessment and the University Policy on Educational Recordings.

Refreshed advice concerning examinations, including on sitting online examinations.

Refreshed information about the JCC at the Faculty of Asian and Middle Eastern Studies.

Summary of changes in version 3.0

Asian and Middle Eastern Studies Course Co-ordinators have been updated as follows:

Arabic
Prof. Christopher Melchert, ~~and~~ Prof. Mohamed-Salah Omri and Jonathan Lawrence
Tel: 01865 (2)78211 and 01865 (2)78211
christopher.melchert@orinst.ox.ac.uk; ~~and~~ mohamed-salah.omri@orinst.ox.ac.uk and jonathan.lawrence@orinst.ox.ac.uk

Hebrew and Jewish Studies
~~Prof Judisth Schlanger~~Dr Zoe Waxman (MT) and Prof. Alison Salvesen (HT/TT)
01865 (6) 10430 and 01865 *(6)*10442
~~judith.schlanger@orinst.ox.ac.uk~~ zoe.waxman@orinst.ox.ac.uk and alison.salvesen@orinst.ox.ac.uk

A link to the relevant page of the Faculty of Asian and Middle Eastern Studies website has been added under 'Undergraduate Student Representatives'.

Christine Mitchell (Senior Academic Administrator) has been added as a Disability contact at the Faculty of Asian and Middle Eastern Studies.

The advice relating to Individual Paper Descriptions and Recommended Patterns of Teaching for papers in Asian and Middle Eastern Studies has been updated as follows:

> Syllabus information and **Recommended Patterns of Teaching** for every paper are published in the relevant language handbook and available from tutors. These handbooks, together with a generic handbook for faculty-wide undergraduate information, are published on Canvas. Additionally, alongside the Examination Conventions, the Faculty publishes rubrics for each examined option, and these are available on Canvas. The Faculty Office circulate a notice of publication and links to all students.

The following advice has been added to the guidance on the Organisation of Teaching and Learning in Asian and Middle Eastern Studies.

> Language classes are an integral part of your course. You will receive between three and five hours of intensive language tuition each week. It is imperative that you attend these as it will be difficult to catch up if you miss classes. If there is a timetable clash between tutorials, lectures and language classes, you must at all times prioritise language classes. As students from many different courses attend these it is not possible to re-schedule language classes.

The following advice has been added under University Policy on Educational Recordings:

> In the Faculty of Asian and Middle Eastern Studies, because of some of the sensitive material covered in class, students are requested to ALWAYS inform their tutor or lecturer if they wish to record a lecture. This is for the safety and welfare of both the academic staff and their families, and the students.

The following advice has been added under Sitting your online examination:

> For online open book exams, there is no expectation to fully reference your work, any more so than you would for in-person exams.

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1. GENERAL INFORMATION AND ADVICE

INTRODUCTION

This Handbook is designed to welcome you to the Faculties of Theology and Religion and of Asian and Middle Eastern Studies and to inform you about the facilities and services available to students. It will also provide information about the structure and content of your course; its aims, the organisation of teaching and the expectations of study. The handbook will outline how the course will be assessed, the opportunities for feedback on your learning and advice concerning formal examinations. You will also find information about student representation and providing feedback to the Faculties and University, as well as directions to further information about student life.

Welcome from the Directors of Undergraduate Studies





We are delighted to welcome you to the Faculty of Theology and Religion and the Faculty of Asian and Middle Eastern Studies. The undergraduate curriculum showcases key areas of scholarship here in Oxford. We hope that you will enjoy experiencing an exciting range of what we have to offer, whether you are exploring familiar subjects or discovering new ones. We, with our colleagues, look forward to working with you and are ready and able to offer advice and support. You should feel free to contact us concerning any academic matters. Please accept all our very best wishes as you embark on the Final Honour School.

Dr Mary Marshall (Theology and Religion)
and
Prof. Adriana Jacobs (Asian and Middle Eastern Studies)

QUICK LINKS TO TOOLS AND KEY SOURCES OF INFORMATION

Theology and Religion Faculty of Asian and Middle Eastern Studies	**Faculty Websites** These feature articles on the latest news and events from the Faculty; a list of Faculty members, staff and research students; guidance on undergraduate and graduate admissions; information for alumni (former students); details of forthcoming events and opportunities. Course Handbooks and Schedule of Papers are published here, along with links to the Faculties' Canvas and their presence on social media.
Faculty of Asian and Middle Eastern Studies Intranet	**Faculty of Asian and Middle Eastern Studies Intranet** These pages host the Faculty **lecture lists** along with a number of databases and other IT related facilities. Parts of this are restricted and require an Oxford SSO login as well as being a member of an appropriate group.
Asian and Middle Eastern Studies Lecture List	Access to the Faculty of Asian and Middle Eastern Studies Lecture Schedule.
Canvas	This is the University's virtual learning environment. Access using your SSO to view the Faculty of Theology and Religion's Lecture List, course and paper information, documentations, forms, Examination Conventions, Examiner's Reports and teaching resources.
SOLO & ORLO	Search Oxford Libraries Online. Catalogue covering most libraries in the University and a gateway to databases and e-resources and Oxford Reading Lists Online. Single-sign-on is necessary to access the full features and resources.
Examination Regulations	*Examination Regulations,* which are published annually at the start of Michaelmas term, govern all examinations at the University and are absolutely binding. There is a course specific link to the regulations which apply to your examinations in the Foreword to this Handbook.

University Student Website	Central University information for new and continuing students on academic matters; fees and funding; visa and immigration; Oxford life; health and welfare; and graduation and leaving Oxford. The site includes news and events as well as comprehensive information on Health and Welfare at Oxford.
Student Handbook	Provides general information you may need to help you to make the most of opportunities at the University of Oxford. It also gives you formal notification and explanation of the University's codes, regulations, policies and procedures.
SU Website	Information and services provided by Oxford SU (Student Union)
Nexus365	Web access to the Universities email service

You will also find a lot of very useful information in the Handbook of your college or hall. Please consult the relevant college website or your college tutor or college office for further details.

USEFUL CONTACTS AND SOURCES OF INFORMATION

Please note that your college tutor is the first point of reference for all queries about your course. The Directors of Undergraduate Studies, **Dr Mary Marshall** (Theology and Religion) and **Prof. Adriana Jacobs** (Asian and Middle Eastern Studies) can also be consulted about academic matters. Dr Marshall advertises drop-in sessions and students are also very welcome to make an appointment with her.

The Theology and Religion Faculty

The Theology and Religion Faculty is on the second (top) floor of:

The **Gibson Building**,
Radcliffe Observatory Quarter,
Woodstock Road,
Oxford
OX2 6GG



Your University Card will provide access both to the building and to the Faculty.

The Faculty includes the following teaching spaces and facilities:

Lecture Room	Tutorial Office
Seminar Rooms 1 and 2	Board Room
Small Teaching Room	Toilets, including accessible facilities

As well as the offices of several academics and administrators.

There is also a graduate study space, graduate common room and kitchenette; these are not usually used by Undergraduates, except by special permission or invitation.

Faculty Office hours are from 9 a.m. to 5 p.m., Monday to Thursday and 9am to 4pm on Friday. In the Faculty Office you will find the following staff who are always happy to help!

The Faculty Office

Faculty Office hours are from 9 a.m. to 5 p.m., Monday to Thursday and 9am to 4pm on Friday. In the Faculty Office you will find the following staff who are always happy to help!

Lisa Driver Davidson
Head of Administration and Finance
Tel: +44 (0)1865 270791
haf@theology.ox.ac.uk

Kristine MacMichael
Senior Academic Administrator
Tel: +44 (0)1865 270061
academic.administrator@theology.ox.ac.uk

Fran Roach
General Administrator
Tel: +44 (0)1865 270797
General.administrator@theology.ox.ac.uk

Mary Phillips
Undergraduate Studies and Examinations Administrator
undergraduate.enquiries@theology.ox.ac.uk

Karen Sidhu
Graduate Studies and Examinations Administrator
graduate.enquiries@theology.ox.ac.uk

We are always happy to help!

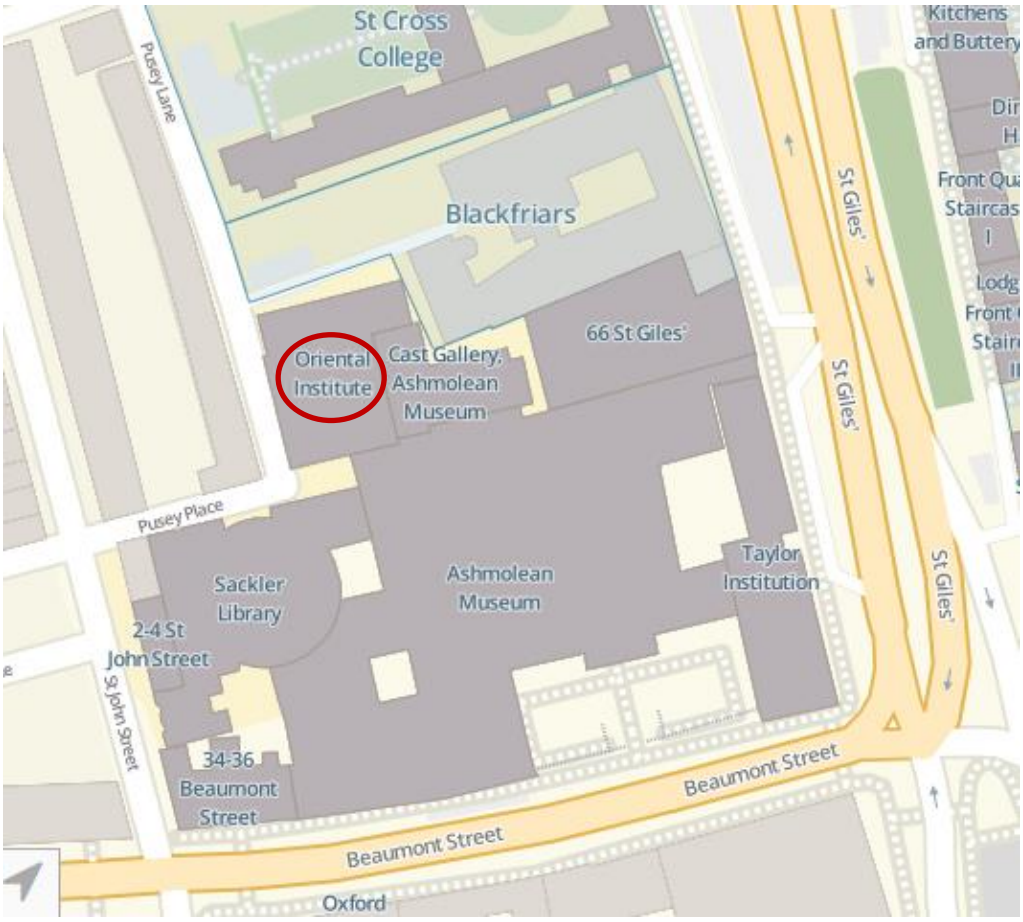
Initial point of contact for enquiries about the course

In the first instance and especially for enquiries about your individual situation, you should consult your college tutor. However, you are welcome to address any enquiries relating to the course and Faculty to the Director of Undergraduate Studies for Theology and Religion, Mary Marshall, who will answer or forward your query to colleagues or other departments as necessary.

