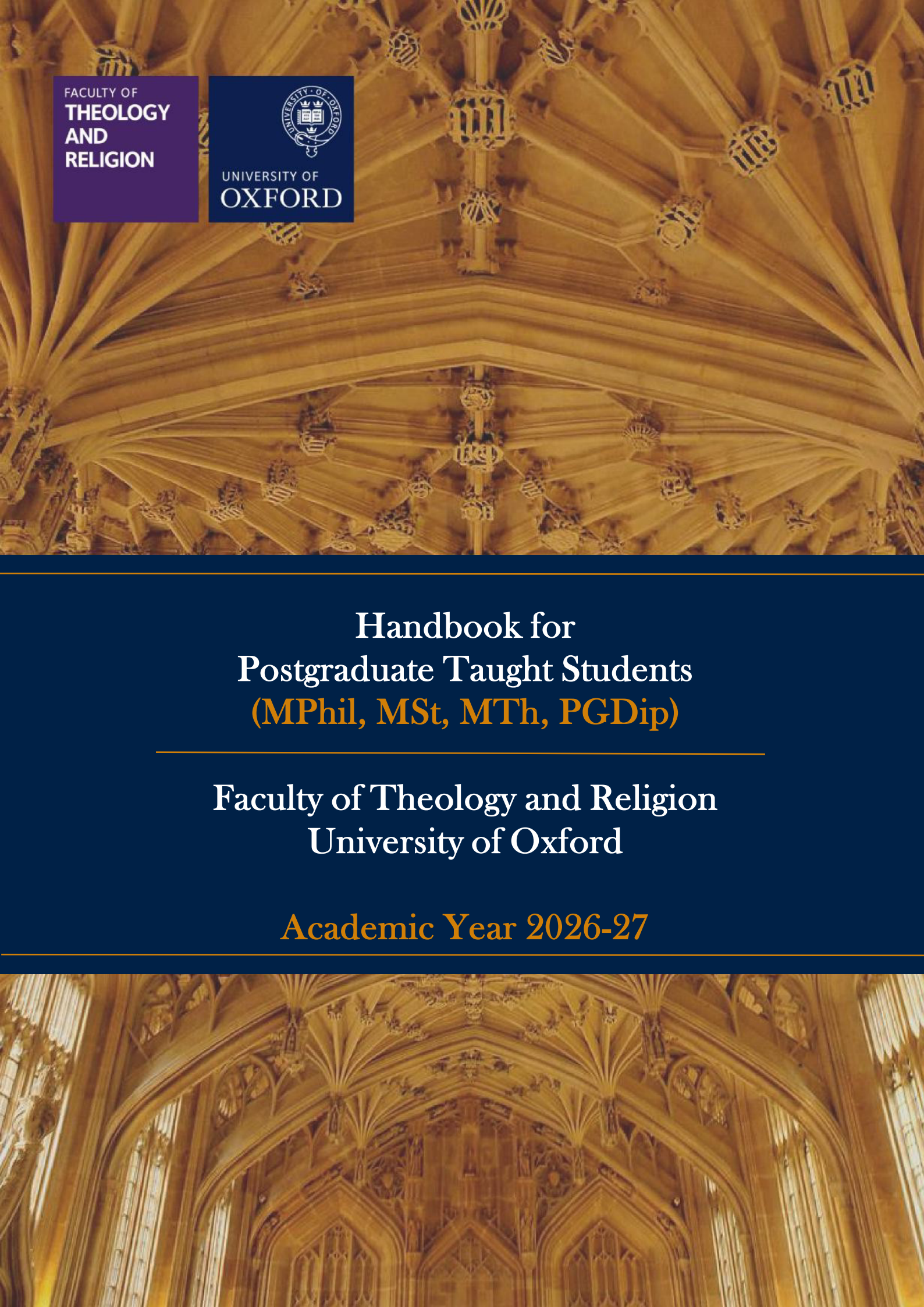




FACULTY OF
**THEOLOGY
AND
RELIGION**



Handbook for Postgraduate Taught Students (MPhil, MSt, MTh, PGDip)

Faculty of Theology and Religion
University of Oxford

Academic Year 2026-27



This Handbook

This handbook sets out the basic framework for a taught graduate degree, and what to do should you encounter delays, setbacks, or need to make changes.

It applies to students starting a Postgraduate Taught course in the Faculty of Theology and Religion in Michaelmas Term 2026. The information in this handbook may be different for students starting in other years.

You should also consult the current edition of the Examination Regulations for information regarding your degree. The information in this handbook should be read in conjunction with the Examination Regulations (below), the [University Student Handbook](#), and your college handbook.

[Regulations for the Master of Philosophy in Theology](#)

[Regulations for the Master of Philosophy in Philosophical Theology](#)

[Regulations for the Master of Studies in Theology](#)

[Regulations for the Master of Studies in Philosophical Theology](#)

[Regulations for the Postgraduate Diploma in Theology and Religion](#)

[Regulations for the Master of Theology \(in Applied Theology\) and Postgraduate Diploma in Applied Theology](#)

[General Regulations for the Degree of Bachelor of Philosophy or Master of Philosophy](#)

[General Regulations for the Degree of Master of Studies](#)

[Regulations concerning the Status of Graduate Taught Students](#)

Disclaimer

If there is a conflict between the information in this handbook and the Examination Regulations, then you should follow the Examination Regulations. If you have any concerns, please contact the Faculty at graduate.studies@theology.ox.ac.uk.

Comments and criticism of the handbook are welcome; they should be sent to the [Director of Graduate Studies](#) or [Graduate Studies \(@theology.ox.ac.uk\)](#).

The information in this handbook is accurate as of Michaelmas Term 2026; however it may be necessary for changes to be made in certain circumstances, as explained at <https://www.ox.ac.uk/admissions/graduate/courses/changes-to-courses>. If such changes are made the Faculty will publish a new version of this handbook together with a list of the changes and students will be informed.

Student Hub

The [Student Hub](#) is an essential resource, providing a live online version of the handbook, together with more detailed course information and further resources such as forms and exam conventions. Please check the information on Student Hub in conjunction with this handbook. You can access the Student Hub through the top bar of the [Faculty website](#). You will need to log in using your SSO (single sign on).

Other key sources of information include the University's [Oxford Students website](#) as well as your college's postgraduate website.

Version History

Version	Date	Change(s)
1.0	01-10-2026	Original publication

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1. Introduction to The Faculty of Theology and Religion

1.1 Welcome

Welcome to postgraduate study in the Faculty of Theology and Religion, which is part of the Humanities Division at the University of Oxford. We hope you will enjoy your studies with us!

The Faculty is located in the Schwarzman Centre for the Humanities in the Radcliffe Observatory Quarter. Within this new space you will find the Faculty Office, graduate study and social space, and library resources.

This handbook is designed as a guide for students in the Faculty of Theology and Religion undertaking a taught postgraduate course in Theology and Religion, commencing in Michaelmas 2026. It provides an overview of the teaching, supervision, assessment, opportunities and resources related to your course and will be an important point of reference for you throughout your degree. Familiarise yourself with the contents so that you know what is covered here for future reference.

Please ensure that you pay close attention to email communication from the Faculty and remain in regular contact with your course coordinator and supervisors. Please also ensure you complete the Graduate Student Reporting (GSR) process at the end of each term, to ensure any concerns are shared and any successes celebrated.

If you have concerns or questions, do not hesitate to ask for help from those involved in graduate studies in Theology and Religion or at your College. The following pages will give you further details of those from whom appropriate advice may be sought. For any administrative queries, please contact [Graduate Studies \(@theology.ox.ac.uk\)](mailto:GraduateStudies@theology.ox.ac.uk).

As Director of Graduate Studies in Theology and Religion and on behalf of my colleagues, I would like to extend a very warm welcome as you arrive to Oxford (and a welcome back for those returning for a new degree programme). I hope you will soon feel part of the graduate community in the Faculty and that your time in Oxford will be both challenging and rewarding. We look forward to working with you.



Professor Frank Griffel, Lady Margaret Hall, is Director of Graduate Studies and Professor for the Study of Abrahamic Religions.

Professor Griffel is also the Postgraduate Disability Lead and Welfare Lead for the Faculty.

1.2 Key Contacts 2026–27

For questions and concerns, you should contact the following people:

Your Subject Coordinator or Director of Studies

All students have a Subject Coordinator or, for Postgraduate Diploma in Theology and Religion students, a Director of Studies, designated by the Faculty Board. For postgraduate taught programmes, the Subject Coordinator may arrange for some or all of the teaching to be undertaken by others, but will still retain overall responsibility for your progress. All graduate students should, however, bear the following points in mind:

- It is the student's responsibility to keep in regular contact with their Subject Coordinator and with any tutors who are overseeing your classes, essays, and dissertation.
- You can expect to meet your Subject Coordinator at least once each term, in addition to any teaching which may be offered by the Subject Coordinator.
- You are responsible for completing your termly Graduate Supervision Report (GSR); your Subject Coordinator will respond, and the Director of Graduate Studies (and your College) reviews both reports to ensure an accurate record of progress is maintained.
- Your Subject Coordinator is also required to provide a written report on your progress, which is made available to your college, the Graduate Studies Committee and the Faculty Board. See below for further information about the Graduate Supervision Reporting system (GSR).
- Your Subject Coordinator is responsible for advising on all aspects of academic work, including attendance at lectures and classes.
- On rare occasions, students and Subject Coordinators find it difficult to work together. Such difficulties should, if at all possible, be raised with your supervisor in the first instance. However, you may also approach your college tutor/graduate advisor or the Faculty's Director of Graduate Studies, who stand ready to help.
- When a Subject Coordinator is on sabbatical leave, the Faculty Board may arrange alternative provision, unless the Subject Coordinator has agreed to continue to be available to graduate students.

Director of Graduate Studies (DGS)

The DGS, who for 2026–27 is Professor Frank Griffel (dgs@theology.ox.ac.uk):

- Oversees graduate students in Theology and Religion
- Can advise and point to appropriate resources and contacts for concerns about academic progress and welfare
- Chairs the Graduate Studies Committee and Graduate Joint Consultative Committee

Graduate Studies Administrative Team

The Graduate Studies Administrative Team for the Faculty and the Division (graduate.studies@theology.ox.ac.uk) support all on-course graduate matters for taught postgraduates including:

- Title and supervisor changes
- Examination administration and admissions
- In-depth knowledge of graduate policies and procedures and are an excellent resource and support

The Tutor for Graduates or Dean of Graduates at your College

Your college will have a Tutor for Graduates (sometimes the Senior Tutor), who has overall responsibility for graduate members of the college. Colleges review the progress of each student through the termly GSR reports. Colleges take responsibility for general welfare, social facilities and support services such as computing and study facilities. They may also offer help with housing and finance and are responsible for collecting fees. Your College is the first point of contact for welfare and pastoral concerns.

Your College Advisor

Some colleges assign a College Adviser to each graduate student. The College Adviser is not to be confused with the Faculty supervisor. Their role is not to supervise the student's research, but to be a source of independent counsel, should that be needed.

The Faculty Librarian

The Faculty's Librarian is [Dr Hilla Wait](#), and she is based at the Divisional Library in the Schwarzman Centre for the Humanities.

The Graduate Student Representatives

The graduate community has a number of elected representatives who organise events and work to create community, share concerns with the Faculty, and serve on the Graduate Joint Consultative Committee (GJCC) and other key Faculty committees. GJCC consists of these elected representatives, the Faculty Board Chair (currently Professor Mark Edwards) and the Director of Graduate Studies. It meets once each term in Week 4 and is intended to keep graduate students informed of developments that affect them. Following elections in Michaelmas Term, the representatives for the new academic year will be detailed on the [Student Hub](#).

1.3 Faculty Structure

The Board of the Faculty is the Faculty's executive body and consists of a number of the holders of professorial chairs, elected ordinary members and co-opted members. The Faculty Board Chairman for 2026–27 is Professor Mark Edwards and the Secretary is the Head of Administration and Finance, Tash Purple. The Board decides on most matters of policy within the Faculty, including curricular matters.

A committee of the Board, the Graduate Studies Committee (GSC), meets twice a term, usually on Tuesdays of 1st and 6th weeks. GSC reports to the Faculty Board, which meets on Thursday afternoons in the 3rd and 8th weeks. The Board appoints the Director of Graduate Studies.

There is also a Graduate Joint Consultative Committee (GJCC), which is specifically devoted to discussion of issues related to postgraduate students and building the graduate community.

The Faculty is divided into nine subject areas, each overseen by a Subject Coordinator. The Subject Coordinators for 2026–27 are:

Christian Ethics	Professor Luke Bretherton
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Ecclesiastical History	Dr Colin Donnelly
Hebrew Bible/Old Testament	Professor Hindy Najman
Historical and Systematic Theology	Dr Phillip Moller
New Testament	Professor Markus Bockmuehl
Patristics	Professor Carol Harrison
Philosophical Theology	Professor Mark Wynn
Science and Religion	Professor Mark Harris
Study of Religions	Professor Frank Griffel

The main office contact for all graduate matters is: graduate.studies@theology.ox.ac.uk.

1.4 Faculty and College

Like every other student of the University, a graduate student is a member of both a college and a faculty. The following is an overview of main responsibilities.

Colleges are responsible for:

- the general welfare and pastoral care of graduate students
- housing
- financial support and guidance
- reviewing student reports and progress
- presentation of the student for their degree
- requests for special provision for examinations and assessments
- appeal to Proctors after examinations

The Faculty is responsible for:

- examination of your university degree
- reviewing student support and progress
- advice and academic oversight regarding your course
- appointment of supervisors
- provision of teaching and delivery of your course

1.5 Oxford Academic Year

The academic year at Oxford has three 8-week terms: Michaelmas (Autumn), Hilary (Spring), and Trinity (Summer). Terms are named by week, and graduates often meet with their Subject Coordinator, essay or dissertation supervisors, or attend faculty events in the week before full term starts, which is called 'Noughth Week'.

Full-time students must reside in Oxford during term. Graduates are expected to engage in academic work for a significant part of the vacation periods. Oxford's Term Dates may be found [here](#).

1.6 Student Visa Holders

As a Student visa holder, there are certain responsibilities that you have, and that the University has.

For example, visa holders must:

- Keep your information updated on the [Student Self-Service](#) system
- Inform the University if you get an updated passport
- Maintain regular contact with Subject Coordinators and complete termly GSR reports
- Avoid unapproved absences (the University must report these to the Home Office; this can impact your visa)

Legally, the Faculty must monitor your attendance and make sure that you are engaged with your studies. If we have not heard from you in the course of a term, you may be contacted by Graduate Studies or your College office, to check in with you. If you will be away, it's good always to keep the Faculty and your College in the loop.

Further guidance for visa holders:

- University information and outline of obligations for visa holders: [here](#).
- You can contact the Student Immigration Team: student.immigration@admin.ox.ac.uk.
- The Home Office page about the Student visa is available [here](#).

If you are interested in staying in the UK to work after your course you will need to apply for the right type of visa permission to do so.

Advice and Support

Advice and support with problems or queries that concern standard academic procedures and regulations are usually most readily available from your Subject Coordinator or from Graduate Studies in the Faculty. Your College Advisor or Tutor for Graduates will also be able to advise you about academic and pastoral matters (more on the latter below). Where there are any problems that might have a significant impact on your progress, it is essential that both the Faculty and your College are informed.

2. Taught Graduate Courses under the Board of The Faculty of Theology and Religion

The taught graduate courses for which the Board of the Faculty of Theology and Religion has responsibility are:

The Master of Studies (MSt) and Master of Philosophy (MPhil) degrees in:

- [Judaism & Christianity in the Graeco-Roman World \(MPhil only\)](#)
- [Philosophical Theology \(with the Faculty of Philosophy\)](#)
- [The Study of Religions \(MSt only\)](#)
- [Theology: Biblical Interpretation \(MSt only\)](#)
- Theology: Christian Doctrine (further divided into several sections)
 - [Theology: Christian Doctrine: Modern Theology](#)
 - [Theology: Christian Doctrine: Patristics](#)
- [Theology: Christian Ethics](#)
- [Theology: Ecclesiastical History \(further divided into several sections\)](#)
- [Theology: New Testament](#)
- [Theology: Old Testament](#)
- [Theology: Science and Religion \(MSt only\)](#)

Additionally, the Faculty offers the:

- [Postgraduate Diploma \(PGDip\) in Theology and Religion](#)
- [Master of Theology \(MTh\) in Applied Theology](#)
- [Postgraduate Diploma in Applied Theology \(PGDipAP\)](#)

2.1 Master of Studies Courses (MSt) - Overview

Master of Studies in Theology FHEQ level: 7

Master of Studies in Philosophical Theology FHEQ level: 7

Master of Studies in Study of Religions FHEQ level: 7

Length

A course leading to the MSt is usually expected to last nine months, full time from October to June in one academic year.

Purpose

The purpose of the Master of Studies degree is to offer specialist postgraduate education in Theology, Philosophical Theology, and the Study of Religions for able students, possibly including an element of scholarly research and writing, which may constitute an introduction to a future research degree.

Candidates for the MSt in Theology are required to follow a course of instruction and directed research for three terms and to present themselves for examination in one of seven subjects:

- Hebrew Bible/Old Testament
- New Testament
- Christian Doctrine. Candidates specialise in one of two fields:
 - History of Doctrine: Patristic Theology (c. AD 100-787)
 - Modern Theology (post-1789)
- Ecclesiastical History. Students focus on a single period and geographical area of Church History selected from the following:
 - AD 200-600
 - AD 400-1100
 - AD 1000-1500
 - AD 1400-1800
 - AD 1800-the present
- Christian Ethics
- Biblical Interpretation
- Science and Religion

Candidates for the [MSt in Study of Religions](#) are expected to follow a course of instruction for three terms and present themselves for examination. Assessed coursework submissions must be selected from two of the following five religious traditions currently covered by the Faculty:

- Buddhism
- Christianity
- Hinduism
- Islam

- Judaism

Candidates for the [MSt in Philosophical Theology](#) are required to follow a course of instruction and directed research for three terms to present themselves for examination in Philosophical Theology.

Standard

The standard for the award of the degree is defined as what may reasonably be expected of a student who achieved at least a high 2:1 (67% or higher) in the Final or Joint Honour School of Theology or Philosophy & Theology, or a Grade Point Average (GPA) of at least 3.6 with a major in religion or theology at a good college or university, after one further academic year of full-time study. Further information on International Qualifications can be found [here](#).

Supervision

Each student has a Subject Coordinator, whose duty it is to advise concerning the choice of subjects and on any questions relating to academic work; to direct you to the appropriate classes; and to appoint special supervisors, as necessary, to direct work on particular topics. Students are not expected to find their own special supervisors. If you wish to work with a particular member of the Faculty, you may propose it to your Subject Coordinator, although the final decision rests with the Subject Coordinator.

The Subject Coordinator is responsible for receiving reports each term from special supervisors, as well as for reporting on your general progress via the [Graduate Supervision Reporting](#) (GSR).

Assessment

Performance in the various MSt courses is assessed through a combination of written examination(s), essays, a dissertation, and a *viva voce* examination unless dispensed by examiners. Full details for each course may be found in the [Examination Regulations](#) or on the relevant page on [Student Hub](#):

[Course Details for the Master of Studies in Theology;](#)

[Course Details for the Master of Studies in Philosophical Theology;](#)

[Course Details for the Master of Studies in the Study of Religions.](#)

Delivery

Course delivery is by means of a mixture of individual tuition and occasional classes and seminars, according to circumstances and at the discretion of the organisers of the course concerned.

Arrangements vary from one MSt to another. Graduates often find that the lectures specified for undergraduate courses are helpful, especially in background preparation.

For more details on each of these elements, see the [MSt Course pages on Student Hub](#).

2.1.1 MSt in Theology

Course Aims

The MSt degree offers an intensive period of advanced study in a specific field with rigorous training in relevant research methods. The course is studied over nine months full time from October to June in one academic year.

The aims of the course are:

- To impart understanding in depth of the distinct topics within the field of study.
- To train students in the analysis and evaluation of both primary and secondary literature.
- To teach students the art of selecting the most significant materials for their purpose and combining these to form a structured argument.
- To develop the habits of critical questioning, clear exposition and objective evaluation.
- To prepare students for further research.

In addition, within the specific streams that the MSt in Theology offers, students should:

In Hebrew Bible/Old Testament

- Acquire a literary and critical understanding of the composition, history and textual development of the Hebrew Bible/ Old Testament and related literature from the Second Temple Period (Hellenistic Jewish Literature, Dead Sea Scrolls, Apocrypha and Pseudepigrapha).
- Attain a good level of reading and comprehension of Biblical Hebrew through seminars, classes and the Biblical Hebrew reading group.
- Develop competence in a variety of methodological approaches in the history of scholarship and practices of biblical interpretation, from antiquity and beyond.

In New Testament

- Acquire a critical understanding of the historical and theological genesis of the New Testament.
- Develop strong reading competence in New Testament Greek.

In Christian Doctrine

- Have a comprehensive grasp of the history of Christian thought during one of four periods (AD 100-787, AD 1050-1350, AD 1500-1650, post-1789).

In Ecclesiastical History

- Have an understanding of different approaches to the writing of Ecclesiastical History.

In Christian Ethics

- Have been acquainted with the conceptual and methodological questions arising in contemporary Christian moral thought in its major traditions.
- Have developed an understanding of the approaches taken to moral reasoning, and to a particular topic within the discipline, by Christian thinkers from antiquity to the present.

In Science and Religion

- Develop a critical appreciation of key areas of debate in the science-religion field, including historical, philosophical and theological questions that are impacted by the sciences.
- Develop a clear understanding of how methodological questions are handled in the relationship between the sciences and religious traditions.

In Biblical Interpretation

- Be able to understand the influence of the Bible and the ways in which it has been used during the last 2000 years of Christian history.

Intended Learning Outcomes

A: Knowledge and understanding

On completion of the course, students should have:

- acquired a general understanding of the field of study;
- acquired some specialist knowledge of relevant primary and secondary literature;
- developed in intellectual depth and grasp of profounder issues.

B. Skills and other attributes

Intellectual skills

On completion of the course, students should have:

- gained some specialist knowledge of a particular discipline and/or historical period, as a basis for more detailed research or as a foundation for teaching in theology;
- gained a grounding in relevant research methods;
- written a dissertation, which may constitute a basis for proceeding to a future research degree.

Transferable skills

On completion of the course, students should be able to:

- find information, organise and deploy it, including through the use of libraries and information technology;
- use such information critically and analytically;
- consider and solve complex problems;
- work well independently and in co-operation with others;
- effectively structure and communicate their ideas in a variety of written and oral formats;
- plan and organise the use of time effectively;
- make appropriate use of language skills.

2.1.2 MSt in Philosophical Theology

Course Aims

The aims of the course are:

- To develop the practice of analytical enquiry.
- To enable students to acquire knowledge and understanding of foundational material and current developments in the area.
- To develop the ability to identify, understand and apply key concepts and principles.
- To enable students to reflect on relevant issues of method.
- To enable students to gain a critical knowledge of the scholarly literature relevant to their course.
- To develop skills in written and oral communication and to enable students to achieve a high standard in presenting an academic dissertation, displaying sustained argument, independent thought and lucid structure and content.

Intended learning outcomes

A: Knowledge and understanding

On completion of the course, students should have:

- acquired a general understanding of the field of study;
- acquired some specialist knowledge of relevant primary and secondary literature.

B: Skills and other attributes

Intellectual Skills

On completion of the course, students will have:

- gained some specialist knowledge of a particular discipline and/or historical period, as a basis for more detailed research or as a foundation for teaching in selected areas of philosophical theology;
- gained a grounding in relevant research methods;
- written a dissertation, which may constitute a basis for proceeding to a future research degree.

Transferable Skills

On completion of the course, students will be able to:

- find information, organise and deploy it, including through the use of libraries and information technology;
- use such information critically and analytically;
- consider and solve complex problems;
- work well independently and in co-operation with others.

2.1.3 MSt in Study of Religions

Course Aims

The aims of the course are:

- To introduce students to a variety of approaches (anthropological, psychological, sociological) to the study of religions.
- To acquaint them with a number of classic texts on the subject written during the last 150 years.
- To train students in the analysis and evaluation of the relevant documents and phenomena.
- To develop an understanding in depth of topics from two different religious traditions.
- To acquaint students with some of the dynamics of interactions between religions.
- To teach students the art of selecting the most significant materials for their purpose and combining these to form a structured argument.
- To develop the habits of critical questioning, clear exposition and objective evaluation.

Intended Learning Outcomes

A: Knowledge and understanding

On completion of the course, students should have:

- acquired a general understanding of the field of the Study of Religions;
- acquired some specialist knowledge of relevant primary and secondary literature in the

- Study of Religions and in two different religious traditions;
- developed in intellectual depth and gained a deeper understanding of some of the profound issues concerning the nature of religion and the interactions between religious traditions.

B: Skills and other attributes

Intellectual skills

On completion of the course, students will have:

- gained some specialist knowledge of a particular discipline and/or historical period, as a basis for more detailed research or as a foundation for teaching;
- gained a grounding in relevant research methods;
- written a dissertation, which may constitute a basis for proceeding to a future research degree.