The Asian and Middle Eastern Studies Faculty

The Faculty of Asian and Middle Eastern Studies is based at the:

Faculty of Asian and Middle Eastern Studies,
Pusey Lane Building,
Pusey Lane,
Oxford
OX1 2LE



Most of the teaching for courses in Asian and Middle Eastern Studies is Faculty-based, and nearly all classes, lectures, and tutorials are held in the Faculty's Building. This is open during term Monday-Friday 9.00-7.00, Saturday 9.00-1.00; out of term it closes at 5.00 p.m. and is closed on Saturday. The Faculty's Building is home to most of the teaching staff in Asian and Middle Eastern Studies (see 'Teaching Staff' below), and to the Faculty Office, classrooms, a library (see 'Libraries' below) and a common room which serves morning coffee from 10.30-11.30 and afternoon tea from 3.30-4.30 during term. Professors in Hebrew and Jewish studies also have offices in the Clarendon Institute. The Leopold Muller Memorial Library is also housed in the Clarendon Centre.

The Academic Office (third floor, Room 316) is the centre of the Faculty's administration.

Thomas Hall
Head of Administration and Finance
Tel: 01865 (2)78210
thomas.hall@orinst.ox.ac.uk

Christine Mitchell
Senior Academic Administrator
Tel: 01865 (2)78294
academic.administrator@orinst.ox.ac.uk

Aalia Ahmad
Academic Administrator (UG Studies)
Tel: 01865 (2)78312
Undergraduate.administrator@orinst.ox.ac.uk

Edyta Karimi
Academic Administrator (Exams)
Tel: 01865 (2)88365
academic.administrator@orinst.ox.ac.uk

Jane Kruz
Academic Administrator (Graduate Studies)
graduate.administrator@orinst.ox.ac.uk

Sarah Baughan
Academic Administrator
arabic.administrator@orinst.ox.ac.uk

Louise Smith
Reception
Tel: 01865 (2)78200
orient@orinst.ox.ac.uk

We are always happy to help!

Asian and Middle Eastern Studies Course Co-ordinators

Arabic
Prof. Christopher Melchert and Prof. Mohamed-Salah Omri and Jonathan Lawrence
Tel: 01865 (2)78211 and 01865 (2)78211
christopher.melchert@orinst.ox.ac.uk; mohamed-salah.omri@orinst.ox.ac.uk and Jonathan.Lawrence@orinst.ox.ac.uk.

Hebrew and Jewish Studies
Dr Zoe Waxman (MT) and Prof. Alison Salvesen (HT/TT)
01865 (6) 10430 and 01865 *(*6*)*10442
zoe.waxman@orinst.ox.ac.uk and alison.salvesen@orinst.ox.ac.uk

Sanskrit

Dr Victor D'Avella
Tel: 01865 (2)88215
victor.davella@orinst.ox.ac.uk

Undergraduate Student Representatives:

At the **Faculty of Theology and Religion** Undergraduate Student Representatives are elected on a yearly basis each Hilary Term to serve from the following Trinity Term, an up to date list is available on Canvas. See further details below.

At the **Faculty of Asian and Middle Eastern Studies**, Undergraduate Student Representatives are appointed each Michaelmas and Hilary Term to serve for three terms, and an up to date list is available here on the Faculty Website. See further details below.

Welfare and Support Services

Colleges make provision for student welfare and students should consult their college tutor, officers and JCR for details of arrangements made to support their students. In addition, the University provides the following for all students who require such support:

- a counselling service
- childcare advice
- disability assessment and advice
- a harassment advisory service

Further details of these services are included in the Student Handbook, which is updated annually.

There are also two **Faculty Harassment Officers** who are the primary contacts within the Faculties of Theology and Religion and Asian and Middle Eastern Studies for students with welfare concerns:

Professor Justin Jones
(Theology and Religion)
Pembroke College
justin.jones@theology.ox.ac.uk

Dr Sarah Apetrei
(Theology and Religion)
sarah.apetrei@theology.ox.ac.uk

Christine Mitchell
(Asian and Middle Eastern Studies)
Room 316, Faculty's Building
christine.mitchell@orinst.ox.ac.uk

Professor Zeynep Yürekli
(Asian and Middle Eastern Studies)
Khalil Research Centre
zeynep.yurekli@orinst.ox.ac.uk

Services for students and staff with disabilities

The University operates a code of practice to provide equality of opportunity for those with disabilities. The Equality and Diversity Unit offers advice and guidance to disabled students and staff on a range of issues including disability related funding, benefits and other sources of support. The Faculty is part of the **Common Framework on supporting Students with Disabilities**. Further information and useful contact details can be found at the **University Disability Advisory Service website**. The Disability Office work through a network of Disability Contacts at College and Departments in order to advise on the Disabled Students Allowance and appropriate study support needs.

University Disability Office
+44 (0)1865 280459
disability@admin.ox.ac.uk

If you have a disability and require support or equipment to help in some aspects of your study, every effort will be made to provide the best solution for you. It is important that you discuss your needs with your college tutors as soon as possible, preferably prior to arriving at Oxford in order that provision can be made. It is also important that the Faculty Office is made aware of any special access requirements.

At the Faculty of Theology and Religion, the Coordinator is Dr Kristine MacMichael and the Lead is Dr Sarah Apetrei.

The Asian and Middle Eastern Studies Faculty Disability contact is Thomas Hall (Head of Administration and Finance) and Christine Mitchell (Senior Academic Administrator).

Your college is also able to provide advice, help and special facilities.

Oxford SU has a vice president with special responsibility for Welfare and Equal Opportunities. This officer is elected annually and can be contacted at vpweo@oxfordsu.ox.ac.uk

An Access Guide for People with disabilities gives details about the accessibility of virtually all buildings within the University.

Oxford University Library Services has a centre that provides support for students, primarily for those with visual impairment but also for those with specific learning disabilities (SpLD) or mobility impairment. The Accessible Resources Acquisitions and Creations Unit (ARACU) can provide texts in a range of alternative formats such as audio, digital and large print. For further information, please contact:

Disability Librarian
Teresa Pedroso
+44 (0)1865 283862
disability.librarian@bodleian.ox.ac.uk

Special arrangements can be made to help disabled students, including those with dyslexia, dyspraxia and other SpLDs in taking their University examinations. If you require special arrangements please discuss this with their tutors and their College Doctor as soon as possible after arriving at the University.

IT and IT Services

All members of the University are subject to the University's Regulations Relating to the Use of Information Technology Facilities and provision is managed by IT Services. IT services is a large department which provides a range of services and facilities. Through them, undergraduate students are able to access training and advice and to obtain free or discounted software (subject to availability, terms and conditions). For direct help their service desk is located at:

13 Banbury Road
Oxford
OX2 6NN
+44 (0)1865 612345
help@it.ox.ac.uk

Your College handbook and the IT officer at your college will advise you on what IT provision is made for students at your college, including guidance on how to use your own devices.

WiFi

Most buildings in the University (including the Bodleian libraries and PFTL, the Faculty of Theology and Religion and Colleges) are covered by the Eduroam and OWL WiFi networks. Please refer to the IT Services help website for information on how to access these networks. Access to Eduroam enables you to access free WiFi not only in most Oxford University buildings but in many Universities and Academic institutions around the world.

Single Sign-On (SSO)

All new University members are automatically issued with a Single Sign-On (SSO) username and password. You will need to activate this account. It provides vital access to services such as Canvas, Student Self-service (including the self-registration system) and

electronic library provision. It also allows you to access your university email account (Nexus), which you should use for all email communication with the University.

Mailing Lists and Communication

Students are automatically subscribed to a number of Faculty mailing lists which are the principal means of communicating important and urgent information. It is therefore essential that you maintain your university email account and check it at least once a day. If you think you have been missed off a relevant mailing list, please contact the Faculty Office.

Libraries

The library provision in Oxford University is outstanding. During your time in Oxford, you may use a variety of lending and reference libraries. New students receive an induction into Library services and facilities during their first week but if you require any guidance subsequently, please consult the library staff, who might advise and direct you to training opportunities.

The Bodleian Library

The Bodleian is the University's main library over a number of sites in Oxford. All undergraduates are entitled to access its facilities on production of their University Card. Full details of regulations, facilities and opening times are published on the Bodleian Libraries website. Many of the libraries holdings (especially on central Bodleian sites) are for reference use only and many are held in closed-access bookstacks, from where they may be ordered from the stack to any library in the Bodleian Group.

For printing, copying, and scanning, the PCAS system in operation across the Bodleian Libraries Group (which includes the PTFL) offers a range of services, paid for using an online account topped up by a debit/credit card.

Nizami Ganjavi Library

The Nizami Ganjavi library is part of the Bodleian Libraries and is located in the Faculty's Building. It has a collection of approximately 55,000 volumes specialising in the Middle East and Islam, Hebrew and Jewish studies, South Asia, Korea and Japan. You may borrow up to 6 books for an initial period of 2 weeks. Some books are kept on reserve behind the circulation desk; you must sign for these, and under no conditions should they leave the library. For further information and opening hours, please refer to the website.

Bodleian K B Chen China Centre Library

The library is located at the new China Centre at the Dickson Poon Building, Canterbury Road. Although its foundation collection contains valuable research material on pre-modern China, the policy for some years has been to develop this library as a lending collection for undergraduates and first-year graduate students. Apart from selected academic journals, it also provides current newspapers from China, Hong Kong and Taiwan in printed or online versions. For further information and opening hours, please refer to the website.