Transferable skills

On completion of the course, students will be able to:

- find information, organise and deploy it, including through the use of libraries and information technology;
- use such information critically and analytically;
- consider and solve complex problems;
- work well independently and in co-operation with others;
- effectively structure and communicate their ideas in a variety of written and oral formats;
- plan and organise the use of time effectively;
- make appropriate use of language skills.

2.2 Master of Philosophy Courses (MPhil) – Overview

Title of award: Master of Philosophy in Theology FHEQ level 7

Title of award: Master of Philosophy in Philosophical Theology FHEQ level 7

Title of award: Master of Philosophy in Judaism and Christianity in the Graeco-Roman World FHEQ level 7

Length

A course leading to the MPhil is expected to last twenty-one months.

Purpose

The purpose of the Master of Philosophy degree is to offer extensive postgraduate education in Theology for very able students, including a significant element of scholarly research and writing which may contribute towards a future research degree.

Candidates who are successful in the MPhil may be allowed to expand the MPhil dissertation for a DPhil.

Candidates for the MPhil in Theology are required to follow a course of instruction and directed research for six terms and to present themselves for examination in one of five subjects:

- Hebrew Bible/Old Testament
- New Testament
- Christian Doctrine. Candidates specialise in one of two fields:
 - History of Doctrine: Patristic Theology (c. AD 100-787)
 - Modern Theology (post-1789)
- Ecclesiastical History. Students focus on a single period and geographical area of Church History selected from the following:
 - AD 200-600
 - AD 400-1100
 - AD 1000-1500
 - AD 1400-1800
 - AD 1800-the present
- Christian Ethics

Candidates for the [MPhil in Philosophical Theology](#) are required to follow a course of instruction and directed research for six terms and to present themselves for examination in Philosophical Theology.

Standard

The standard for the award of the degree is defined as what may reasonably be expected of a student who achieved at least a high 2:1 (at least 67%) in the Final or Joint Honour School of Theology or Philosophy & Theology, or a Grade Point Average (GPA) of at least 3.6 with a major in religion or theology at a good college or university, after two further years of full-time study. Further information on International Qualifications can be found [here](#).

Supervision

Each student has a Subject Coordinator, whose duty it is to advise concerning the choice of subjects and on any questions relating to the academic work; to direct you to the appropriate classes; and to appoint special supervisors, as necessary, to direct work on particular topics. Students are not expected to find their own special supervisors. If you wish to work with a particular member of the faculty, you may propose it to your Subject Coordinator, although the final decision rests with the Subject Coordinator.

The Subject Coordinator is responsible for receiving reports each term from special supervisors and arranging for their payment, as well as for reporting on your general progress via the Graduate Supervision Reporting ([GSR](#)).

Assessment

Performance in the various MPhil courses is assessed through a combination of written examination(s), essays, a dissertation, and a *viva voce* examination (unless individually dispensed by the examiners). Full details for each course may be found in the [Examination Regulations](#) or on the relevant page on Student Hub:

[Course Details for the Master of Philosophy in Theology;](#)

[Course Details for the Master of Philosophy in Philosophical Theology;](#)

[Course Details for the Master of Philosophy in Judaism and Christianity in the Graeco-Roman World](#)

(N.B. This course will not be running in 2026-27)

Delivery

Course delivery is by means of a mixture of individual tuition and occasional classes and seminars, according to circumstances and at the discretion of the organisers of the course concerned. It is usual for most or all of the coursework in preparation for the written examination(s) to be done in the first year, and for the second year to be devoted to research for and writing of the dissertation. Arrangements vary from one MPhil to another. Graduates often find that the lectures specified for undergraduate courses are helpful, especially in background preparation.

For more details on each of these elements, see the [MPhil Course pages on Student Hub](#).

2.2.1 MPhil in Theology

Course Aims

The aims of the course are:

- To train students in the analysis and evaluation of both primary and secondary literature.
- To teach students the art of selecting the most significant materials for their purpose and combining these to form a structured argument.
- To develop the habits of critical questioning, clear exposition and objective evaluation.
- In addition, within the specific streams that the MPhil in Theology offers, students should:

In Hebrew Bible/Old Testament Studies

- Acquire a literary and critical understanding of the composition, history and textual development of the Hebrew Bible/ Old Testament and related literature from the Second Temple Period (Hellenistic Jewish Literature, Dead Sea Scrolls, Apocrypha and Pseudepigrapha).
- Attain an excellent level of reading and comprehension of Biblical Hebrew through seminars, classes and the Biblical Hebrew reading group.
- Develop methodological breadth in the history of scholarship and practices of biblical interpretation, from antiquity and beyond.

In New Testament Studies

- Acquire a good critical understanding of the historical and theological genesis of the New Testament.
- Gain a deeper knowledge of the milieu of the New Testament writings and/or of scholarly debate about hermeneutics.
- Develop advanced reading competence in New Testament and early Christian Greek.

In Christian Doctrine

- Have a comprehensive grasp of the history of Christian thought during one of four periods (100-451 A.D., 1050-1350 A.D., 1500-1650 A.D., 1789-modern day).
- Impart understanding in depth of three distinct topics within the chosen period through a dissertation and two prepared essays.
- Be equipped with at least one of the languages necessary for the reading of primary texts where these are not in English.

In Ecclesiastical History

- Have an understanding of different approaches to the writing of ecclesiastical history.
- Impart understanding in depth of a particular period and of scholarship on that period.
- Be prepared for further research.

In Christian Ethics

- Have been acquainted with the conceptual and methodological questions arising in contemporary Christian moral thought in its major traditions.
- Have developed an understanding of the approaches taken to moral reasoning, and to a particular topic within the discipline, by Christian thinkers from antiquity to the present.
- Be prepared for further research.

Intended Learning Outcomes

A: Knowledge and understanding

On completion of the course, students should have:

- acquired a general understanding of the field of study;
- acquired some specialist knowledge of relevant primary and secondary literature;
- developed in intellectual depth and grasp of profounder issues.

B. Skills and other attributes

Intellectual skills

On completion of the course, students should have:

- gained some specialist knowledge of a particular discipline and/or historical period, as a basis for more detailed research or as a foundation for teaching in theology
- gained a grounding in relevant research methods
- written a dissertation, which may constitute a basis for proceeding to a future research degree.

Transferable skills

On completion of the course, students should be able to:

- find information, organise and deploy it, including through the use of libraries and information technology;
- use such information critically and analytically;
- consider and solve complex problems;
- work well independently and in co-operation with others;
- effectively structure and communicate their ideas in a variety of written and oral formats;
- plan and organise the use of time effectively;
- make appropriate use of language skills.

2.2.2 MPhil in Philosophical Theology

Course Aims

The aims of the course are:

- To develop the practice of analytical enquiry.

- To enable students to acquire knowledge and understanding of foundational material and current developments in the area.
- To develop the ability to identify, understand and apply key concepts and principles.
- To enable students to reflect on relevant issues of method.
- To enable students to gain a critical knowledge of the scholarly literature relevant to their course.
- To develop skills in written and oral communication and to enable students to achieve a high standard in presenting an academic dissertation, displaying sustained argument, independent thought and lucid structure and content.

Intended learning outcomes

A: Knowledge and understanding

On completion of the course, students will have:

- acquired a general understanding of the field of study;
- acquired some specialist knowledge of relevant primary and secondary literature.

B: Skills and other attributes

Intellectual skills

On completion of the course, students will have:

- gained some specialist knowledge of a particular discipline and/or historical period, as a basis for more detailed research or as a foundation for teaching in selected areas of philosophical theology;
- gained a grounding in relevant research methods;
- written a dissertation, which may constitute a basis for proceeding to a future research degree.
-

Transferable skills

On completion of the course, students will be able to:

- find information, organise and deploy it, including through the use of libraries and information technology;
- use such information critically and analytically;
- consider and solve complex problems;
- work well independently and in co-operation with others.

2.2.3 MPhil in Judaism and Christianity in the Graeco-Roman World

Please consult the Faculty website for details of this degree: [MPhil Judaism and Christianity in the Graeco-Roman World \(Faculty of Theology and Religion\)](#)

2.3 Postgraduate Diploma and Master of Theology Courses

2.3.1 Postgraduate Diploma in Theology and Religion (PGDip) - Overview, Aims and Learning Objectives

Title of award: Postgraduate Diploma in Theology and Religion (Full-time) FHEQ level 7
Length of full-time course: 9 months

Title of award: Postgraduate Diploma in Theology and Religion (Part-time) FHEQ level 7
Length of part-time course: 21 months Length

Purpose

The purpose of the Postgraduate Diploma in Theology and Religion is to provide graduates from other disciplines with the central elements of the undergraduate course in theology and religion, enabling some to proceed to a postgraduate level of study.

Course Aims

The aims of the course are:

- To enable students without a theological degree to acquire a basic grounding in theology.
- To develop skills in written and oral communication and to enable students to achieve a high standard in presenting an academic dissertation, displaying sustained argument, independent thought and lucid structure and content.
- To prepare students for further reading in the field, though not necessarily with a view to academic teaching or publication.
- In some cases to equip students for teaching of Religious Studies or associated subjects at school level.
- In other cases to equip students for study of theology at Master's or Doctoral level.

Intended Learning Objectives

A: Knowledge and understanding

On completion of the course, students will have:

- acquired a general understanding of the field of study;
- acquired some specialist knowledge of relevant primary and secondary literature;
- considered the application of these skills to teaching, welfare work or the Christian Ministry.

B: Skills and other attributes

Intellectual skills

On completion of the course, students will have:

- gained some specialist knowledge of the subject as a basis for more detailed research or as a foundation for teaching;
- gained a grounding in relevant research methods.

Transferable skills

On completion of the course, students will be able to:

- find information, organise and deploy it, including through the use of libraries and information technology;
- use such information critically and analytically;
- consider and solve complex problems;
- work well independently and in co-operation with others;
- effectively structure and communicate their ideas in a variety of written and oral formats;
- plan and organise the use of time effectively;
- make appropriate use of language skills;
- convert knowledge into performance as teachers, ministers or counsellors.

Standard

The standard for the award of the Postgraduate Diploma is what may reasonably be expected of a good honours graduate from another discipline after nine months of theological study.

Assessment

Performance in the Postgraduate Diploma is assessed by written examination in at least three, and no more than four, papers. Students have the option to substitute one written examination with either two short essays or one long essay.

Delivery

The course is delivered by tutorials, for which you customarily prepare written work for discussion with the tutor. In addition, you must attend relevant classes and lectures whose primary focus will be for undergraduates. Full details of teaching arrangements for each examination paper can be found in the [Course Page for the Postgraduate Diploma in Theology and Religion](#).

Seminars

In addition to tutorials, classes and lectures there will be seminars specifically organised for Postgraduate Diploma students. These will normally be two a term. Details of these will be given to you by the Postgraduate Diploma course co-ordinator.

Graduate status

Although Postgraduate Diploma candidates make use of undergraduate lectures and classes, they are full members of the graduate community and are entitled to draw on all the graduate resources of the Faculty and the University. Please note that there is no graduation ceremony for Postgraduate Diploma students.

For more details on each of these elements, see the [Postgraduate Diploma in Theology and Religion Course page on Student Hub](#).

2.3.2 Master of Theology (MTh) - Overview, Aims and Learning Objectives

Title of award: Master of Theology in Applied Theology (Full-time) FHEQ level: 7

Length of course: 2 years

Title of award: Master of Theology in Applied Theology (Part-time) FHEQ level: 7

Length of course: 4 years

Length

The MTh may be taken either full-time (residential) in two years, or part-time in three or four years. Students may transfer from full-time to part-time after the first year. Full-time students may also apply to transfer to part-time status at the completion of their first year, giving a further two years for Part II of the degree.

Purpose

The MTh is a part-taught, part-research degree of the Faculty of Theology and Religion in the University of Oxford. The Master of Theology in Applied Theology (MTh) is designed to enable theological reflection upon experience in pastoral practice mainly, but not only, in the context of ministry in the Church.

Course Aims

To develop theological reflection upon the practice of Christian faith, in the community of the church and in society.

Intended Learning Outcomes

- To be able to discern the theological dimension within the social structures, institutions and relationships in which faith is embodied.
- To develop the skill of integrating Christian theology with a range of human experience in the modern world.
- To gain some sense of the appropriate use of the human sciences in relation to theological enquiry.
- To use the skills gained from the taught part of the course in theological reflection on a period of experience in a pastoral context.
- To use the skills developed in Part I of the course to write a dissertation which engages in theological reflection on some area of the practice of faith.

Standard

It may be taken by those who hold a pastoral appointment at present, or by students who can include a period of approved pastoral experience in their course of study for the MTh.

Assessment

Students take four units in total; two compulsory units and two optional units each assessed by extended essay. Part I requires successful completion of these four units, each assessed by means of a 7,000-word essay. Part II requires successful completion of a dissertation of 15-20,000 words on an agreed subject in Applied Theology.