Bodleian Japanese Library

The Bodleian Japanese Library is located in the Nissan Institute, 27 Winchester Road, Oxford, OX2 6NA. The library combines the Japanese collections from the Bodley and the Nissan Institute Library. It holds one of the best research collections in Japanese studies in Europe. It is an open access library with seating space for thirty-two users. For further information and opening hours, please refer to the website.

Leopold Muller Library

The Leopold Muller Library contains important collections for work in Hebrew and Jewish Studies. It also contains the Foyle-Montefiore Collection and the Louis Jacobs Library. The library is located at the Oxford Centre for Hebrew and Jewish Studies at the Clarendon Institute Building. For further information and opening hours, please refer to the website.

Middle East Centre Library

The library of the Middle East Centre at St Antony's College specializes in the modern (post-1800) period in history and social sciences; it is open to all students reading Islamic Studies. For information and opening hours, please refer to the website.

Sackler Library

The Sackler Library specialises in the ancient history and archaeology in the Near East. It houses the principal collection of books on Egyptology and Ancient Near Eastern Studies, as well as general archaeology, Classical Civilisation, Western and Eastern Art. It is located at 1 St John St, Oxford OX1 2LG, next door to the Asian and Middle Eastern Studies building.

The Sackler Library also houses the Eastern Art Library (3rd Floor) which contains books on Islamic and Chinese art. Book selection and cataloguing are carried out by staff of the Department of Oriental Collections, Bodleian Library. The books may not be borrowed.For further information and opening hours, please refer to the website.

Philosophy and Theology Faculties Library (PTFL)

The PFTL is open to all current students and staff of the University and provides a popular lending collection to support the wide range of taught courses in the Faculty of Philosophy and the Faculty of Theology and Religion. The collection includes multiple copies of core text books, monographs, reference material and journals. The Library aims to acquire the materials necessary to support the teaching and, to some extent, research needs of its Faculties. Currently, it holds over 30,000 volumes, with a further 20,000 outhoused in the Bodleian's Book Storage Facility, making c.100,000 loans per.annum. Recently, the library has started trialling an e-first policy, so many of the books needed by theology students are now available as ebooks. The collection reflects the University's undergraduate courses, although it also caters for graduate students, senior members and academic visitors. For more information, including full details of opening times, regulations and facilities please visit the PFTL website.

The PFTL is located at Radcliffe Humanities near to the Theology Faculty, and full details of opening times, regulations and facilities are published on the PFTL website. The library staff can offer expert guidance in the resources available and useful to students of Theology, Religion and Philosophy. Book requests (for items not held in the Bodleian Libraries) should be made either by email to hilla.wait@bodleian.ox.ac.uk or using the Recommend a Book form on the PTFL website. For general library enquiries, please email pftl@bodleian.ox.ac.uk.Specialist subject enquiries should be directed to the subject librarian.

Philosophy and Theology Subject Librarian	PTFL Librarian in Charge
Dr Hilla Wait	Dr Colin Cook

The Philosophy and Theology Faculties Library provides a number of networked PCs to allow users to access online e-resources, databases, including e-journals and the internet, as well as the full suite of Microsoft Office. These reader workstations are also set up with access to the Bodleian's Electronic Legal Deposit collections. Printing is available from all PCs via PCAS. Laptop computers may be used anywhere in the library. Wi-Fi access is available in the Faculty Library as well as in the Bodleian.

Other Libraries

There are over 100 separate libraries within the University, some of which will contain holdings that are relevant to your studies. For example, the History Faculty Library (for works on Western History); the Taylor Institution Library (for general works on linguistics); the English Faculty Library (for literary theory/criticism), The Firdousi library – the Persian collection of Wadham College Library will be useful for those interested in Persian classical literature and history of medieval and modern Iran. Students studying

certain areas of Theology may also benefit from the collections of the Pusey House Library, which is not part of the Bodleian but undergraduate may apply to register as a reader.

College Libraries

You will have access to your college library, although you might gain access to the libraries of other colleges only by special permission. The most extensive range of books and journals is available from relevant University libraries. Your college library may also hold a range of key texts and resources relevant to your course.

Library catalogues and Reading Lists

The main union catalogue for library holdings in the University and Colleges is SOLO and a selection of Faculty reading lists are available via Canvas or directly from ORLO (Oxford Reading Lists Online).

Research Centres and Institutes

The Faculty of Asian and Middle Eastern Studies also includes several research centres and institutes:

The Griffith Institute
Sackler Library
1 St John Street
Oxford
OX1 2LG
http://www.griffith.ox.ac.uk

Institute for Chinese Studies
University of Oxford China Centre
Dickson Poon Building
Canterbury Road
Oxford, OX2 6LU
http://www.chinacentre.ox.ac.uk

Khalili Research Centre
3 St John Street
Oxford
OX1 2LG

https://krc.web.ox.ac.uk/

Other related research centres/institutes which are not formally part of the Faculty of Asian and Middle Eastern Studies:

The Middle East Centre
St Antony's College
Oxford
OX2 6JF
http://www.sant.ox.ac.uk/mec/

Nissan Institute of Japanese Studies
27 Winchester Road,
Oxford
OX2 6NA
http://www.nissan.ox.ac.uk/

Some Faculty members have offices in one of these research centres/institutes. Depending on the course you are following, you may have some of your teaching in these buildings. The lecture list will tell you the location of your lectures and classes.

Canvas

Canvas is the University's virtual learning environment (VLE). Undergraduates are able to access Canvas using their SSO in order to view course information, including information on papers, the Lecture List, Examination Conventions, Examiner's Reports and teaching resources. It also provides information about student representatives and the minutes of the UJCC.

You can access general information for all Undergraduate students in the Undergraduate Information Container. Information that is specific to the BA in Religion and Oriental Studies in the BA Religion and Asian and Middle Eastern or Religion and Oriental Studies Container and materials relating to Theology and Religion papers for the Honour School in the in the Theology and Religion FHS Year 1 and FHS Year 2 Containers. You should be able to access all these containers from your Canvas 'Dashboard'. If the Faculty 'invites' you to enrol on a Canvas container, please accept the invitation promptly (it may arrive in an email or as a pop-up in Canvas.

IMPORTANT DATES

Dates of term

The academic year at Oxford University runs from October to June. The year is divided into three eight week terms, Michaelmas (autumn), Hilary (spring), and Trinity (summer).

2021-2022	*Michaelmas 2021*	Sunday 10 October – Saturday 4 December
	Hilary 2022	Sunday 16 January – Saturday 12 March
	Trinity 2022	Sunday 24 April – Saturday 18 June
2022-2023	*Michaelmas 2022*	Sunday 9 October – Saturday 3 December
	Hilary 2023	Sunday 15 January – Saturday 11 March
	Trinity 2023	Sunday 23 April – Saturday 17 June

Calendar of Important Dates for the Final Honour School in Religion and Oriental Studies

Trinity 2021	
Wk 5, Friday 28th May 2021 5 p.m.	Deadline for (Prelims) students to submit form declaring preferred paper options for 2020-21 (first year of FHS).
Wk 7, Friday 11th June 2021	Anticipated date for announcement of confirmed FHS papers for study in 2020-21.
First week in Sept 2021	Provisional date for re-sit examinations as required.
Michaelmas 2021	
Wk 0	2020-2021 paper allocations confirmed for Senior Status students beginning FHS in MT 2021.
Hilary 2022	
Wk 5, Friday 18th February 2022 5 p.m.	Deadline for students to submit form declaring preferred paper options for 2022-23 (second year of FHS).
Wk 7, Friday 4th March 2022	Anticipated date for announcement of confirmed FHS papers for study in 2022-23.

Michaelmas 2022	
Wk 3, Friday 28th October 2022 4 p.m.	Deadline for submission of application for approval of title for paper 3000 Thesis.
Wk 7, Friday 25th November 2022 4 p.m.	Deadline for submission of application for approval of title for papers: 3305, Further Studies in Judaism 3306, Further Studies in Islam 3307, Further Studies in Buddhism 3308, Further Studies in Hinduism 3404, Further Studies in Science and Religion.
Hilary 2023	
Wk 0, Monday 9th January 2023	Deadline for submission of application for approval of title for the O.S. Dissertation.
Wk 4, Friday 10th February 2023 4 p.m.	Deadline for approval of title of second essay to be submitted for papers: 3303, Faith, Reason and Religion…Enlightenment to the Romantic Age 3405, Mysticism.
Wk 9, Monday 13th March 2023 Noon	Deadline for submission of written work for the following papers: 3000 Thesis 3109, New Testament Theology 3110, Study of a New Testament Book 3111, The Afterlife of the New Testament 3112, The Old Testament in Early Christianity 3201, Contemporary Theology and Culture 3406, Feminist Approaches to Theology and Religion.
Wk 10, Friday 24th March 2023 Noon	Deadline for submission of the Oriental Studies Dissertation
Trinity 2023	
Wk 1, Monday 24th April 2023 Noon	Deadline for submission of extended essay(s) for papers: 3303, Faith, Reason and Religion … Enlightenment to the Romantic Age 3305, Further Studies in Judaism 3306, Further Studies in Islam 3307, Further Studies in Buddhism 3308, Further Studies in Hinduism 3404, Further Studies in Science and Religion 3405, Mysticism.
Wks 5-7 TBC	Final written examinations for the Final Honour School – dates to be confirmed and announced here.

2. THE COURSE CONTENT AND STRUCTURE

The BA in Theology and Religion is a qualification of FHEQ Level 6 award (see the University Awards Framework). You may wish to consult the QAA subject benchmark statement for Theology and Religious Studies. The BA comprises two examinations: the First Public Examination (Preliminary) and the Second Public Examination (Final Honour School). The duration of the course is three years, except for those students who are admitted as Senior Status and thereby exempted from the first year of study and the Preliminary Examination.

This handbook covers the Final Honour School in Religion and Oriental Studies which will be examined in Trinity term 2022

AIMS AND OBJECTIVES FOR UNDERGRADUATE COURSES

The aims of the BA in Religion and Oriental Studies are to enable students to:

- read widely, acquiring knowledge of the history and literature of at least one religious tradition;
- pursue a curriculum that is broad and balanced in respect of historical and generic range, analytical approach, depth, and conceptual sophistication;
- develop their critical, analytical and comparative skills by engagement with a wide range of texts;
- acquire competence in at least one languages of a sacred text
- think critically and in an historicised manner about the complex relationship between religious texts and their social, political, cultural and other relevant contexts;
- select and analyse appropriate examples to investigate, analyse, and assess competing historical and critical viewpoints;
- develop as independent learners and thinkers;
- develop skills in the marshalling and deployment of evidence, and in the oral and written exposition of complex ideas through discursive analysis and argument;
- engage and enhance their enthusiasm for the subject and their awareness of its social and cultural importance; and
- be appropriately prepared for further academic work in related disciplines, or for a range of other careers.

INTENDED LEARNING OUTCOMES

Knowledge and Understanding

On completion of the BA Religion and Oriental Studies all students will have:

- gained knowledge and understanding of the Christian tradition, through study of the Bible, the development of Christian doctrine in its historical context, and the thought of modern theologians, and been given the opportunity to study another world religion;
- been enabled to form their own judgement on the main themes in their field of study, drawing upon insights from the various sub-disciplines in which they have been engaged;
- been enabled to make connections between the different disciplines they are studying and with other modern intellectual developments;
- developed critical and analytical skills, and the ability to combine insights from such disciplines as history, the reading of texts in their cultural contexts, and the examination of the coherence of truth claims in religion;
- become familiar with key concepts and principles in Theology and Oriental Studies;
- developed independence of learning and of approach, and a faculty for critical thinking;
- developed the ability to read with sensitivity texts from different ages and/or traditions, through following a structured programme of regular reading assignments;
- developed and presented (usually in writing) to their tutors their own critical understanding of the issues studied, acquiring good written communication skills, the ability to formulate arguments clearly, and good organizational skills;
- received regular tutorials (and/or seminars) with specialist tutors;
- received regular oral or written feedback on written work;
- had the opportunity to attend lectures designed to complement their other teaching on their chosen core and specialist papers;
- taken an active role in planning a path through their programme.
- acquired knowledge of at least one sacred text and been given the opportunity to develop the skill of reading a sacred text in the original language and of commenting on it critically.

Intellectual skills

On completion of the BA Religion and Oriental Studies all students will have:

- demonstrate comprehension of, and intelligent engagement with, the richness of at least one religious tradition in its varied and central forms;
- state clearly, discuss, and demonstrate critical comprehension of some of the following: the political, social, textual, intellectual, historical, theological, ritual, ethical, institutional or aesthetic expressions of the religion(s) studied;
- discuss and demonstrate, where appropriate, critical comprehension of the religion's or religions' classical sources and their subsequent articulations by some interpreters of the tradition(s) in different historical periods and in different social or geographical settings;
- evaluate and critically analyse a diversity of primary and secondary sources, including materials from different disciplines;
- demonstrate comprehension and critically analyse a range of themes, debates and methods of the discipline and where appropriate related disciplines from, for example, the humanities or social sciences and evaluate a range of critical scholarship associated with these disciplines;
- represent views other than the student's own sensitively and intelligently with fairness and integrity, while as appropriate expressing their own identity without denigration of others, through critical engagement in a spirit of generosity, openness and empathy;
- demonstrate with sensitivity awareness of the passion and claims to certainty that may arise in religious traditions, with their positive and negative effects demonstrate sophisticated understanding of the multi-faceted complexity of religions, for example in the relationship between specifically religious beliefs, texts, practices and institutions, and wider social and cultural structures, norms, aesthetics and aspirations;
- demonstrate intellectual flexibility through the practice of a variety of complementary methods of study (e.g., philosophical, historical, systematic, dogmatic, phenomenological, linguistic, hermeneutical, empirical, speculative, social scientific, archaeological);
- demonstrate awareness of and critical assessment of religious contributions to debate in the public arena about, for example, values, truth, beauty, identity, health, peace and justice; and
- demonstrate a sophisticated understanding of how personal and communal identities and motivations are shaped by religion, how this has both constructive and destructive effects, and how important such identities are.

Practical skills

On completion of the BA Religion and Oriental Studies all students will have:

- find information, organize it well, and deploy it effectively;
- utilize material critically and analytically;
- make appropriate use of advanced literacy skills;
- communicate ideas clearly in diverse written and oral formats;
- work well independently, with a sense of self-direction;
- work constructively with others; and
- organize and utilize time effectively, and work under pressure to deadlines.

Transferable skills

Students will have the opportunity to develop the ability to:

- communicate information, ideas, arguments, principles, theories, and develop an argument by a variety of means, for example essays of various lengths and dissertations which are clearly and effectively organized and presented;
- communicate information, ideas, principles and theories and develop an argument effectively by appropriate oral and visual means, and relate materials to an intended audience;
- identify, gather and analyse primary data and source material, whether through textual studies or fieldwork;
- attend to, reproduce accurately, reflect on and interact with the ideas and arguments of others;
- engage with empathy, integrity and critical reflection with the convictions and behaviours of others;
- work collaboratively as a member of a team or group in a way which allows each individual's talents to be utilized effectively;
- undertake independent/self-directed study/learning (including time management) and reflect on one's strengths and weaknesses as a learner;
- make discriminating use of a full range of library resources in order to identify appropriate source material, compile bibliographies, inform research and enhance presentations;
- use IT and computer skills for data capture, to identify appropriate source material, support research, and enhance presentations; and
- show independence in thought, and critical self-awareness about one's own beliefs, commitments and prejudices.

TEACHING AND RESEARCH

The University is committed to 'ensuring that students at all levels experience the intersection of research and teaching' (University Strategic Plan 2013-2018, para 31). A distinctive feature of the University's educational provision is the high level engagement from senior academics who use their current research practice to enhance the learning of the students they teach.

The Faculties of Theology and Religion and of Asian and Middle Eastern Studies provide all students with several opportunities for direct experience of the research environment in undertaking the thesis/dissertation and other extended essays. Students may thereby learn how to draw on available resources and employ the latest methodologies in their own research. Tutorial work for all papers allows students to develop independent study skills in reading and writing, which will be further employed in the Thesis and/or extended essay papers.

Several papers, especially those designed for the Final Year of the Final Honour School, draw on the current research of senior members of the faculty. These papers provide students with a perspective on how knowledge and understanding in Theology and Religion is currently developing and being articulated.

Students are warmly encouraged to attend the public and special lectures which showcase new research by Faculty Members. Students may also follow news and developments on the Faculty Website and social media. Undergraduate students do not normally attend Faculty Research Seminars but if you have a particular interest – especially in your final year – you are welcome to contact the seminar convener for information.

COURSE DESCRIPTION

Please read this information in conjunction with the current *Examination Regulations*. For students sitting their examination in 2023, these are the *Examination Regulations* published in Michaelmas Term 2022.

Students who have passed the First Public (Preliminary) Examination may progress to the Final Honour School. Senior Status students are exempted from the Preliminary Examination and enrolled for the Final Honour School.

All students must offer a total of **eight** papers for the Final Honour School. **Three** papers must be in Religion and **three** in Oriental Studies; the other **two** may be in **either** Religion **or** Oriental Studies.

All candidates will be required to submit as one of their eight papers either a thesis (in Theology& Religion) or a dissertation (in Oriental Studies). The regulations governing theses in Theology are the same as those specified for theses in the Special Regulations for the Honour School of Theology and Religion. The regulations governing dissertations in Oriental Studies are the same as those specified in Special Regulations for the Honour School of Oriental Studies.

There is, therefore, only paper which is compulsory for all Religion and Oriental Studies students; *either* **3000**, (Religion) Thesis *or* (Oriental Studies) Dissertation. In addition there are compulsory papers required of students depending on their choice of language.

In Religion

In the first year of the Honour School (MT 2021-TT 2022)

Students **must choose two** papers from the list below.

Papers are listed within one of four different fields (for convenience), as detailed here:

Biblical Studies
2101 The Narrative World of the Hebrew Bible
2102 The Poetic World of the Hebrew Bible
2103 The Gospels
Systematic Theology and Ethics
2201 History of Doctrine
2202 Ethics I: Christian Moral Reasoning
2203 Themes in 19th-century Theology & Religion
2204 Key Themes in Systematic Theology

History of Religions
2301 History and Theology of the Early Church (64-337AD)
2302 Medieval Religions
2303 Early Modern Christianity 1500-1648
2304 Formations of Rabbinic Judaism
2305 Islam in the Classical Period
2306 Foundations of Buddhism
2307 Hinduism: Sources and Formations
Religion and Religions
2401 Modern Judaism
2402 Islam in Contemporary Society
2403 Buddhism in Space and Time
2404 Modern Hinduism
2405 Science and Religion

In the second year of the Honour School (MT2022-TT2023)

Students **must choose one and may choose a further one or two** papers from the list below.

3000 (Theology) Thesis (Students must select this option unless they are submitting an Oriental Studies dissertation.)

Biblical Studies
3101 Hebrew of the Hebrew Bible
3102 Paul and the Pauline Tradition
3103 Biblical Interpretation: Perspectives from Social Sciences
3104 Gender and Power in Biblical Texts
3105 Worship and Liturgy in the Hebrew Bible
3106 Prophecy and Revelation in the Hebrew Bible and Beyond
3107 Law, Teaching, and Wisdom in Biblical Tradition
3108 Early Interpretation in the Hebrew Bible and Ancient Judaism
3109 New Testament Theology
3110 Study of a New Testament Book
3111 The Afterlife of the New Testament
3112 The Old Testament in Early Christianity
Systematic Theology and Ethics
3201 Contemporary Theology and Culture
107 *Philosophy of Religion* (Philosophy Faculty)
3203 Analytic Philosophy and Christian Theology
3204 Ethics II: Religious Ethics

Further studies in a Special Theologian

3208 Origen
3209 Augustine
3210 Anselm
3211 Aquinas
3212 Luther
3213 Calvin
3214 Kierkegaard
3215 Newman
3217 Barth
3218 Tillich
3219 Bonhoeffer
3220 Rahner
3221 Liberation Theology and its Legacy
3222 Postliberal Theology
3223 Radical Orthodoxy
3224 Modern Debates concerning the Trinity
3225 Modern Debates concerning Christology

History of Religions

3301 From Nicaea to Chalcedon
3302 Saints and Sanctity in the Age of Bede
3303 Faith, Reason, and Religion from the Enlightenment to the Romantic Age
3304 Eastern Christianities from Constantinople to Baghdad
3305 Further Studies in Judaism
3306 Further Studies in Islam
3307 Further Studies in Buddhism
3308 Further Studies in Hinduism
3309 Studies in the Abrahamic Religions
3310 Varieties of Judaism 100BCE – 100CE

Religion and Religions

3401 The Nature of Religion
3402 Psychology of Religion
3403 Sociology of Religion
3404 Further Studies in Science and Religion
3405 Mysticism
3406 Feminist Approaches to Theology and Religion

There are some restrictions on which papers may be selected. Please see the general section on Restrictions below.