Delivery

The MTh is divided into two parts. Part I is one year of taught study when full-time students must be resident in Oxford and part-time students must attend classes in Oxford once a week. The course is offered by a number of "Participating Institutions" within Oxford under the auspices of the Board of

the Faculty of Theology and Religion and its Graduate Studies Committee.

2.3.3 Postgraduate Diploma in Applied Theology (PGDipAP) - Overview, Aims and Learning Objectives

Title of award: Postgraduate Diploma in Applied Theology (Full-time)

FHEQ level: 7

Length of course: 1 year

Title of award: Postgraduate Diploma in Applied Theology (Part-time)

FHEQ level: 7

Length of course: 2 years

Length

It can be studied full-time for one year or part-time for two years.

Purpose

The PGDip is a taught degree of the Faculty of Theology and Religion in the University of Oxford.

Course Aims

To develop theological reflection upon the practice of Christian faith, in the community of the church and in society.

Intended Learning Outcomes

- To be able to discern the theological dimension within the social structures, institutions and relationships in which faith is embodied.
- To develop the skill of integrating Christian theology with a range of human experience in the modern world.
- To gain some sense of the appropriate use of the human sciences in relation to theological enquiry.
- To use the skills gained from the taught part of the course in theological reflection on a period of experience in a pastoral context.

Assessment

It requires the successful completion of four units, each assessed by means of a 7,000-word essay. Students take four units in total; two compulsory units and two optional units each assessed by extended essay.

Delivery

The Postgraduate Diploma in Applied Theology consists of either one year of full-time study, during which students must be resident in Oxford, or two years of part-time study.

3. Examinations and Assessment Structure

3.1 Important Dates and Deadlines

- Important Dates for each course may be found on the relevant course pages on [Student Hub](#).
- For the Postgraduate Diploma in Theology and Religion, see here for [Important Dates](#).
- For the MTh and PGDip in Applied Theology, see here for [Important Dates](#).
- Provisional dates for the start of exams are published in a spreadsheet on the Examination Entry website. Examination Timetables are released no later than five weeks before the start of the examination on [Timetables | University of Oxford](#).

3.2 Dissertation and Essays

Each course requires a combination of examination(s), long essays, short essays, and/or a dissertation as part of the course assessment. The specific requirements for each course are found on the course page on [Student Hub](#) and in the [Examination Regulations](#). Review this information carefully as mode and deadlines for assessment in respective years differ depending on stream/subject area (e.g. Old Testament, Ecclesiastical History, etc.).

Students are to prioritise the information in the Examination Regulations, particularly if any discrepancies in information arise.

The titles and topics of all dissertations and essays must be approved by the Graduate Studies Committee, not later than the time specified on your course page. Students are encouraged to submit titles earlier for approval.

A successful proposal will be one that is well focused, articulates a question as well as a topic, clearly sets out good reasons to concentrate on a definite body of core literature, and looks to be feasible within the word-limit. Students should take careful account of the word-limit when proposing their titles, since the most common cause of their rejection is over-ambitiousness, insufficient focus, and consequent unfeasibility.

Your proposal should include:

- **The proposed essay or dissertation title.** Please note that especially in the case of the title, accuracy is very important. Examination Conventions allow examiners to impose penalties if the title submitted deviates from the approved title even in very small ways (e.g., punctuation). You should therefore ensure that the title you provide precisely represents the title you would like to be approved.
- **250-word outline of the substance of the essay or dissertation**, explaining the focal question, identifying a finite body of core literature, listing provisional sections or chapters;
- **a bibliography of *circa* 8 items for a short essay, 20 for an MSt dissertation, 35 for an MPhil dissertation, and 25 for an MTh dissertation**, which should list the most important primary and secondary works, with which you expect to engage.

It is a good idea to draft your outline and bibliography in MS Word (or similar) and then copy-paste it into the form. Please do not add blank lines between entries on your bibliography.

The form also requires you to consider and indicate whether or not your research will require formal ethical approval. See [Faculty Guidance on Research Ethics for PGT Students](#).

3.3 Approval of Dissertation and Essay Titles

Students are required to submit [approval forms for Essay and Dissertation titles](#), found on the Student Hub. The titles and topics of all dissertations and essays must be approved by the Graduate Studies Committee, not later than the time specified on your course page.

Students are encouraged to submit titles earlier for approval. Note also that the approval process frequently involves consultation with several experts who may be busy and are not always contactable. Although every effort is made to complete the approval process quickly, it does take time. For this reason too, it is advantageous to seek approval early and to respond as promptly as you can to any emails from the Faculty Office.

Details of how and when to submit your proposals are outlined in your individual course page on the Student Hub.

3.4 Possible Outcomes

Your application for a title will be received by and considered on behalf of the Faculty Board. Once your application has been considered, you should expect to receive an email from the office, copied to your supervisor, detailing one of the following outcomes:

1. The title you proposed was approved and is confirmed in the email. You should take careful note of the approved title. It should appear precisely as approved (including in matters of punctuation and capitalisation) on the work you submit for examination.

*Please reply to graduate.studies@theology.ox.ac.uk to acknowledge receipt of this approval.

2. A small revision or amendment has been suggested to the title you proposed and the revised (approved) title is confirmed in the email. Normally, revisions and amendments are made in order to improve the clarity of the title, to regulate its scope (to narrow the project down to something manageable) or to make it better reflect the brief description you had outlined. Please take careful note of the approved title. It should appear precisely as approved (including in matters of punctuation and capitalisation) on the work you submit for examination.

*Please reply to graduate.studies@theology.ox.ac.uk to confirm your agreement to this revised title or to indicate your intention to submit an alternative revised title for the consideration of the Committee.

3. The title you proposed has not been approved on the basis of the application you submitted. The email will offer some helpful observations and invite you to resubmit your title proposal as soon as possible to graduate.studies@theology.ox.ac.uk. You should discuss this resubmission with your supervisor.

In case number 3), you would normally be expected to resubmit the application form with an alternative title. In the case of number 2), if you wish to request approval for an alternative revised title that involves only a minor change in wording and no significant change in substance, it is normally sufficient to email the suggested change, together with a sentence explanation to graduate.studies@theology.ox.ac.uk copying in your supervisor.

It is important to note the following points:

- Approval is obtained and recorded for *titles*. The outline and bibliography perform a useful function in enabling academics to understand the nature and gauge the viability of your thesis project, but you will not be held to account for the outline and indicative bibliography you submitted as part of your request for approval at any later point. If ultimately you read different books or adopted a different approach in order to address the same title, you will not be penalised and you do not need to inform or seek approval from the Faculty Board.
- Departure from approved titles, however, may be penalised by the examiners according to the tariff set out in your Examination Conventions. Moreover, when marking your work, examiners will attend to the incisiveness of your engagement with the research question you have set yourself and the relevance of what you write to what you set out to do. If you discover that your approved title no longer represents the research you are doing and work you are likely to submit, you should consider seeking approval for a revision to your title. You must do this at least 4 weeks before you submit (see 5.6 below)

3.5 Word Limits

Your submissions should not exceed the word limit given in your Examination Regulations and rubrics. The word count includes text and footnotes/endnotes but excludes appendices and bibliography. Note that permission for the use of an appendix must be granted by the Graduate Studies Committee.

3.6 Applying for Changes to your Approved Title or a New Title

In certain circumstances you may wish to make minor changes to the title of your dissertation or essay as your research evolves. Applications to change your approved title or for a wholly new approved title can be made at any time prior to submission of the thesis, as many times as is necessary and without penalty - **but the request may be made no later than four weeks before the submission deadline.**

If you submit an essay or dissertation with a different title to the one approved, your final mark may be subject to a penalty. Please check your specific course page for the deadline for title changes.

If you are an MSt or MPhil student and wish to make a change to an essay or dissertation title once it has been approved by the Graduate Studies Committee, you should agree any such changes with the subject coordinator or your supervisor in the first instance.

If you wish to request approval for a relatively **minor** revision to a title that has already been approved, for example a minor change in wording or narrowing of focus from two sources to one, it is normally sufficient to email the suggested change, together with a sentence explanation to graduate.studies@theology.ox.ac.uk, copying in your supervisor. This kind of change can normally be approved quite quickly.

If you wish to request approval for a title that represents a substantial change of project from the title that has already been approved, you may need to resubmit the form, including an outline and indicative bibliography. The Faculty endeavours to process approvals as quickly as possible but please bear in mind that in these cases, fresh consultation with experts will probably be required and you may have to wait a short time. It is not a good idea to delay your request for approval unnecessarily.

Details of a substantial change must be submitted via the [approval forms for Essay and Dissertation](#)

[titles](#) for checking by the Graduate Studies Committee no later than four weeks before the submission deadline. *This is the final deadline for alterations to essay/dissertation titles.*

Request approval for changes to your approved title promptly.

4. Examination Regulations and Assessment Guidance

4.1 Key Places to Seek Guidance

The information in this section should be supplemented – and will also be found – across the following two pages:

- Student Hub on [Graduate Examinations and Assessment](#)
 - This includes information on Exam entry, Candidate numbers, Dates, submitted work, Examination conventions and rubrics, examiner reports, and problems with completing assessments
- University Student site on [Graduate Assessment and Examinations](#)
 - This includes information on entry, adjustments, timetables, problems completing assessment, exam wellbeing, submission, results

4.2 Examination Regulations

Examination Regulations are the immutable framework of study and assessment of University degrees to which students must adhere. Regulations for postgraduate taught degrees in Theology and Religion include:

- [Regulations for the Master of Philosophy in Theology](#)
- [Regulations for the Master of Philosophy in Philosophical Theology](#)
- [Regulations for the Master of Studies in Theology](#)
- [Regulations for the Master of Studies in Philosophical Theology](#)
- [Regulations for the Postgraduate Diploma in Theology and Religion](#)
- [Regulations for the Master of Theology \(in Applied Theology\) and Postgraduate Diploma in Applied Theology](#)
- [General Regulations for the Degree of Bachelor of Philosophy or Master of Philosophy](#)
- [General Regulations for the Degree of Master of Studies](#)
- [Regulations concerning the Status of Graduate Taught Students](#)

4.3 Examination Conventions and Rubrics

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 not less than one term before

your examination takes place (usually by the end of Hilary Term), when they will also be published on the [Student Hub](#). Examination Conventions are specific to your course.

Rubrics

Rubrics include details of specific examinations and assessments in the Faculty and are published with the Examination Conventions. They may include: the type and structure of the examination, submission instructions, weightings of a paper/exam, time allowed, instructions on the use of dictionaries and other materials, instructions on the use of different scripts, instructions on word limits, and instructions on handwriting.

You should take careful note of the dates for submission of essays and theses laid down in the Examination Regulations, setting conventions, or rubrics. It is the candidate's responsibility to comply with these dates. The University Proctors, who have overall control of examinations, will not give leave for work to be submitted late except for cases of exceptional circumstances. If there is any discrepancy in information, you should always follow the Examination Regulations.

4.4 Entering for your Exams

You will be invited by email to enter for your examinations when the examination entry window opens. It is your responsibility to ensure that you are entered for the correct number of papers (exams) and correct options, but you can speak to your college's academic office or the Exams Administration team if you are unsure about what these are.

Guidance and advice on examination entry and how to ensure that you are entered for the correct examinations and assessments is available at:

<https://www.ox.ac.uk/students/academic/exams/examination-entry>

4.5 Timetable

Examination for MSt and MPhil courses usually falls within Week 10 of Trinity term.

Timetables for exams are produced no later than five weeks before the exam. Provisional start dates are provided on the University's website on [Examination Timetables](#), but these must be taken as a guide only. A personal timetable showing the dates, times and location of your examinations will be made available least two weeks before the examination starts.

4.6 In-Person Examinations

The majority of in-person examinations take place at the Examination Schools.

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 your 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.

4.7 Online and Typed Examinations

In 2026-27, most graduate examinations in Theology and Religion will be in typed format. Typed exams are taken on a platform called 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](#). See the guidance on [In-person exams on a computer](#); see also the Oxford Student Website on [On-line examinations](#) if your exams are open-book online. Online exams require you to adhere to the [University's Honour Code](#) and you must read this in advance of any online exams.

4.8 Candidate Number

A candidate number is created for examinations to ensure anonymity, and you'll find your candidate number on the Examination and Assessment Information page in [Student Self Service](#) or by looking on the top of your individual examination timetable.

For handwritten and typed exams, you will need to know your candidate number in order to complete the front of your script booklet(s). You will be able to write this information down to bring with you to the exam room. If you realise at the start of your exam that you do not know your candidate number, an invigilator will be able to assist with providing this information.

For typed exams, your candidate number will be shown within Inspera.

Your candidate number is not your student number or university card number.

To ensure your work can be marked anonymously, you **must not** write or type your name or student number anywhere within your exam script or exam response. It is your responsibility to ensure that you only use your candidate number.