In Oriental Studies

Candidates must take three papers and may take up to five all of which must be drawn from **one** of the following areas:

1. Buddhism
2. Eastern Christianity
3. Hinduism
4. Islam
5. Judaism

Advanced language options are for candidates who have studied the same language for the First Public Examination.

1. Buddhism

All candidates must offer a paper from either B1A or B1B.
B1A either Pali or Sanskrit or Tibetan
B1B either Advanced Pali or Advanced Sanskrit or Advanced Tibetan Language and Texts
Candidates must offer one paper and may choose up to three papers from the following:
B2 Set Texts in a Buddhist Canonical Language: Pali or Sanskrit or Tibetan
B3 Foundations of Buddhism (Theology 2306)
B4 Buddhism in Space and Time (Theology 2403)
B5 Further Buddhist Texts: Pali or Sanskrit or Tibetan

2. Eastern Christianity

All candidates must offer either
EC1 Armenian or EC2 Syriac.
All candidates must offer two and may offer up to four papers from the following:
EC3 Early Armenian Theological and Ecclesiastical Texts
EC5 Armenian Historical Texts
EC6 Syriac Biblical and Exegetical Texts
EC7 Armenian Poetry
EC8 Syriac Poetry
EC9 Armenian Christology and the Development of Doctrine
EC10 Syriac Theology and Mystical Texts

3. Hinduism

All candidates must offer *either* paper **H1A** Sanskrit Language and Texts I *or* **H1B** Advanced Sanskrit Language and Texts I.
All candidates must offer *either* paper **H2A** Sanskrit Language and Texts II *or* paper **H2B** Advanced Sanskrit Language and Texts II.
All candidates must offer paper **H3** Brahminism.
Candidates may offer up to two papers from:
H4 Texts on the Nature of Dharma
H5 Vedic Religion and Brahmanism
H6 Shaiva Doctrine and Practice
H7 Hindi Bhakti Texts
H8 Religion and Society in Hindi Literature

4. Islam

All candidates must offer **IS1** Translation from Classical Arabic and **IS2** Islamic Texts.
Candidates must offer one paper and may choose up to three papers from the following:
IS3 Hadith
IS4 Sufism
IS5 Qur'an
IS6 Topics in Islamic Law
IS7 Theology & Philosophy in the Islamic World
IS8 Any other paper, relevant to Islam, in the Honour School of Oriental Studies approved by the Interfaculty Committee.

5. Judaism

All candidates must offer *either* **J1A** Hebrew Language and Texts *or* **J1B** Advanced Hebrew Language and Texts.
Candidates must offer one paper and may choose up to three papers from the following:
J2 Second Temple Judaism
J3 Formation of Rabbinic Judaism
J4 History of Jewish-Christian Relations
J5 History of Jewish-Muslim Relations
J6 History of Jewish Bible Interpretation
J7 Modern Judaism

Restrictions

There are, however, certain restrictions on which papers you are able to study, please note the following points:

Not all papers will be available every year and certain papers may not run if they do not recruit sufficient students (particularly in the case of papers which are delivered by lecture or class). Some subject groups may select which papers they will deliver based on student demand or the availability of specialist teaching. Some further details are provided in the individual paper descriptions below. Similarly, the choice of subject for the thesis or dissertation will necessarily depend upon availability of a suitable supervisor. Students are advised to discuss their paper choices carefully with their college tutors.

In Theology and Religion, the following papers are available every year:

2101 The Narrative World of the Hebrew Bible
2102 The Poetic World of the Hebrew Bible
2103 The Gospels
2204 Key Themes in Systematic Theology
2301 History and Theology of the Early Church (64-337AD)
2303 Early Modern Christianity 1500-1648
3101 Hebrew of the Hebrew Bible
3102 Paul and the Pauline Tradition
3301 From Nicaea to Chalcedon
A selection from 3208-3220 Further Studies in a Special Theologian
107 Philosophy of Religion

Precluded combinations of Theology and Religion and Oriental Studies papers:

Candidates will be precluded from offering the following combinations of papers:

Islam in the Classical Period (**2305**) with Hadith (**IS3**) *or* with Sufism (**IS4**) *or* with Topics in Islamic Law (**IS6**).

Varieties of Judaism 100 BCE-100 CE (**3310**) with Second Temple Judaism (**J2**).

Candidates who offer any of papers Formation of Rabbinic Judaism (**2304**/**J3**); Modern Judaism (**2401**/**J7**); Foundations of Buddhism (**2306**/**B3**); and Buddhism in Space and Time (**2403**/**B4**) must offer them as **either** Theology **or** Oriental Studies papers.

Students may **not** offer **more than two** papers from:

3208 Origen
3209 Augustine
3210 Anselm
3211 Aquinas
3212 Luther
3213 Calvin
3214 Kierkegaard

3215 Newman
3217 Barth
3218 Tillich
3219 Bonhoeffer
3220 Rahner

Students may **not** offer **more than one** paper from:

3301 From Nicaea to Chalcedon
3302 Saints and Sanctity in the Age of Bede
3303 Faith, Reason, and Religion from the Enlightenment to the Romantic Age
3304 Eastern Christianities from Constantinople to Baghdad

Students may **not** offer **more than two** papers from:

3303 Faith, Reason and Religion from the Enlightenment to the Romantic Age
3305 Further Studies in Judaism
3306 Further Studies in Islam
3307Further Studies in Buddhism
3308 Further Studies in Hinduism
3404 Further Studies in Science and Religion
3405 Mysticism.

Students may **not** offer **more than one** paper from:

3401 The Nature of Religion
3402 Psychology of Religion
3403 Sociology of Religion
3404 Further Studies in Science and Religion
3405 Mysticism
3406 Feminist Approaches to Theology and Religion

Religion Paper Prerequisites

None of the second year FHS papers (**3101-3406**) formally requires the study of particular first year FHS papers (**2101-2405**) but several paper descriptions indicate where **previous experience of the subject** or study of a another paper would be normal or at least useful for students taking that paper. In some cases this previous study is strongly advised. Where appropriate, this information is noted beneath the paper title in the paper description. You should, therefore, consider this advice carefully before selecting not only your final year options but also the papers you will take in your first year of FHS, in preparation for the final year papers. You should seek the advice of your College Tutor and subject tutors in this regard.

Registration and confirmation of Theology and Religion paper choices

Students are advised to discuss their Theology and Religion paper choices carefully with their college tutors. In the Trinity Term preceding the first year of the Final Honour School and the Hilary Term preceding the second year of the Final Honour School students will be asked to submit their preferred paper choices for the following year. This information enables the Faculty to determine which papers will be offered and to organise teaching. Note that while every endeavour will be made to accommodate students' first choice of papers, this may be not always be possible. The preferences of beginning Senior Status students are collected and registered when they arrive in Michaelmas Term.

INDIVIDUAL PAPER DESCRIPTIONS AND RECOMMENDED PATTERNS OF TEACHING

In Theology and Religion

The Faculty of Theology and Religion produces a Schedule of Papers, which is published on the Faculty website and contains descriptions of individual papers which amplify, where appropriate, what is in the *Examination Regulations*. These descriptions detail the aims and objectives of the paper, which define the skills, knowledge and competencies that you should have acquired through its completion. The course delivery is a summary of recommended patterns of teaching. The lecture, class and tutorial descriptions are indicative and may vary from what is listed, in terms of timing, number and content. The Schedule of Papers is supplemented with information and other useful resources found on Canvas. A **Recommended Pattern of Teaching** for all papers offered is also presented in a table near the end of the Schedule of the Papers.

In Asian and Middle Eastern (Oriental) Studies

Syllabus information and **Recommended Patterns of Teaching** for every paper are published in the relevant language handbook and available from tutors. These handbooks, together with a generic handbook for faculty-wide undergraduate information, are published on Canvas. Additionally, alongside the Examination Conventions, the Faculty publishes rubrics for each examined option, and these are available on Canvas. The Faculty Office circulate a notice of publication and links to all students.

3. TEACHING AND LEARNING

ORGANISATION OF TEACHING AND LEARNING

In Theology and Religion papers are taught in one or more of the following ways:

Tutorials

Tutorials are provided by your college and normally organised by your college tutor.
The purpose of a tutorial is to develop an individual student's capacity to think in depth about a subject area, and to operate with growing confidence within its techniques and methodologies, with the expectation that the process will promote increased understanding of the subject for both tutor and student.
You will normally have one tutor for each paper you are studying and may have tutorials alone with your tutor, or share them with one or two other students. You are likely to attend tutorials with tutors in your own college but equally likely to have tutorials at other colleges, depending on the specialism of different tutors.
Each tutorial typically lasts one hour and normally requires students to undertake independent reading and to write an essay (c. 2,500 words) in preparation.
Attendance at tutorials is compulsory and failure to satisfy your tutorial obligations normally incurs College academic disciplinary procedures.

Classes

Classes are provided by the Faculty.
Classes may be delivered by one tutor or several to a small group of students (c. 10).
Classes typically last 60-90 minutes and involve the active participation of students and, in many cases, preparation in advance.
Students are expected to attend Faculty classes for the papers they are studying (they are the principal if not the only means of delivering some papers) and a record of attendance may be taken. Absence may be reported to your college tutor.

Lectures

Lectures are provided by the Faculty.
Lectures may be delivered by one or more lecturers to a large group of students.
Lectures typically occupy 60 minute slot but traditionally begin 5 minutes past the hour and conclude 5 minutes to the hour, allowing time for questions and commuting between lectures.

> Records of attendance at lectures are not normally kept but students are expected to attend the lectures relevant to the papers they are studying. Lectures are not definitive; they do not supply the information you should give in an exam. They are, rather, a further resource and another voice alongside books and articles, which should contribute to your overall critical understanding. They also provide an opportunity to practise valuable transferable skills in aural understanding and notetaking, as well as an opportunity to meet fellow students.