4.9 Submissions via Inspera

The Faculty of Theology and Religion will accept written work for examination only by electronic submission via the University's authorised online platform, Inspera. You can log into Inspera from the [University's Oxford Students](#) website, where you will also find comprehensive information and guidance (including a video and quick reference guide) on submitting written work via Inspera. Please make sure that you consult the information on this webpage thoroughly and take advantage of any opportunities to make a 'practice' submission.

Ensure you are familiar with the [online submission process](#) **in advance** of any deadline. All summative assignments, e.g. essays and dissertations, must be uploaded to the Assignments section of the course's Inspera site by the times and dates specified on your [course page on Student Hub](#). Each submission must be accompanied by a declaration indicating that it is the candidate's own work. Documents related to submitted work:

[Cover sheet Instructions](#)

Submitted work assessments will appear in your 'My Tests' screen in Inspera **two weeks** before the submission deadline and remain open for some time after the submission deadline. If you log into Inspera more than two weeks before the submission deadline for your work, you will not find the assessment in your 'My Tests' screen. Please keep your work safe and log-in again two weeks before the deadline.

Work submitted after the submission deadline specified in the official paper descriptions will be deemed late and examiners may impose a penalty, according to Examination Conventions. Inspera

will allow you to submit late but this does **not** extend the official submission deadline.

More information and training will be provided by the Faculty well in advance of any assignment deadline. Deferral is strictly exceptional and requires strong grounds (e.g. medical). Applications can only be made through your college. 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.

All submitted work should be double-spaced in font-size 12, using a clearly legible style, such as Arial.

4.10 Problems Completing Your Examinations and Assessments

There are a number of University processes in place to help you if you find that illness or other personal circumstances are affecting your ability to attend exams or submit assignments. This includes the University policy on self-certification/extensions for submitted work, Mitigating Circumstances, and issues with completing online exams. Full information relating to problems completing is available on the [Oxford students website](#).

If, as a result of illness or other urgent cause that is unforeseeable, unavoidable and/or insurmountable, you will be unable to submit coursework on time or attend an exam, notify your supervisor and college academic office as soon as possible (for MTh/PGDip in Applied Theology - notify your Course Director). They will be able to advise you on the next steps.

If you experience unexpected circumstances that may affect your performance, you must discuss your circumstances with your College first as any application to the Proctors will come from them.

It is your responsibility to take action if you experience problems. The central University page (linked below) includes details about the different processes available. More detailed guidance including FAQs is available in the [Student guidance](#) on problems submitting work or attending an exam.

4.11 Examination Adjustments

Details relating to adjustments for examinations may be found on the [University Student site](#). You should apply for exam adjustments after matriculation and no later than Friday of Week 4 of the term before the exam is due to take place. It is your responsibility to request exam adjustments and provide any supporting evidence required. Requests may, for urgent reasons, be considered nearer to the date of your exam.

Your responsibilities:

Application: to initiate a request and provide evidence for reasonable exam adjustments for your exams or summative work. Your College office or disability advisor can advise on reasonable adjustments and what information you will need to provide to support an application for those adjustments to be considered.

Contact the [Disability Advisory Service](#) who offer a range of services to you in your studies and assess requirements. They can provide a Student Support Plan, which may be used in evidence for an application for adjustments.

Deadline: to request adjustments as soon as possible in the academic year to allow your adjustments to be factored into your exam timetable (no later than Friday of Week 4 the term BEFORE your exam/s will take place. Please note Week 9 of Trinity term is still considered to be part of Trinity term, so any applications for exams in that week should be submitted by Week 4 of Hilary term).

Trial arrangements: it is strongly recommended that you trial your exam adjustments ahead of sitting your exams. This can be arranged with your college office by using the Inspira practice sites or by attending an [exam preparation session](#).

Types of adjustments:

- Additional time for students with Specific Learning Differences (SpLDs) or physical disabilities/ illnesses requiring extra exam time.
- To handwrite or type as appropriate to the exam mode of completion for students with Specific Learning Differences (SpLDs) or physical disabilities/illnesses that make writing or typing difficult.
- For undergraduate or postgraduate taught students with a recorded SpLD, your examiners will be informed of your SpLD on their mark sheets and referred to the Inclusive Marking Guidelines/IMG form about the possible impact on formally assessed coursework.
- To sit in-person exams in college for conditions that require this.
- Enlarged font papers for in-person exams for those with a visual impairment.
- Written instructions for in-person exams for those with a hearing impairment.
- Ergonomic or other seating arrangements for in-person exams.
- Scheduling of exams at a specific time of day or only one exam scheduled per day due to fatigue effects caused by some disabilities, or for religious observances.*
- Permission to bring food and drink into an exam - requires a signed letter from the nurse or senior tutor in your college. Please refer to the information at [sitting your examinations](#).

*Scheduling requests MUST have been submitted by Week 4 of Michaelmas Term in order to be factored into exam timetables.

Your approved adjustments will be visible to you in Student Self Service and your individual exam timetable (when this is published). Any issues should be raised with your college office as soon as possible.

If you have requirements that are not covered here, contact your College Office to find out if these can be accommodated.

4.12 Mitigating Circumstances Notices to Examiners (MCE)

If you would like the examiners aware of mitigating circumstances that may have impacted on your performance in an exam, refer to the information on the [in-person exams](#) page and the [Problems completing your assessment](#) page. You should be aware that exam adjustments are intended to mitigate the impact of your particular circumstances. A mitigating circumstances submission should only be submitted to the examiners if you feel your adjustments have not fully mitigated the impact of your circumstances.

4.13 Vivas and Resits

Each candidate may also be required to present themselves for an oral (*viva voce*) examination unless individually dispensed by the examiners. The viva will take place on the morning of the final

exam board meeting. This date, within two weeks of the final examination or assessment due date, will be published in Hilary term. The viva may include discussion of the candidate's work in any of the elements listed above. You may consult the PGT Exam Conventions for further information on when a candidate may be invited to a viva.

The candidate will receive a notification via email to invite them or dispense them from the *viva voce*, which can be delivered online. We strongly recommend that you ensure you have access to a reliable internet connection and suitable environment to attend an online viva in the weeks after your final examination or submission.

Information about when resits take place can be found in your Examination Conventions and you enter for resits in the same way as the first attempt. Please contact your College with any questions about your resits.

When making any travel arrangements for the post-exam period, it is your responsibility to bear in mind attendance at the viva and when resits may take place.

4.14 Infringements for Examinations and Submitted Assessments

Please refer to the Examination Conventions for penalties for infringements of word limit, late submission, plagiarism and non-adherence to rubrics.

4.15 Examiners' Reports and Previous Exam Papers

Past examination papers for all courses are available online through SOLO, in the University's digital Exam Paper Archive. Guidance for accessing past papers may be found on the [Exam Paper Archive](#) resource site.

Examiners' Reports relevant to your course are published on [Student Hub](#). 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. Reports are normally published before the end of Michaelmas Term following the examination. In order to protect the privacy of candidates in a very small cohort, it is not usually possible to publish reports on Philosophical Theology, or Study of Religions.

5. Change of Programme of Study

The expectation is that you will complete the course for which you were admitted, unless formal application for a change of programme of study is made to the Graduate Studies Committee. A request to change in mid-stream, either from one type of course to another (e.g. MSt to MPhil) or from one subject-area to another (e.g. New Testament to Doctrine) will be subject to the discretion of the Graduate Studies Committee. There can be no *expectation* on the student's part that a student will be allowed to do something other than the subject, degree or diploma for which they were originally admitted; such transfers are subject to a rigorous process of assessment.

Nevertheless, changes in personal circumstances (e.g. funding) or experience of the course itself can sometimes make a change appropriate. An application for such a change can be made using the Change of Programme of Study form (GSO.28), found in within [Student Self Service](#). When asked to

approve such a change, the Committee will consider:

- whether the applicant can demonstrate the capacity to succeed in the work required for the course for which they are applying. In assessing this, their Subject Coordinator's judgement will always be important; written work will also be requested, assessors appointed and an interview held.
- whether there are good reasons for the change. The Graduate Studies Committee will not consider apprehension at the prospect of sitting examinations to be a good reason. Genuine difficulties with the circumstances of examinations (e.g. of a medical kind) should be brought to the attention of the Proctors through college authorities.

The form for changing programmes of study is available with other [Graduate Forms](#) and must be completed using [Student Self Service](#).

6. Extension And Suspension of Studies

6.1 Extension

Extension requests are made through your college.

Requesting an extension **prior** to the deadline:

- If you become aware that you will need more time for a piece of work, you can apply to the Proctors for an extension.
- Extensions can be applied for up to 4 weeks before a deadline. Wherever possible you should submit an extension request in good time before a deadline.
- The amount of time you should ask for must relate to the study time you have lost through 'illness or other urgent cause' and has to be supported by the evidence you can provide.
- You will only be granted the amount of time lost, not the time you would necessarily like to be able to complete the work.
- The maximum total length of extensions that can be granted for the same piece of work is 12 weeks.
- **Please note** that an extension may impact when your results are determined. Candidates who have an extension to submit work within two weeks of the final exam board meeting, or who have extensions that fall after this point, should note that their marks and classification will be finalised in the following Michaelmas term by the subsequent exam board.

Requesting an extension **after** the deadline:

- Wherever possible you should request an extension before the submission deadline. If this is not possible, you can apply to the Proctors within 14 days of your deadline for an extension.
- The Proctors cannot consider extension requests submitted more than 14 days after the submission deadline.
- If you have evidence as to why it was not possible to make an application before the 14-day cut off you may be able to apply to Education Committee, [via your college](#), to dispense you from this requirement. A separate decision would then be made on your original extension application.

6.2 Suspension of Status

If, for good cause, a student is temporarily unable to carry out their coursework or research (if applicable), the board concerned may grant their request for a temporary suspension of status.

Applications for suspension of status should be made to the board concerned, via Graduate Studies (graduate.studies@theology.ox.ac.uk); and should be accompanied by statements of support from the relevant course director (or the student's supervisor, if applicable) and college. Students are required to suspend for one full academic year (three terms), or up to two years (six terms) if on an MPhil course.

When a student is entered as a candidate in an examination following return from suspension of status, they shall be entitled to be examined in accordance with the regulations pertaining at the time at which they received teaching for the examination, so long as the time elapsed since they were originally due to be examined is not greater than the maximum time permitted for completion set out below.

See here for details of reinstatement, course termination, and maximum time permitted for suspension: [Regulations Concerning the Status of Graduate Taught Students](#).

7. Graduate Supervision Reporting (GSR)

At the end of each term (Weeks 6–7), you will be asked to submit a self-assessment report on your academic progress through the Graduate Supervision Reporting (GSR) system, accessed via [Student Self Service](#).

You will receive an automated email when the reporting window opens, and another when your Subject Coordinator or Director of Graduate Studies (DGS) has completed their part of the report. Access to GSR for students is via [Student Self Service](#).

Students are required to complete a self-assessment report every reporting period. If you have any difficulty doing so this you must speak to your Subject Coordinator, supervisor, Director of Studies, or Graduate Studies.

Your Role:

You are strongly encouraged to complete a self-assessment every reporting period. If you do not report, this will be commented on by the DGS and may limit the report given by your subject coordinator. If issues arise at any point in your degree, your reports will be key if evidence is needed to support an unexpected extension, suspension, or change of status, for example.

These reports also afford the opportunity to:

- Review and comment on your academic progress.
- Measure your progress against your programme timetable and requirements.
- Identify skills developed, training undertaken, and training still needed.
- Record your academic engagement (seminars, conferences, teaching).
- Outline plans for the next term (where relevant).
- Flag any concerns about your academic progress with your subject coordinator and the Faculty.

Your Subject Coordinator's Role:

- Review your progress and performance during the term.
- Assess skills and training needs for the next stage.
- Provide feedback on areas requiring further work.

- Comment on your progress against agreed timetables and plans.
- Flag any concerns.
- Your self-assessment provides the basis for this feedback.
- Oversight

The Director of Graduate Studies monitors all reports to ensure appropriate supervision is taking place and academic progress is being made.

College advisors are also notified of reports, including any concerns raised.

Important Notes

GSR is **not** a complaints mechanism. If you have concerns about your supervision, raise them directly with your College, Subject Coordinator, and/or DGS.

If you are unable to complete your self-assessment, speak to your supervisor or DGS promptly.

Guidance is available in the online GSR Help Centre.

8. Supporting your Studies

For details of student support, see [Student Life and Welfare](#) on the Student Hub.

8.1 Pastoral and Welfare Support

Students often face personal problems, which will almost inevitably affect their academic work. If this is the case for you, you are not alone. It is entirely normal to have issues in your life that impact to a greater or lesser degree on your work. Your first recourse should ordinarily be to your College and Subject Coordinator, but in addition to them, a number of people are available, not necessarily to solve your problem, but to listen to you and advise you on where to turn to for appropriate support.