Lectures and classes are scheduled by the Faculty of Theology and Religion and the Theology and Religion Lecture Schedule (including details of lecture venues) is published online. Although every effort is made to produce an accurate and reliable schedule, some updates and changes are inevitable. Please check the online schedule on a regular basis.

In Asian and Middle Eastern (Oriental) Studies

Language classes are an integral part of your course. You will receive between three and five hours of intensive language tuition each week. It is imperative that you attend these as it will be difficult to catch up if you miss classes. If there is a timetable clash between tutorials, lectures and language classes, you must at all times prioritise language classes. As students from many different courses attend these it is not possible to re-schedule language classes.

Colleges have the primary responsibility for students while they are at the university. They are responsible for monitoring their academic progress and taking care of their day-to-day problems. Unlike most courses in the Humanities Division, the Faculty has a central role in organising tuition. Your teaching in Oxford will consists of a combination of language classes, seminars, lectures and tutorials. Tutorials are an important part of teaching at Oxford. You will usually have a tutorial with a tutor by yourself or with a small group of students. You are usually set some work before the tutorial, for example, a passage of text for study, an essay topic for which specific reading is set, or a “prose passage” (a passage of English to be translated into your language of study). You must then prepare the text or write the essay or translation for discussion at an arranged tutorial. It is through the directed reading, textual study, essay writing, translation and discussion involved in classes and tutorials that you will gain essential understanding of your subject.

Learning one or more languages is a matter of regular preparation and revision, not of cramming at the last moment for a collection or examination. It is very easy to drop behind, but much more difficult to make any lacunae up again. The terms themselves are too full for such revision and preparation, and therefore the vacation is not just holidays, but should also be used for revision, reading in advance for tutorials, preparing for dissertations and so forth.

The Asian and Middle Eastern Studies lecture list is published termly on this Faculty of Asian and Middle Eastern Studies Intranet Lecture Lists.

If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in the Complaints and Appeals section of this handbook.

Many papers combine two or three different modes of teaching, which complement one another. Other papers are taught exclusively by class or tutorial. It is important that you receive and attend the appropriate teaching for the paper you are studying and that you understand how to integrate what you learn in the different ways. Consult your subject tutors for the most appropriate advice for the papers you are studying. For example, on the one hand, in certain papers lectures might supply introductory and background information which can then be assumed in tutorials. On the other hand, lectures might provide alternative or cutting edge approaches, designed to provoke thought and consolidation of your understanding. In no case do lectures replace tutorials or tutorials replace lectures. For certain papers, classes are the primary or sole method of teaching and students will be expected to make substantial preparations for and contributions to each class, including the preparation of essays and/or presentations.

University Policy on Educational Recordings

Recording devices, such as smart phones and computers are now commonplace. The university has an Educational Recordings Policy. Students are required to take note of this policy; breaches of this policy may be considered a disciplinary offence. There is further information and guidance available concerning the appropriate and effective use of Educational Recordings in the Undergraduate Information Container on Canvas.

In the Faculty of Asian and Middle Eastern Studies, because of some of the sensitive material covered in class, students are requested to ALWAYS inform their tutor or lecturer if they wish to record a lecture. This is for the safety and welfare of both the academic staff and their families, and the students.

EXPECTATIONS OF STUDY AND STUDENT WORKLOAD

Although you can always rely on the support of your tutors, you are responsible for your own academic progress. In order to balance appropriately the competing demands of academic work and other responsibilities, please consider the following guide to expectations which is based on the University's Policy and Guidance for Undergraduate Learning and Teaching. If you are to make the most of the academic opportunities available here, you are expected to work hard. However the demands placed on you should always be reasonable and permit you to maintain a healthy 'work-life balance,' taking advantage of the other things that Oxford has to offer.

Full-Term

During Full Term it is the University's expectation is that undergraduate students treat academic study as a full-time commitment, with approximately 40 hours per week typically being spent on focussed academic work during; including both scheduled contact time (lectures, classes and tutorials) and private study. The balance between contact time and private study will vary according to the paper being studied but a clear indication of the contact time recommended for each paper is included in the Schedule of Papers and Recommended Patterns of Teaching Grid. Private study time during Full Term will mainly be spent in preparation for classes and tutorials but you might also need to accommodate other academic necessities, such as revision, consolidation and wider reading.

Overwork

Workloads will vary from week to week, and students will sometimes need or wish to work for longer. However, if you find it impossible to meet your academic obligations without spending significantly longer than 48 hours per week on academic study on a regular basis (rather than occasionally, or for a limited time period), you should seek advice immediately. In the first instance, it is a good idea to discuss the matter with your college tutor but students are welcome to contact the Faculty's Director of Undergraduate Studies for advice. Please do not suffer in silence! In most cases tutors will be able to suggest practical strategies or take measures to reduce your workload.

Vacations

During vacations, the University expects students to consolidate learning from the last term and to 'read around' their subject. They may also need to undertake pre-reading or work in preparation for the next term, or to revise for examinations (which may be college collections or University examinations).

Paid Work

Term-time employment is not permitted except under exceptional circumstances and in consultation with your tutor and senior tutor. During vacations you will be required to complete academic work and this should take priority over other commitments. However, you can find information on placements and paid work here.

GUIDANCE FROM THE FACULTY OF THEOLOGY AND RELIGION CONCERNING THE RELIGION THESIS AND SUBMITTED ESSAYS

Students in Religion and Oriental Studies must choose to undertake **either** paper **3000** Religion Thesis **or** the Oriental Studies Dissertation. The Theology thesis is not taught by tutorial (as such) but is a supervised piece of work. You can find the recommendations for supervision of the Thesis. as well as on the teaching recommendations for each of the papers listed below in the Schedule of Papers.

The following papers are available to students for the FHS Theology and Religion; FHS Philosophy and Theology and FHS Religion and Oriental Studies, subject to the restrictions in the *Examination Regulations*.

3000 Thesis
3109 New Testament Theology
3110 Study of a New Testament Book
3111 The Afterlife of the New Testament
3112 The Old Testament in Early Christianity
3201 Contemporary Theology and Culture
3303 Faith, Reason, and Religion from the Enlightenment to the Romantic Age
3305 Further Studies in Judaism
3306 Further Studies in Islam
3307 Further Studies in Buddhism
3308 Further Studies in Hinduism
3404 Further Studies in Science and Religion
3405 Mysticism
3406 Feminist Approaches to Theology and Religion

Before you begin, make sure you understand the particular requirements of individual papers. Read the instructions given in the Schedule of Papers but *always* check *Examination Regulations.* The key details are summarised in the table on the next page.

Further guidance and Information relating to submitted work is provided in a document available on Canvas, *Guidance and Information related to FHS Paper 3000*. This includes the following:

- Choosing a Title
- Your Proposal
- Research Integrity and Ethics
- Style and Referencing
- University Policy on Third Party Proof Readers
- Submitting your Essay

Paper	Max. Word Count*	Application for title approval deadline	Title approved by	Submission date
3000	12,000	4 p.m. On Friday of week 3, Michaelmas Term in the final year.	Board of the Faculty of Theology and Religion	Noon on Monday of week 9, Hilary Term in the final year.
3305 3306 3307 3308 3404	10,000	4 p.m. On Friday of week 7, Michaelmas Term in the final year.	Chair of the Study of Religion subject group, acting on behalf of the Undergraduate Studies Committee.	Noon on Monday of week 1, Trinity Term in the final year.
3303 3405	2 x 5,000	4 p.m. On Friday of week 4, Hilary Term in the final year. (for second essay only, first essay title is selected from a prescribed list)	Board of the Faculty of Theology and Religion.	Noon on Monday of week 1, Trinity Term in the final year.
3109 3110 3111 3112 3201 3406	2,500	No formal process. Subject of the essay decided in consultation with the subject tutor		Noon on Monday of week 9, Hilary Term in the final year.

* Word Count inclusive of notes and appendices but excluding bibliography.

GUIDANCE FROM THE FACULTY OF ASIAN AND MIDDLE EASTERN STUDIES CONCERNING THE O.S. DISSERTATION

For the submission of all dissertations, an electronic copy of the dissertation and a declaration form confirming that the dissertation is the candidate's own work must be uploaded to the University approved online assessment platform, by the date specified in the relevant subsection of the course handbook. Instructions and links will be made available by the academic administration team.

The dissertation must not bear the candidate's name, but only the examination number. No dissertation will be accepted if it has already been submitted, wholly or substantially, for another Honour School or degree of this University, or for a degree of any other institution. The dissertation shall not exceed 15,000 words.

GOOD ACADEMIC PRACTICE AND AVOIDING PLAGIARISM

It is important to adopt good academic practice in all of your teaching and learning as well as in examination. Poor academic practice undermines learning and scholarship and may constitute a disciplinary offence by the University and/or your college.

Plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

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.

The Plagiarism section of the Oxford Students website provides an extensive and regularly updated definition of different forms of plagiarism, with examples; together with, guidance on how to avoid it. The site also explains the possible consequences of plagiarism and seriousness with which the University views the practice.

The Faculty also strongly recommends that all students complete the brief Online Tutorial, 'Avoiding Plagiarism' (you will need to sign in).

Developing Good Academic Practice

Developing good academic practice at the outset both ensures the avoidance of plagiarism and enables students to make the most of their study. The University supplies guidance on e.g. time management, note-taking, research and library skills and much more on the Oxford Students Website: Study Skills and Training.

Referencing

The Faculty of Theology and Religion does not mandate the use of any particular referencing system, either for examined work or in the work you do throughout the course. There are a number of acceptable referencing styles and it is generally advisable to choose whichever referencing style is commonly used by scholars in the area on which you are working. Above all you should endeavour to be accurate and consistent in your employment of a referencing style (do not combine different styles in the same essay). You are advised to consult your subject tutor about which referencing style they advise you to use in your tutorial essays and for any examined work.

The Oxford Students Website includes a brief guide to Citation and Referencing, including links to helpful websites hosted by other Universities.

The Bodleian Libraries provide good guidance in the LibGuide on Managing your references, including a section on Referencing Styles with links to books, ebooks and a database with comprehensive advice. The LibGuide also includes information on different Reference Management Software that you might wish to employ. You can also access training workshops on different software packages.

Referencing Advice is also available in a number of Style Guides:

MHRA Style Guide, published by the Modern Humanities Research Association.