For welfare issues, in addition to talking to your supervisor, you should first contact your **College welfare team**, and if appropriate your **College nurse, doctor**, or other medical professionals, and/or the central **University's Student welfare and support services** (see [Welfare and Wellbeing](#)). You can also contact the Director of Graduate Studies, and the Graduate Studies team.

Financial difficulty can often be discussed, in confidence, with your **College's senior member** responsible for graduates (**Tutor for Graduates, Senior Tutor, or Dean for Graduates**) and/or a **College welfare officer** or **financial officer**. 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.

For academic difficulties, whether or not connected to other problems, you should speak to your Subject Coordinator or appointed supervisor, and if this is not possible or desirable, your **College advisor**.

Every college has their own systems of support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college. Please let your supervisor know if you are unwell.

Your College **graduate common room** (GCR, MCR or JCR in graduate colleges) will provide both social and welfare support (often including **peer supporters**) as well as intellectual community. Within the Faculty, the officers of the Faculty's Graduate Joint Consultative Committee (GJCC) and of the Graduate Theological Society (GTS) can also provide support through the organisation of academic and social events which bring you together with fellow students.

A range of other services led by students are available to help provide support, including the peer supporter network, the Oxford SU's Student Advice Service and Nightline. For more information visit www.ox.ac.uk/students/shw/peer. Oxford SU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit <https://www.oxfordsu.org/communities/campaigns/>.

The [Disability Advisory Service](#) provides specialist advice for students with mental health disabilities, and for students with other visible and/or invisible disabilities, including sensory or mobility impairment, long-term illness or physical health condition, specific learning difficulties (SpLD) such as dyslexia, dyspraxia or ADHD, or social or communication difficulties such as autism spectrum condition.

The [University Counselling Service](#) assists students who are experiencing psychological stress. Appointments can be made either by calling (2)70300 or by calling in person at their offices (3 Worcester Street); you do not need a referral from your GP or anybody else. The office of the Service is open Monday to Friday from 9am to 5pm throughout the year, except for short periods in the vacations which are publicised on their website well in advance.

[Oxford Nightline](#) is a confidential listening and information service run for students by students. Students can phone free on internal phones, or visit their office at 16 Wellington Square. Nightline can also be contacted by the University's messenger postal service. Telephone: +44 (0)1865 (2)70270.

The University also has a specialist [Sexual Harassment and Violence Support Service](#) whose caseworkers provide free, confidential support and advice to any current student who has been impacted by sexual harassment or violence. See also the University's guidance for [Supporting Students at Oxford: Preventing and Responding to Harassment and Sexual Misconduct](#). Details of the wide range of sources of support available more widely in the University are available from the [Oxford Students website](#), including in relation to mental and physical health and disability. More detail can be also be found in the University's [Common Approach to Support Student Mental Health](#).

8.2 Financial Support

You are expected to have arranged financial support for the course before you arrive in Oxford. The University attaches great importance to the student having sorted this out well in advance, since financial difficulties can become a chronic problem for graduates, and the University has only very limited resources to offer in remedy.

However, graduate students may apply to the Faculty for financial assistance in cases of financial hardship that could not be anticipated, using the [Application Form for Financial Assistance](#). Applicants must ask two referees to email an academic reference on their behalf to the Faculty's Graduate Studies Officer at graduate.studies@theology.ox.ac.uk. Criteria for the awards are:

- Academic Excellence
- Financial hardship due to a change in circumstances or, unanticipated events.

The University also considers applications from students with financial difficulties during the course of their studies. Applications are generally submitted through your college. Details of financial assistance from the central University can be found here: <https://www.ox.ac.uk/students/fees-funding/assistance/oxford>.

Most colleges have general funds available for special purposes (e.g. travel, conferences, language learning) for which their own members may apply. Some will contribute to the cost of producing a dissertation. Some will help fund a final, otherwise unfunded year of a research degree. Some colleges offer Senior Scholarships or Junior Research Fellowships, for which applicants in theology may compete alongside other applicants. A few offer scholarships specifically for theology. Details of general funding opportunities can be found on the Faculty's website: <https://www.theology.ox.ac.uk/funding>.

8.3 Writing Support

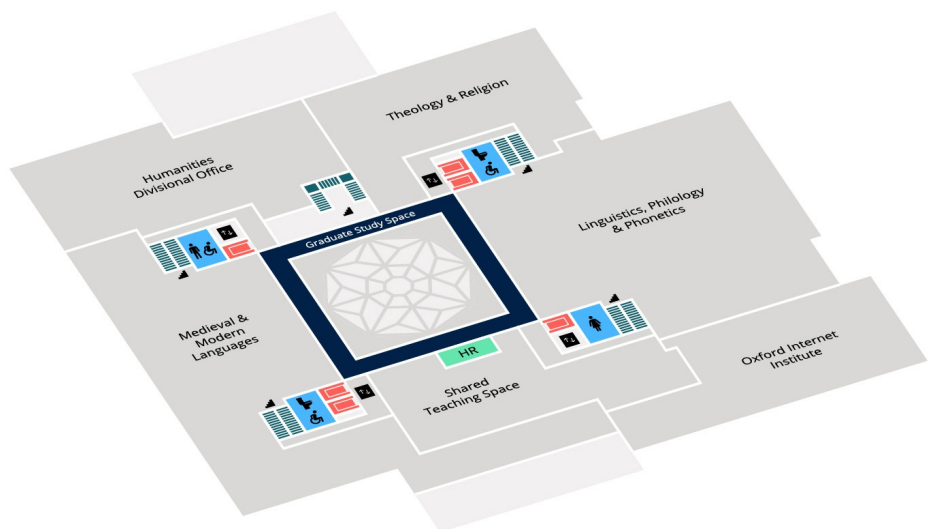
Support for Dissertation and Essay writing skills may be found within the University's [Study Skills and Training pages](#).

8.4 Graduate Student Facilities

The Faculty of Theology and Religion is based in the [Schwarzman Centre for the Humanities](#). Graduate students have access to a number of study areas within the Centre, including open public spaces equipped with desks.

In addition, dedicated graduate study desks are available to book through the Faculty. You can reserve one using the following link: [Graduate Study Desks](#).

- 3 Third Floor**
 Linguistics, Philology & Phonetics
 Medieval & Modern Languages
 Theology & Religion
 Humanities Divisional Office
 Oxford Internet Institute
 Graduate Study Space
 Toilets ♀ ♂ ♿
 Stairs ⬆ ⬇
 Lift ■



8.5 Equality and Diversity at Oxford

The University of Oxford's Equality Policy states that: "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."

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. Visit our [website](#) for further details or contact us directly for advice: equality@admin.ox.ac.uk.

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.

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges as part of the Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: [Harassment Advisory Service](#).

There are also a range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit the EDU's [religion and belief](#) page.

8.6 Services for Students with Disabilities

Colleges are able to provide support and special facilities.

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 Students with Disabilities](#).

Contact details of the Disability Advisory Service can be found here: <https://www.ox.ac.uk/students/welfare/disability>.

The Faculty's Disability Lead (Graduate) is the Director of Graduate Studies. The Faculty's Disability Coordinator is the Education Manager.

An [Access Guide for People with Disabilities](#), giving details about the accessibility of virtually all buildings within the University, is available. 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 extremely important that staff in the Faculty Office are made aware of any special access requirements.

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. Oxford University Library Services has a centre that provides support for students primarily with visual impairment but also 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. The Disability Librarian can be contacted at, 01865 (2)83862, email 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 your tutors and College Doctor as soon as possible after arriving at the University.

Further information can be obtained from the [University Disability Office](#), +44 (0)1865 280459, email disability@admin.ox.ac.uk.

9. Writing an Essay or Dissertation

9.1 Choice of Topic

Students must carefully choose topics for work they intend to submit, particularly for the dissertation, as it requires independent research and is intended to introduce you to scholarly method in one of the different fields of theological or religious study. Therefore, the topic must be carefully chosen and narrowly focused. Care should be taken to avoid undertaking topics that are too vast to be treated in appropriate depth and within the available time for that assessment. **You must consult with your supervisor about the feasibility of what you propose for each specific essay and dissertation. The supervisor has to indicate their endorsement of the title proposal before it is submitted for consideration by the Graduate Studies Committee.**

9.2 Submitting an Essay or Dissertation Title Proposal to the Faculty

See Section above.

Each piece of work should be accompanied by a declaration of authorship. *Please note: All submitted work for taught graduate courses (e.g. the MSt, MPhil, PGDip) should be identified BY CANDIDATE NUMBER ONLY; no names should appear.*

9.3 The Written Work Itself: Some Tips

The approach: After consultation with your Subject coordinator, you might benefit from making an early visit to the Bodleian Library, to look at a dissertation on a topic related to your own or involving

similar methods of treatment.

Composition: It is wise to assume that the actual writing will take longer than you expect. You might suppose that, once the material is collected, composition is a mechanical process. This is seldom the case. Often it is only in the process of composition that the argument, direction, and structure of your project will become clear. Composition can make clear the need for further research and also for revision of work already completed.

Style: The work must be presented 'in a lucid and scholarly manner'. The most important part of the dissertation is the text. The notes, appendices, etc. should support, and not overburden, it. Excessive matter in the footnotes can distract the reader from the main argument.

And avoid cluttering your work with reference to unimportant material. Examiners will not expect you to have read *everything*; they will only expect you to have read *everything important and relevant*.

Length: The regulations about maximum length are intended to encourage strict discrimination in the use of material and economy of expression, and they should be taken seriously. That said, you need not strive to achieve the maximum length: a model dissertation displays as much evidence as is necessary to sustain its argument, in as economical a form as can be managed without loss of weight or clarity.

Details: Students are strongly advised to take great care over English grammar and style. Supervisors should not be expected to give time to correcting such matters. Their concern is properly with academic method, content, and coherence.

Students writing a thesis should consider the following matters: the practice of underlining or italics and the use of quotation marks; the form of abbreviations; the use of capital letters; the form of dates and of references to books and articles; the ordering of footnotes; and the details in the bibliography. The Faculty Board does not lay down regulations covering these points, but you are expected to handle them in a clear, neat and consistent fashion, in conformity with generally accepted practice. Technical vocabulary, where it must be used, should always be carefully explained so that examiners and other readers are left in no doubt about the sense in which the writer is using it.

A good essay or dissertation can be spoilt by lack of attention to detail in the final stages of completion.

The word count does include footnotes and endnotes but not the bibliography or table of contents. An accurate statement of the number of words (excluding the bibliography) should accompany the dissertation. The bibliography is still, however, part of the material examined and a bibliography full of errors can impact a student's overall mark.

Penalties will be imposed for over-long essays or dissertation—usually a reduction in the overall mark awarded for the particular piece of work. Exact details of the penalties are outlined in the Examination Conventions for each course. If you need quote at length from source material in the original language you may gather the quotations in an appendix which would fall outside the word count.

Please note that appendices may NOT be used for commentary or additional prose. Students are advised to consult their supervisors on the use of an appendix. If, for special reasons (e.g., the need to quote at length from unpublished or inaccessible sources), you cannot confine yourself within the maximum word limit, you should apply through your supervisor to the Faculty Board for permission to

exceed it by a stated number of words. Such applications should normally be made not less than three months before the intended date of the submission of the dissertation. Permission is granted only in exceptional circumstances. For MTh and PD Diploma in Applied Theology students, please see your course page for specific information about an appendix.

9.4 Spacing and Pagination

The regulations require that, unless the Board of the Faculty has excused the student from this requirement, a submission must be word-processed with:

- **Margins:** 3–3.5 cm on the left-hand side.
- **Spacing:** main text double-spaced; quotations and footnotes single-spaced.
- **Font size:** font-size 12, using a clear and legible font such as Arial.
- **Pagination:** pages must be numbered consecutively from start to finish, including appendices, etc. Cross-references should include accurate page numbers.

It is your responsibility to ensure that the print of your essay or dissertation is of an adequate definition and standard for legibility, and that guidance is followed to avoid problems at submission.

9.5 Footnotes

Footnotes should normally be placed at the bottom of each page. Notes at the bottom of the page to which they refer are easier to read and check. All footnotes should be typed in single spacing.

9.6 Referencing/Citation Style and Bibliography

Preparation of bibliographies in theses is frequently a source of difficulty and the following further comments are offered. It is wise to record bibliographic details as you go, to avoid difficulties at the end.

The Faculty expects written work to be carefully and consistently presented in accordance with one of several standard styles. The chosen style should govern such matters as spelling, abbreviations, punctuation, quotations, footnotes, bibliographical references and other aspects of scholarly presentation. Students are advised to consult with their supervisors about the standard style most appropriate for them, bearing in mind that some styles entail a higher word count than others.

Students of biblical studies may choose to follow *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, Mass.: Hendrickson Publishers, 1999), which is available for consultation in the Faculty library and on SOLO.

Other students may choose to follow the Oxford style (New Oxford Style Manual [Oxford: Oxford University Press, 2016]) or the Chicago style (Kate A. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations: Chicago Style for Students and Researchers*, Chicago Guides to Writing, Editing and Publishing, 7th edition [Chicago: University of Chicago, 2007]). Students may also use other standard referencing styles, as long as referencing is clear and consistent throughout their submitted work.

The bibliography is a functional part of a submission. It is not a mere list of matter read, nor, *a fortiori*, of matter unread. The bibliography in a thesis should list all sources used. Printed sources should be listed alphabetically, by surname of author.

If appropriate, the bibliography may be subdivided into (a) primary sources and (b) secondary sources, or in a way that best represents the types of sources consulted (e.g. manuscripts).

9.7 Appendices

The upper word limits for essays and dissertations are defined by the Examination Regulations for your course, and are therefore not negotiable. Submissions above the word limit may be penalised by the Examination Board, so it is important that they are closely followed. It is, however, recognised that in some cases there might be sources or references (for example, the original texts of sources which have been translated or an annotated list of source materials) which would be best placed in an appendix that does not count towards the overall word count.

An appendix should not exceed 10-20% of the overall word count of the submission in question, as a general rule, and anything included within it should be for the examiners' reference only. It should not be requested as a means of adjusting the upper word limit. Permission for the use of an appendix must be granted by the Graduate Studies Committee, and you may apply for permission by completing the Microsoft form: [Apply for an appendix for a PGT submitted essay or dissertation](#). Submitting the application for an appendix requires you to declare that you have discussed this in advance with your essay/dissertation supervisor, and that they approve the application.

MTh and PGDip in Applied Theology students should consult their course page for specific information regarding appendices.

Applications must be received **no later than two weeks** in advance of the submission deadline for the relevant essay/dissertation.

10. Good Academic Practice and Avoiding Plagiarism

10.1 Plagiarism

Academic work should strive to excel in two areas: analysis should be clearly structured and rigorously documented, and your referencing should ensure that your scholarly integrity is beyond reproach by readily acknowledging where you refer to the ideas of fellow scholars.

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. For an extensive, binding and regularly updated definition of plagiarism and the seriousness with which the University views the practice, please see the Oxford Student's website [guidance on plagiarism](#).

There are different [types of plagiarism](#) and you should familiarise yourself with each of them. You may benefit from taking an [online course](#) which has been developed to provide a useful overview of the issues surrounding plagiarism and practical ways to avoid it.

If plagiarism is suspected in any of your written submissions, the matter will be referred to the

relevant Director of Graduate Studies (DGS). They will thoroughly investigate the claim and may call you for interview. As part of the investigation, text-matching software such as iThenticate or TurnItIn may be used to scan the thesis. If at this point there is no evidence of a breach of the regulations, no further disciplinary action will be taken although you still may be required to make changes to your thesis.

However, if it is concluded that a breach of the regulations may have occurred, the DGS will refer the matter to the Proctors.

The University has a set policy regarding the use of third-party proof-readers. The details of what is and isn't permitted under this policy can be found [here](#).

10.2 Guidance On AI

The principles that follow are intended to be neither comprehensive nor definitive. This is a rapidly evolving field, and we anticipate that this guidance will be updated at regular intervals. It is also important that it is read in conjunction with the other documents to which it provides links. Students should also refer to their tutors or supervisors on any specific issues regarding the use of AI.

The Faculty cautions students against the uncritical use of generative AI. In particular, the use of AI tools to prepare written texts, will result in texts that will be bland, impersonal, and may contain rogue references (hallucinations, as they are often termed) to non-existent sources or works. It is therefore essential that students approach it as a critical tool, much as they would any other resource. The most important tool however is their own intelligence.

See the following guidance concerning AI:

[The University's Policy for using generative AI in research](#)
[Policy on AI Use in Summative Assessment](#).
[The University's Guidance on safe and responsible use of GenAI](#)
[Student Guidance on Gen AI Tools](#)

As well as specific guidance from the Humanities Division:

[Guidance on the Use of AI by taught students](#)

And the Faculty's AI policy:

[Guidance for PGT students on the use of AI in summative assessments](#)

10.3 Good Academic Practice

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 in the Study Skills and Training section of the Oxford Students Website.

Referencing

The Faculty expects written work to be carefully and consistently presented in accordance with one of several standard referencing styles. The chosen referencing style should govern such matters as

spelling, abbreviations, punctuation, quotations, footnotes, bibliographical references and other aspects of scholarly presentation. Students are advised to consult with their supervisors about the standard referencing style most appropriate for them, bearing in mind that some referencing styles entail a higher word count than others. Please see section 11.6 above for more information and recommendations.

The [Oxford Students Website](#) includes a brief guide to Referencing, including links to helpful websites hosted by other Universities.

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

Comprehensive guidance is available on the [Cite Them Right website](#) (access provided by the Bodleian Libraries - use your SSO).

Style guides are also published and available online from the Modern Humanities Research Association (MHRA) and the Society of Biblical Literature (SBL).

11. Research Ethics

11.1 Research Integrity and Ethics Overview

The University of Oxford is dedicated to the highest standards of research integrity. As set out in its [Academic Integrity in Research: Code of Practice and Procedure](#), it expects all members of the University including staff and students, and those who are not members of the University but who are conducting research on University premises or using University facilities, to observe the highest standards in the conduct of their research.

Policy on the ethical conduct of research involving human participants and personal data
The University of Oxford seeks to protect the dignity, rights and welfare of all those involved in research (whether they are participants, researchers or third parties) and to promote high ethical standards of research. The University achieves this by:

- fostering a culture within the University that embraces the principles set down in this policy and the obligations contained in relevant legislation to protect the rights, dignity and welfare of those involved in research;
- providing ethical guidance that communicates regulatory requirements and best practice, and offering ongoing support and training to staff and students to maintain high ethical standards;
- maintaining a review process that subjects research to a level of scrutiny in proportion to the risk of harm or adverse effect.

All graduate students and academics involved in research involving human participants need to fill in an application to be approved to carry out the research. See: [Faculty Guidance on Research Ethics for PGT students](#).

11.2 CUREC (Central University Research Ethics Committee) Applications

In addition to general training for all research students, project-specific ethical review is required for some research in Humanities, especially for projects involving oral history or use of sensitive material pertaining to living persons (e.g. medical records). The University is committed to ensuring that 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, project-specific ethical review.

If your research involves interviewing people, or using sensitive records of those who are still alive or have living relatives, it will require ethical clearance.

You should discuss any ethical or other (e.g. researcher safety, if your work involves overseas travel) implications of your project with your supervisor at the earliest opportunity. It is your responsibility to ensure you obtain any ethics approval you may need.

Please ensure you follow the guidance for Research Ethics and applications found on [Student Hub](#). **All ethics applications must be submitted via [Worktribe](#).** Further information about Worktribe Ethics is available on the [IT Services Programmes and Projects website](#). A user guide for applicants is also available from this webpage.

Researchers may find it helpful to refer to the following:

[Information about the University's requirements for ethics review](#)

[Research ethics and integrity training](#)

[Resources for researchers preparing an ethics application](#)

[The SSH IDREC and DREC application process](#)

[Departmental Research Ethics Committees](#)

If you are in any doubt about the ethical status of your research and/or the need for clearance:

Discuss the matter with your supervisor.

Contact ethics@socsci.ox.ac.uk or worktribe-ethics@it.ox.ac.uk (Worktribe support).

12. Employment and Finance

12.1 Employment

Full-time students are expected to be **resident in Oxford during Full Term (i.e. weeks 1-8)** until the residence requirements of the degree have been fulfilled, and free to devote a considerable part of the vacation to academic work. The UK's research councils expect students to work on their academic studies for 44 weeks in the year, and this may be taken as a good guideline.

Part-time students (for those courses that offer part-time study) are required to attend for a minimum of thirty days of university-based work each year, to be arranged with the agreement of the Subject Coordinator, for the period that their name remains on the Register of Graduate Students, unless individually dispensed by the Graduate Studies Committee of the Theology Faculty Board. It is imperative that part-time students keep in regular contact with their Subject Coordinator and College advisor or tutor throughout their studies.

Graduate students should ensure that any paid work does not interfere with the commitment of time required for their course. Students wishing to begin or continue with paid work are encouraged to speak to their Faculty in advance. They are also encouraged to speak with their employer to ensure that any

study leave requirements may be accommodated.

The Subject Coordinator should always be informed beforehand if you propose to be absent for a significant period of the term or to engage in activities in vacation which will restrict the amount of academic work that can be done. The Subject Coordinator should offer advice on whether this will interfere with academic progress, and this advice should be taken seriously. The Subject Coordinator will normally mention such circumstances in the termly report.

Paid employment during statutory residence must be limited to a reasonable 'spare-time' undertaking. If employment is to occur during term, or if it is likely to occupy more than a week or two of the vacation, the Subject Coordinator should be told, and given the opportunity to advise on whether it will interfere with academic work.

12.2 Funding

See Financial Support in **Section 9.3** above.

Details of general funding opportunities, including scholarships and other funds, can be found on the [Faculty's website](#) and on the [University's website](#).

See also the details for funding on your College's website.

The University's [Committee on Student Hardship](#) considers applications from students with financial difficulties during the course of their studies. Applications are submitted through the college.

13. Application for DPhil after a Faculty Master's Programme

If you are currently studying for a Master's degree at Oxford and wish to continue on to a doctoral programme without a break in your study, you can apply for readmission via the [graduate application form](#). You will find a link to the application form and the authorisation code you require in order to submit an application for readmission in [Student Self-Service](#). When you start to complete a new application form you will need to select your "Application Type" from a dropdown menu. Please select "Readmission". You do not need to pay an application fee to submit a readmission application. Information for continuing students can be found in the [Application Guide](#).

Please note that all applicants accepted onto the DPhil programme are initially enrolled as Probationer Research (PRS) students. Those who have already completed one of the Faculty's MPhil programmes, and have already commenced work on their doctoral dissertation, may be directly admitted to DPhil status, if approved by the Graduate Studies Committee (thus waiving the Transfer process). However, this should not be assumed, and will be reviewed on a case-by-case basis. Progression to DPhil status is normally subject to successful Transfer of Status.

Supporting materials

You will be required to provide the supporting materials for your programme of study when submitting your application form. For guidance on supporting materials please refer to the current [Application Guide](#).

Standard list of supporting materials:

- Research proposal/supporting statement
- Academic record: transcript
- Current curriculum vitae
- Two pieces of written work
- Three references
- English Proficiency score/Test Certificate if English is not your first language

Deadline

You should ensure that your readmission form and all supporting materials, including your references, are submitted via the online application form in time to meet the application deadline for your chosen programme. The Theology and Religion Faculty uses the early January Application Deadline for DPhil applications.

Late or incomplete readmission applications will not be considered.

Break in study between Master's degree and DPhil:

If there is any break in your study (even if it is only for a term), you will not be able to use the readmission form; you must complete the standard graduate application form and you will be required to pay the application fee.

14. Further Opportunities

14.1 Language Tuition

Language Centre Course - Priority Funding

If you need to learn a language to support your studies, you can ask your college your department/faculty (if you are a postgraduate) to sponsor you via the Language Centre's Priority Funding scheme. This means that you do not pay for the course yourself and that your application will take priority over other learners. Examples of a Priority Funding application would be students needing to read texts in the target language, to undertake fieldwork or to take an internship in a country where this language is spoken.

The Faculty will provide funding for one priority language course for up to one academic year. Funding will not be provided for more than one language course taken within the same academic year.

The application process has two parts:

- Please complete the [Language Centre's Priority Funding Application Form](#) if you are completing the course through the Language Centre. You will need the name and email address of your tutor/supervisor. We recommend you discuss your need for the course with your tutor/supervisor before completing the form. If your tutor/supervisor supports your application, this will be forwarded to the relevant financial signatory at your college/department.
- Please list the following contact as the financial signatory on your application: Chantal Galvan (graduate.studies@theology.ox.ac.uk)
- Once both have approved your request, you will be booked onto the course by a member of

the Language Centre admin team and you will then receive an automated confirmation email. Please do not enrol yourself onto the course.

All other language learning

The Theology and Religion Graduate Studies Committee has been allocated a small sum of money, for which research students can apply for tuition in languages relevant to their studies if tuition is not available for free via the University Language Centre.

To apply for this funding (normally up to a maximum of £200 per student in any given academic year), please download and complete the form and submit it to graduate.studies@theology.ox.ac.uk.