The SBL Handbook of Style and the Student Supplement for the SBL Handbook of Style, both published by the Society of Biblical Literature.

4. ASSESSMENT

ASSESSMENT STRUCTURE

Students who have passed the First Public (Preliminary) Examination may progress to the Final Honour School. Senior Status students are exempted from the Preliminary Examination and enrolled for the Final Honour School.

No candidate shall be admitted to examination in the Honour School of Religion and Oriental Studies unless he or she has either passed or been exempted from the First Public Examination.

The Honour School of Religion and Oriental Studies shall be under the joint supervision of the Boards of the Faculties of Theology and Religion, and of Asian and Middle Eastern Studies, which shall appoint a standing joint committee to make, and to submit to the two boards, proposals for regulations concerning the examination.

The Public Examiners in this School shall be such of the Public Examiners in the Honour Schools of Theology and Religion and of Oriental/Asian and Middle Eastern Studies as may be required, together with any additional examiners who may be required who shall be nominated by the committee for the nomination of Public Examiners in one or both of those Honour Schools as appropriate.

All candidates will be required to offer eight papers, including either a thesis in Theology and Religion (Paper 3000) or a dissertation in Oriental Studies. The paper options, requirements and restrictions are set out in the Course Description and in *Examination Regulations*.

Papers are equally weighted and assessed according to the Examination Conventions.

Students and tutors should consult the assessment information provided in the Schedule of Papers and always check the relevant section from the current *Examination Regulations*. For students sitting their examination in 2023, these are the Examination Regulations that will be published in Michaelmas Term 2022.

Some papers are assessed by written examination; others by submitted thesis/essay(s) and others by a combination of written examination and submitted work.

Forms of assessments may be used in different combinations to:

- reflect the academic practices within the subject;
- formally assess knowledge, understanding, skills and attitudes which must be tested and confirmed as having been acquired;

- provide an opportunity for students with different academic strengths to demonstrate the level of their knowledge, understanding, skills and attitudes in different ways.

All written examinations take place in Trinity Term of the Final Year. Written work must be submitted in the Final Year according to the deadlines set out in *Examination Regulations*.

Please note that the English version of the Bible used in Examinations will be the *New Revised Standard Version*. The Greek text used will be the text of the United Bible Societies, 5th Edition. Editions of other texts are specified in the paper descriptions or will be announced by the Faculty of Theology and Religion.

FEEDBACK ON LEARNING AND ASSESSMENT

Assimilating feedback on the progress of your learning is really important for your academic development. For further information on the role and importance of feedback at Oxford University and beyond, please see the University's Policy and Guidance on Undergraduate Learning and Teaching. During your course you will receive different kinds of feedback.

Informal Formative Feedback

The nature of a tutorial is to provide immediate oral feedback on your understanding arguments and expression. Tutorial discussion involving other students also provides the opportunity to receive feedback from and supply feedback to your peers. The same is true of teaching in a class context.

Tutors also provide some written feedback on your tutorial essays. This may complement the tutorial discussion and address opportunities for improvement in your tutorial essay composition, as well as providing advice which is relevant to writing examination essays (although a tutor may not necessarily employ formal Examination Conventions when marking tutorial work, which is not for examination).

If submitted written work or presentations are required for classes. Tutors should indicate how they intend to provide any written feedback on this work.

Language classes typically require students to complete tests and exercises which will be marked and corrected (by the tutor or by the student, under supervision) and so provide an indication of progress and areas for improvement.

Formal Formative Feedback

Tutors for tutorials are required to submit a report to your college at the end of week 7 through the online system, TMS (Teaching Management System). You can find out more

about Tutorial Reports in the Undergraduate Section of the Student Guidance pages of the Oxford Students Website. Tutors will reflect on what you have achieved and how you have developed over the course of the term. They will identify areas of strength as well as areas for improvement. Tutors may provide an estimate of your current standard of working (a provisional classification for the paper) and use the report to flag particular requirements and concerns for the attention of your college.

At the beginning of each term, Colleges typically arrange practice examinations, called 'Collections' on study completed in the previous term. Collections encourage you to consolidate and revise the terms work, allow you to practice answering questions under exam conditions and provide the opportunity for feedback on examination performance.

Summative Feedback

The marks you achieve in your Preliminary and Final examinations constitute the individual summative feedback you will receive. As well as receiving an overall "outcome" or degree classification, we release a numerical mark for each paper you sit. Qualitative written feedback on individual examination performance is not normally available but the Examiners' Report, which is published on Canvas during the term after the examination, includes anonymous feedback on the performance of your cohort. You may find it helpful to consult the Examiners' Reports from previous years for generic advice on successful performance and common pitfalls.

ADVICE CONCERNING EXAMINATIONS

You can find comprehensive information on the examinations and assessments process at the University from entering for examinations through to accessing your results on the Examinations and Assessments Website. In particular, please note the sections relating Alternative Examination Arrangements.

Past Examination papers are available on OXAM (you will need your SSO).

Entering for University Examinations

Students are responsible for ensuring they are entered for the correct examinations. Please consult the Examination Entry website for instructions and follow them carefully. A fee may be charged for late entries or corrections. The Examination Entry website includes a spreadsheet indicating the various deadlines for making examination entries.

Examination dates and Timetables

Final Honour School written examinations will take place in the latter part of Trinity Term of your final year; Theology and Religion examinations are usually timetabled in weeks 6 and 7. If you are studying papers shared with Philosophy and Asian and Middle Eastern

Studies may take place in other weeks but the dates, time and venues of all relevant examinations will appear in the examination timetable for your course.

Timetables are published here as early as possible, and no later than five weeks before the start of the examination. *Provisional* dates for the start of exams are published in a spreadsheet on the Examination Entry website.

Sitting your in-person examination

Detailed information on (a) the standards of conduct expected in examinations, (b) practical information and support for sitting in-person exams, and (c) what to do if you would like examiners to be aware of any factors that may have affected you performance before or during and examination (such as illness, accident, or bereavement) are available in the Sitting your Examinations section of the Oxford Students Website. Before you attend your examination, please ensure that you are familiar with this information, which will be reiterated in a letter you will receive from the Chair of your Examination Board.

Sitting your online examination

Online exams are taken in Inspera. You must familiarise yourself with the system prior to taking an online exam. There are a wide range of resources to help you on the Oxford Students website (www.ox.ac.uk/students/academic/exams/online-exams).

Online exams require you to adhere to the University's Honour Code (www.ox.ac.uk/students/academic/exams/open-book/honour-code) and you should read this in advance of any online exams.

Candidates will receive detailed instructions from the examiners in advance of the examination which will confirm which examinations will be conducted online. Candidates and should take careful note of the rubrics for individual papers.

For online open book exams, there is no expectation to fully reference your work, any more so than you would for in-person exams.

Submitted work

All assessments will be submitted online via Inspera. Ensure you are familiar with the online submission process in advance of any deadline. Full information is provided on the Oxford students website (www.ox.ac.uk/students/academic/exams/submission.

Problems completing assessment

There are a number of University processes in place to help you if you find that illness or other personal circumstances are affecting your assessments or if you experience technical difficulties with an online exam or submission.

EXAMINATION CONVENTIONS

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work.

Examination Conventions are agreed by the Board of Examiners each year. You will receive a copy of the Examination Conventions which will apply to your Examination in 2022 not less than one term before your examination takes place, when they will also be published in the relevant course container on Canvas.

Last year's Examination Conventions remain available on Canvas and *may be used cautiously as a guide to standards*. They are not binding or necessarily representative in every particular of the Conventions that will be published for your examination in 2022.

Please note that failure to attend an examination will result in the failure of the whole Second Public Examination (Finals).

EXTERNAL EXAMINER'S AND EXAMINERS' REPORTS

Each year a board of examiners will be convened to carry out the examination of your course. The membership of the Examination board will be published with the Examination Conventions for your exam (see above). The University also appoints one or more external examiners (academics based at other institutions) to serve on each Finals (FHS) Examination Board. The names of all internal and external examiners are included in the Examination Conventions, which you will receive not less than one whole term before your examination. When the examination is completed, the internal and external examiners are required to submit reports on the examination.

Examiners' reports (including for previous examinations) remain in the relevant course container on Canvas. It is a good idea to consult reports on past examinations as these frequently include comments on individual papers or questions, which might enable you to prepare more effectively for your examination (see Summative feedback, above). You can expect the report of your own examination to be available in the term after the results have been released.

Students are strictly prohibited from contacting external examiners directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal (see below).

PRIZES

On the recommendation of the Board of Examiners, several prizes are awarded for excellent performance in examination. No special application is required. The terms and value of the prizes are subject to change but the following details are correct for 2022-23.

Gibbs Essay Prize

Awarded on the recommendation of the examiners for the outstanding thesis in Theology and Religion submitted for the Honour School or Joint Honour School.

Pusey and Ellerton Senior Prizes

Awarded to those candidates whose performance in Biblical Hebrew the examiners judge to be of sufficient merit.

Canon Hall Junior Greek Testament Prize

Outstanding performance in relation to the New Testament in the original Greek in respect of translation, criticism, and interpretation as demonstrated in any part of the Final Honour School of Theology and Religion; Philosophy and Theology; and Religion and Oriental Studies.

5. SKILLS AND LEARNING DEVELOPMENT

ACADEMIC PROGRESS

Your college is responsible for monitoring your academic progress, which may be recorded on TMS, (see Formal Formative Feedback, above). Your college will provide further detailed information on how your academic progress is monitored. In the case of classes organised by the Faculty, class tutors and instructors will monitor your work and may report to your college.

If you are concerned about any aspect of your academic progress, speak with your college tutor, in the first instance, or your college's Senior Tutor. Your college will understand your individual situation and progress best but you are also welcome to contact the Director of Undergraduate Studies of either the Faculty of Theology and Religion or of Asian and Middle Eastern Studies in order to discuss any concerns or questions about your progress.

LEARNING DEVELOPMENT AND SKILLS

Students on the Faculty's BA programme are expected to develop a range of intellectual, practical and transferable skills (outlined above).

Essential, generic undergraduate study skills include: literature searching and review (including appropriate IT literacy), note-taking, good academic practice (including appropriate citation and referencing), critical thinking, essay-writing, problem-solving, argumentation (both oral and written), use of language, time management and revision.