Applications must be submitted by the following dates during Michaelmas, Hilary, and Trinity Terms for consideration by the Graduate Studies Committee:

Monday, Week -1 (Monday before Week 0), or Monday, Week 4

14.2 Travel Grants

The Faculty encourage graduate students to make visits abroad, familiarise themselves with library resources, make contact with scholars in their field, and attend conferences (particularly if giving a paper). Travel grants are available to Theology and Religion graduate students.

Normally grants may be made up to a maximum of £750 per student in any given academic year. Applications for funds in excess of £750 will only be considered in very exceptional circumstances.

Your college may also be able to help with funding for research travel.

To apply for this funding you should complete the application form, which can be downloaded from the Faculty of Theology and Religion's Student Hub, and submitted to Graduate Studies (graduate.studies@theology.ox.ac.uk) by the Monday of - 1st or 4th week in any given term, for consideration by the Graduate Studies Committee in 1st or 6th weeks respectively.

Any award granted will be subject to notification of funding received or to be received from other sources (College etc.). Applications will **not** normally be considered retrospectively and should be made in advance of the date of travel. Further comprehensive information regarding the terms of the Travel Grant scheme can be found on the application form.

Please note that in the case of a successful application, **funds will not be released** by the Faculty unless you can provide proof of valid Travel Insurance. You will also be required to complete a risk assessment form by the Faculty.

Students are also strongly advised to monitor the Foreign & Commonwealth section of the UK Government website for information on their destination in advance of travelling: <https://www.gov.uk/foreign-travel-advice>. Details regarding the University's travel insurance policy is available here: [Travel Insurance | Finance Division \(ox.ac.uk\)](#)

14.3 Lectures and Classes

Termly lecture lists are detailed on Student Hub, usually the week before each full term (week 0).

The lists for other Faculties, such as History, Philosophy, or Classics, are available on their respective webpages. The Oxford University Gazette (The University 'newspaper') contains details of special lectures, scholarships, dates of examinations, academic jobs and junior research fellowships at Oxford and Cambridge. The Faculty also has a weekly email which details upcoming seminars, lectures, and conferences.

Guidance on participation in Faculty classes

The Faculty offers different categories of class or seminar provision for taught postgraduates, and it is important to distinguish between them as the differences have implications for student access and participation.

Research seminars

These seminars typically include a presentation from a research student or senior scholar on current research, followed by discussion, are generally open to graduate students in the Faculty of Theology and Religion at every level. It would be advisable to contact the relevant seminar convenor in advance if you intend to join. All Faculty subject or course-based seminars are included in the postgraduate Lecture List, but the Faculty bulletin sometimes contains information about theological seminar series at colleges, which are not publicised through the lecture lists. Please take note of any registration requirements.

Core classes for taught programmes

These classes are specifically tailored to the needs of Master's or Undergraduate students enrolled on particular programmes. Access to core classes by those who are not enrolled on the relevant programme is not automatic. Class convenors may make a judgment that allowing additional class members to join would not be pedagogically beneficial for those for whom the sessions are designed.

If access is permitted, the following conditions usually pertain:

- The student wishing to attend should contact the class convenor before the classes have started.
- Class participants should commit themselves to attending each session as far as possible.
- Class participants should commit to reading the set materials.

There will be situations in which DPhil students wish to attend classes for particular reasons, for mentoring or professional development. If this is the case, access is still at the discretion of the class convenor, but students should make clear their reasons for wishing to attend and ask their supervisor to write a note of support.

Language or set text classes

The Faculty offers a number of language classes. These fall into two sub-categories:

General language classes: open to all graduate students in the Faculty and usually include beginners' and intermediate level study.

Reading or set text classes: designed for examination preparation for specific programmes, and for those wishing to attend who are not enrolled on those programmes, the same principles apply as for Core classes above.

14.4 Graduate Theological Society (GTS)

The Graduate Theological Society (GTS) is the society for postgraduate students in Oxford's Faculty of Theology and Religion. The GTS committee aims to strengthen intellectual and social engagement across the Faculty's graduate community and organizes a number of events each year. All postgraduates in the Faculty of Theology and Religion are members of the Graduate Theological Society.

14.5 Student Representation and Feedback

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

www.ox.ac.uk/students/life/student-engagement. The Faculty also conducts a termly survey of postgraduate students with questions designed to continually improve our postgraduate offerings. The feedback given in surveys is discussed at GSC and GJCC.

The Graduate Joint Consultative Committee (GJCC) consists of elected representatives of the graduate student body (elected each Michaelmas Term), the Faculty Board Chairman and the Director of Graduate Studies. It meets once each term in week 4, and is intended to keep graduate students informed of developments that affect them, as well as to offer an opportunity for addressing their concerns. GJCC members also serve as representatives on key Faculty Board committees. Please check emails, the Student Hub, and Graduate student Facebook group for useful information from the GJCC.

14.6 Training and Professional Development

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 (often incorporating professional body requirements) 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 expand your 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](#).

14.7 Humanities Division Resources

Training provided and promoted by the Humanities Division is designed to complement and supplement subject-specific and generic training provided through your faculty, and training opportunities provided by the Language Centre, Computing Service, Library Service and Careers Service.

Humanities Researcher Development and Training Programme:

The Humanities Researcher Development & Training Programme offers a wide range of interactive workshops, events, resources and opportunities to support your personal and professional development.

We are here to help you:

- Complete your research on time and to a high standard.
- Think about what you are going to do afterwards.

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

Our programme is organised into four training pathways. Together, they encourage you to build skills that strengthen both your research and your personal development.

- Preparation for Academic Practice Pathway: Resources to support all aspects of your development as a researcher, from writing book proposals to preparing for the DPhil viva
- Public Engagement with Research Pathway: Skills and tools to enable researchers to communicate, collaborate and inspire beyond the academy. Workshops include storytelling, Presentation Delivery Skills and How to Organise a Conference
- Teaching Pathway: Supports Humanities researchers who are currently teaching (or intend to teach) at Oxford
- Career Confidence: Resources and opportunities tailored to the interests, skills and preferred career destinations of Humanities researchers.

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

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

Other training opportunities include the following:

- [Advancing Teaching and Learning](#) accredited teaching programme provided in conjunction with the Oxford Centre for Teaching and Learning
- Preparing for the DPhil Viva.
- Journal Article Publishing workshop.
- Organizing conferences.
- Preparation for Academic Practice.
- Graduate Poster Competition.

- Public Engagement Summer Schools.
- Entrepreneurship.
- Digital Humanities.

Find out more about graduate training in the Humanities and see an up-to-date list of events at: [Researcher Development and Training](#)

A wide range of information and training materials are available to help you develop your academic skills including time management, research and library skills, referencing, revision skills and academic writing through the [Oxford Students](#) website.

14.8 Faculty Resources

Professional Development

The Faculty's Director of Graduate Professional Development is [Dr Rachel Cresswell](#). With the support of the Director of Graduate Studies, Dr Cresswell organises a regular programme of training in subject-specific and transferable skills.

The training takes the form of lunchtime workshops held in the Faculty, aimed at equipping you with the necessary skills for success in your graduate studies and supporting you as you prepare for the next steps. Workshops include topics such as:

- **Getting into...**the DPhil/PhD
- **Getting through...**Transfer/Confirmation of Status
- **Getting ahead...**in the academic job market
- **Getting published...**for academic and popular audiences

Right to Work checks for students

Please be aware that the Faculty is required to undertake checks for anyone who will be working for the Faculty before the work takes place. This applies to any teaching, research assistance, or other paid work undertaken by students. If you are asked to undertake any work for which you will be paid by the Faculty, please get in touch with the Head of Administration and Finance by emailing haf@theology.ox.ac.uk at the earliest opportunity.

14.9 Other Resources

The [Humanities Division Researcher Development Support](#) has a well-established programme of training and support, as well as a dedicated [Humanities Training Officer](#), who is available for advice and support.

[Oxford's Careers Service](#) has a sophisticated database of training and employment opportunities, and offers consultations, seminars and advice.

[Oxford's IT Services](#) have an impressive programme of free and very affordable courses in IT skills, ranging from basic proficiency to work with databases, professional software, and programming languages.

[Oxford's Language Centre](#) offers university students and staff courses in twelve languages and

independent study resources for 140 further languages.

The Centre for Teaching and Learning mainly offers career development courses for staff, but also provides some resources for graduate students.

The Bodleian Library (<http://libguides.bodleian.ox.ac.uk/workshops>) offers free workshops and resources on all things related to information management, analysis and publication.

14.10 Working in the UK after your Studies – The Graduate Route Visa

The Graduate Route visa is an opportunity to apply for a visa to remain in the UK to work or look for work if you have completed an undergraduate degree, PGCE or masters degree, or a DPhil.

From the 1 January 2027, the standard Graduate visa duration for Bachelor's and Master's graduates will be reduced from 24 months to 18 months. Doctoral graduates will remain eligible for a 3-year visa.

How long you can stay

A Graduate visa lasts for:

2 years if you apply on or before 31 December 2026

18 months if you apply on or after 1 January 2027

If you have a PhD or other doctoral qualification, it will last for 3 years.

Your visa will start from the day your application is approved.

Please visit the following website for more information: <https://www.gov.uk/graduate-visa>

Please refer to the University's information on the Graduate Route Visa for FAQs and instructions about how to apply. If you have any questions please contact the Student Immigration team. You will need to have successfully completed your qualification before you apply i.e. received your official results/leave to supplicate. The Home Office also requires the University to report online when all visa holders have successfully completed their studies, in case you wish to apply for this visa, and the Student Immigration team will run a report every Friday throughout the year for this purpose. You will receive an email on the Friday of the week you have received your results/leave to supplicate, to confirm this has been reported to the Home Office. You should wait until you have received this email confirmation before you apply for the Graduate Route. Remember that you can only apply from within the UK and you need to still have a valid Student visa (previously 'Tier 4' visa).

15. Complaints and Academic Appeals

15.1 Complaints

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

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

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the OUSU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of those sources before pursuing your complaint. General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the Faculty's committees.

If your concern or complaint relates to teaching or other provision made by the Faculty, then you should raise it with the Director of Graduate Studies. Complaints about departmental facilities should be made to the Head of Administration and Finance. If you feel unable to approach one of those individuals, you may contact the Faculty Board Chair. The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

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

15.2 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. **Academic appeals** concern the outcome of examinations and follow a different process from **complaints** about teaching and supervision.

You should discuss your concern in the first instance with your supervisor and College advisor/ Tutor for Graduates. If you want to lodge an appeal, this has to be brought **via your College** to the Proctors' Office, not via the Faculty. This is primarily because Oxford separates teaching and examination. **Please note that on no account should you raise your concerns directly with those who have examined your work.**

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

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are described on: the [Proctors' webpage](#) and the relevant [Council regulations](#).

Please remember in connection with all the academic appeals that:
The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.

The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is

evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.

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

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

Please note that there is an important difference between making a **formal complaint** (about your experience as a student, treatment by others, etc.) and lodging an **academic appeal**.

15.3 Harassment

As noted above, colleges and faculties have appointed Harassment Advisers within a network of such advisers organised centrally. The University's [Harassment Advisory Service](#) is available on the EDU website.

Please find more information about Preventing and Responding to Harassment and Sexual Misconduct on the [Student Hub](#).

16. Appendices

Fieldwork

See: <https://safety.admin.ox.ac.uk/fieldwork>. Additional guidance for fieldwork and travel may be found on the [Faculty's Student Hub](#).

All students travelling abroad as part of their studies should complete one of two documents, returning a copy to their supervisor prior to departure. A copy of the relevant document(s), including a signature from the supervisor and student, should also be submitted to the Faculty Office prior to departure. The **Travel Itinerary** should be filled in by anyone travelling abroad to conferences, or to conduct library- or archive-based research in countries that the Foreign and Commonwealth Office (F.C.O.), www.gov.uk/government/organisations/foreign-commonwealth-office regards as safe ('no travel restrictions in place'). The more detailed **Risk Assessment** should also be completed, alongside an itinerary, by anyone conducting fieldwork abroad, or travelling to a country where F.C.O. travel restrictions are in place.

The relevant documents (**Travel Itinerary**, **Risk Assessment** and **Guidance**) can be found in the Theology and Religion PG Information section on Canvas.

Further information about travel abroad, including details of safety courses run by the university for this purpose, can be found in the **Guidance** document. For any queries or guidance relating to travel abroad or any of the documents mentioned, please contact: haf@theology.ox.ac.uk

Other University Policies and Guidance

All policies can be found on the [University website](#)

[University's Health and Safety Policy](#)

University Equality Policy

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, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation. Visit our website for further details or contact us directly for advice: <https://edu.admin.ox.ac.uk/home#/> or equality@admin.ox.ac.uk. The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: <https://edu.admin.ox.ac.uk/harassment-advice#/>

There is 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/faith-societies>

Safety and Supervisor Responsibilities

[University Policy on Data Protection](#)