The University provides a wide range of information and training materials are available to help you develop study skills and other relevant training.

Oxford Students Website: Study Skills and Training	Extensive guidance and training resources including on: plagiarism; managing your workload; research and library skills; referencing; revision and examination preparation; tutorial skills and academic writing
The Language Centre	Provides courses and resources for language learning, including improvement of English and Academic English for non-native speakers
Student Welfare and Support Services	Personal support intended to enable individual students to fulfil their potential.

IT Services Training	IT Services provide a range of classroom based training courses as well as online courses for you to study at your own pace. Many courses are free or discounted for students.
Oxford LibGuides	Access to guides and training courses on using a wide variety of library resources and facilities, including facilities for disabled readers and the use of reference Management software.

Your college may provide further opportunities for skills training. The Faculty is keen to provide skills training, where appropriate, and you will receive notification by email of skills training arranged by the Faculty. This will include advanced library and research skills to support FHS students in writing their Thesis.

CAREERS INFORMATION AND ADVICE

The academic and college environment at Oxford University is rich with opportunities for you to develop many transferable skills that are eagerly sought by employers. Undertaking an intellectually demanding academic course will equip you for the demands of many jobs. Your course will enable you to research, summarise, present and defend an argument with some of the best scholars in their subject. Under the direction of an experienced researcher, you will extend their skills and experiences through practical or project work, placements or fieldwork, writing extended essays or dissertations. In college and university sports teams, clubs and societies you will have the chance to take the lead and play an active part within and outside the University.

Surveys of our employers report that they find Oxford students better or much better than the average UK student at key employability skills such as Problem Solving, Leadership, and Communication. Hundreds of recruiters visit the University each year, demonstrating their demand for Oxford undergraduate and postgraduate students, fewer than 5% of whom are unemployed and seeking work six months after leaving.

Comprehensive careers advice and guidance is available from the Oxford University Careers Service, and not just while you are here: our careers support is for life. We offer tailored individual advice, job fairs and workshops to inform your job search and application process, whether your next steps are within academia or beyond. You will also have access to thousands of UK-based and international internships, work experience and job vacancies available on the Careers Service website.

See also the Skills and Work Experience page of the Oxford Students website.

6. STUDENT REPRESENTATION, EVALUATION AND FEEDBACK

DEPARTMENT REPRESENTATION: UJCC OF THE FACULTY OF THEOLOGY AND RELIGION

Role of the Committee

The Undergraduate Joint Consultative Committee (UJCC) provides an official channel of communication between undergraduates and the Board of the Faculty of Theology and Religion. It consists of up to five junior members, elected by the undergraduates, and three senior members: the Chair of the Faculty Board, the Director of Undergraduate Studies and Outreach and the Secretary of the Faculty.

The UJCC receives a report from the Chair on matters affecting undergraduates that are currently being discussed by the Faculty Board. It can also discuss any other issues of concern to undergraduates such as student welfare, the syllabus, teaching arrangements, library facilities and the general aspects of examinations, including examiners' reports. UJCC Minutes and recommendations are received and considered by the Undergraduate Studies Committee and the Faculty Board. Major faculty committees may refer questions to UJCC and undergraduate representatives also sit on the Faculty Board, the Undergraduate Studies Committee and the Committee for Library Provision and Strategy.

Nomination and Election of Undergraduate Representatives

Junior members of the UJCC hold office from the beginning of Trinity Term for one year (for no more than two successive terms) and are elected by students annually in Hilary Term.

Students studying the BA in Theology and Religion; BA Philosophy and Theology and BA Religion and Oriental Studies/ Religion and Asian and Middle Eastern Studies are eligible both to stand for election and to vote in the election.

At the beginning of Hilary Term, the Faculty Office will circulate a call for nominations, to be received before the end of week 2. Nominations are usually gathered electronically and each nominee requires two other undergraduates who are willing to serve as nominators.

If more than five nominations are received, an election will be conducted by electronic survey before the end of week 4 of Hilary Term.

Full details of the process and eligibility will be circulated by the Faculty Office in Hilary Term.

Meetings and Business

UJCC meets each term on Tuesday of week 4. Current Representatives are listed on Canvas. If you have concerns or business you wish to be raised at UJCC, please contact one of the representatives.

Minutes from UJCC meetings are posted on Canvas.

DEPARTMENT REPRESENTATION: JCC AT THE FACULTY OF ASIAN AND MIDDLE EASTERN STUDIES

The Faculty of Asian and Middle Eastern Studies also has a Joint Consultative Committee which meets once a term. It comprises of academic members and student representatives, five undergraduates and five graduates. The agenda of the committee is driven by the student representatives who are asked to submit items for discussion. If you have any issues you would like to raise about your course or life as a student at Oxford, please raise it with your student representatives. Student representatives are elected for three terms (e.g. those elected in Michaelmas term, will serve until the end of Trinity, those elected in Trinity term will serve until the end of Hilary term of the next year). An email will be sent by the Academic Administrator for undergraduate studies asking for potential representatives. If there are more than five students who have come forward, an election will be held.

The student representatives also sit in the Undergraduate Studies Committee and Faculty Board. Representations concerning the programme are often made by or on behalf of the JCC. For more details please refer to the Asian and Middle Eastern Studies Undergraduate Student Handbook.

DIVISION AND UNIVERSITY REPRESENTATION

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford Student Union (Oxford SU). Details can be found on the Oxford SU website along with information about student representation at the University level.

OPPORTUNITIES TO PROVIDE EVALUATION AND FEEDBACK

University wide Feedback

Students on full-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the **Student Barometer**. Details and previous results can be viewed by students, staff, and the general public by following the links from the Student Engagement website. This website also supplies information on other mechanisms and exercises for providing and analysing student feedback.

Final year undergraduates are surveyed instead through the **National Student Survey**. Details and results from previous NSS can be found on DiscoverUni website.

The Faculty discusses feedback from University-wide surveys when it becomes available at meetings of the UJCC, the Undergraduate Studies Committee and the Faculty Board. Student commentary on these survey results is always appreciated.

Faculty of Theology and Religion Feedback

The Faculty uses two equivalent feedback mechanisms:

1. The Undergraduate Suggestion and Comment Box

This is located on the main corridor of the Faculty next to the Book Exchange. Paper is available and students are encouraged to supply anonymous feedback to the Faculty, which could be praise, criticism or constructive suggestions. Your comments might apply to particular lecture series, facilities, information supplied to students and faculty procedures. Please include your course, year group and the name of lecture series, if relevant.

2 The Virtual Undergraduate Suggestion and Comment Box

This online survey is an electronic version of the Comment Box. This is an opportunity to submit free text and anonymous feedback. A link to the form will be circulated at the beginning of the year and at regular intervals throughout.

These will be checked on a regular basis and comments submitted will be considered by the Undergraduate Studies Committee and UJCC, the minutes of which are received by the Faculty Board. It is hoped that students will find this flexible method a convenient and appropriate way to convey their feedback to the Faculty.

At any time you are welcome to contact the Director of Studies, the Administrative Staff or to make a formal complaint. Faculty staff and members invest a lot of time and effort

in the provision for students. Please let your teachers know what they have done well and how they might improve. Comments on Faculty Teaching are particularly encouraged.

Your college will have mechanisms for providing feedback on your tutorials. You are encouraged to provide feedback on College teaching to your College in the first instance.

Faculty of Asian and Middle Eastern Studies Feedback

The Faculty of Asian and Middle Eastern Studies takes student feedback seriously and your feedback helps us to improve its provision of courses to students. During Hilary term, students are invited to complete a short feedback questionnaire covering the lecture courses and session. Students are encouraged to complete this, all comments are anonymous. The results are then looked through by the Directors of Undergraduate and Graduate Studies and the relevant committees, making it an important part of quality assurance procedures for the continuing review and development of the course.

7. STUDENT LIFE AND SUPPORT

WHOM TO CONTACT FOR HELP

Every college has its own systems of support for students. Please refer to your college handbook or website for more information on whom to contact and what support is available through your college.

Details of the wide range of sources of support that are available more widely in the University are available from the Oxford Students website, including in relation to mental and physical health and disability.

If you are taken ill at the Faculty, please inform a member of staff, preferably in the main administrative office, immediately.

If you are unwell or otherwise unable to attend a Faculty Class, please endeavour to inform your tutor in advance. You may send a message via the Faculty Office, if necessary.

COMPLAINTS AND ACADEMIC APPEALS

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

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

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

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

Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the Director of Undergraduate Studies, Dr Mary Marshall (Theology and Religion) or Prof Adriana Jacobs (Asian and Middle

Eastern Studies). Dr Marshall is also able to bring concerns relating to the course as a whole (rather than to teaching or other provision made by one of the faculties/departments) with the Interfaculty Committee of Theology and Religion and Asian and Middle Eastern Studies.

Complaints about departmental facilities at the Faculty of Theology and Religion should be made to the Faculty Head of Administration and Finance, or at the Faculty of Asian and Middle Eastern Studies to the Facilities Administrator, Ms Trudi Pinkerton. If you feel unable to approach one of those individuals, you may contact the Chair of the Faculty Board, Prof. William Wood (Theology and Religion) or David Rechter (Asian and Middle Eastern Studies). The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the Proctors under the University Students Complaints Procedure. The procedures adopted by the Proctors for the consideration of complaints and appeals are described on the Complaints and Academic Appeals Website, the Student Handbook and the relevant Council regulations.

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

Academic appeals

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

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

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure.

The Proctors will only consider complaints about the conduct of examinations, not appeals against examiners' academic judgement. The Proctors will only authorise the re-checking of marks if there is evidence of an irregularity having occurred or if some other

sufficiently serious justification is in play. Papers will be re-marked only if investigation by the Proctors has found a serious problem in the original examination process.

STUDENT CLUBS AND SOCIETIES

The University boasts a huge number of diverse student clubs and societies; you can find a complete list here.

POLICIES AND REGULATIONS

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct, and policies available on the Oxford Students website.

Research Integrity

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.

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: https://edu.admin.ox.ac.uk/home#/ or mailto: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: https://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: https://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: https://www.ox.ac.uk/students/welfare/disability

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

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

CREDITS

This handbook includes much material lifted from publications issued by the University of Oxford, particularly from sections of the ox.ac.uk website. Material is quoted verbatim and in paraphrase, in whole and in part. The original source of the material is usually linked in the relevant section of the handbook.