



**FACULTY OF THEOLOGY AND RELIGION**

# **Handbook for Postgraduate Taught Students**

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2023-24

MSt, MPhil, PGDip, MTh/PGDip Applied

# Foreword

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This handbook applies to students starting the Faculty of Theology and Religion's Postgraduate Taught courses in Michaelmas Term 2023. The information in this handbook may be different for students starting in other years.

Examinations at Oxford are governed by [Examination Regulations](#), which are published annually in early October. **If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations.** If you have any concerns please contact the Graduate Studies and Examinations Administrator: [graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk).

A copy of each of the Faculty's handbooks, course pamphlets and forms can be found via the [Canvas site](#) for your course. Other key sources of information are the [Faculty website](#) and the University's [Oxford Students website](#). Please be aware that the colleges have their own handbooks, which are available on college websites.

<i>Version</i>	<i>Date</i>	<i>Change</i>
1.0	22-09-2023	

## Disclaimer:

The Examination Regulations for these courses are available at: <https://examregs.admin.ox.ac.uk/>. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Studies and Examinations Administrator ([graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk)).

The information in this handbook is accurate as at 22nd September 2023. It may, however, be necessary for changes to be made in certain circumstances, as explained here: <https://www.ox.ac.uk/admissions/graduate/courses/changes-to-courses>.

If such changes are made, the department will publish a new version of this handbook together with a list of the changes and students will be informed.

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# WELCOME

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This handbook is intended to provide an orientation, and to point you to some of the resources in the Faculty, your college and the wider university, which you can draw upon in order to make best use of your time as a graduate student. In addition to this, you should also consult the current Examination Regulations, which contains full and authoritative details of the syllabus and other requirements for your degree programme (please see your specific course pamphlet). Examination regulations will be available in early October 2023.

If you have problems or questions, please do not hesitate to ask for help from those involved in graduate studies in Theology and Religion. The following pages will give you further details of those from whom appropriate advice may be sought.



*“As Director of Graduate Studies in Theology and Religion, I would like to extend a very warm welcome as you arrive at Oxford. I hope that you will soon feel part of the graduate community in the Faculty, and settle into your programme of study.”*

*Dr Sarah Apetrei*

**Dr Sarah Apetrei** will be until 1<sup>st</sup> November 2023 the Director of Graduate Studies, Disability Lead, and Welfare Lead for the Faculty, and will until that time be, in addition to the Graduate Studies Administrators, your supervisor and course coordinator, a main point of contact in the Faculty for queries related to your academic progress.

# 1. REGISTRATION, PEOPLE, PLACES, AND INSTITUTIONS IN OXFORD

Oxford is a large, complex and diverse university, and although you will soon find your way around, it can be somewhat daunting at first. Here are some of the key people and locations with which you should familiarise yourself, as well as a very brief account of the institutional arrangements which support graduate work.

Information about the Faculty can be found on [www.theology.ox.ac.uk](http://www.theology.ox.ac.uk). This handbook and other resources for graduate students are available on [Canvas](#).

## 1.1 REGISTRATION

### 1.1.1 Registration and Student Self Service

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

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

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

### 1.1.2 University Card

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

### 1.1.3 Email

Once your registration details have been processed, you will be provided with information to enable you to access email and other online IT facilities. The IT Services Self-Service Registration (<https://register.it.ox.ac.uk>) enables management of various accounts, including email. The University email service (known as Nexus) can be accessed via a Web browser (<https://owa.nexus.ox.ac.uk/>), a mobile device, or an email client such as Outlook or Thunderbird. IT Services provides further information about the Nexus365 email service at [www.it.ox.ac.uk/welcome/email](http://www.it.ox.ac.uk/welcome/email).

### 1.1.4 Computing

Most colleges have a computer room with software for word-processing and other applications, connections to the central University machines and the Internet, and printers. Provision is also made for the use of personal laptops.

The Philosophy and Theology Faculty Library provides a number of networked PCs to allow users to access online e-resources, including subscription-based databases, e-journals and the internet. In addition, there is a PC available with word-processing and other software packages in one of the reading rooms. Printing is available from all PCs. Laptop computers may be used anywhere in the library. [Wi-Fi access](#) is available in the Faculty Library as well as in the Bodleian.

Personal laptop computers may be used in the Graduate Workspace on the second floor of the Gibson Building, which contains a printer.

[IT Services](#) are at 13 Banbury Road, Oxford OX2 6NN (Telephone 01865 273200). The building is open Monday to Friday 8.30am–5.30pm (University Card required for entry after 5.30pm).

Graduates have access to the following:

- Courses on a wide variety of IT topics and training for the European Computer Driving License (ECDL).
- Help Centre for assistance with OUCS user accounts, IT problems etc.
- Open-access terminals.
- Shop for purchase of computers, software, cables, consumables etc.

You are also welcome to follow the [Facebook site for postgraduates in Theology and Religion](#) and use it to keep in touch with fellow students and Faculty staff.

### 1.1.5 Canvas and Student Hub

[Canvas](#) is an excellent source of information. You will find useful forms and other useful information relating to your course in the specific course sections visible to you on the site.

The Faculty also has a Student Hub on SharePoint, with general information about the Faculty and live news about events and opportunities. As this is being set up, a link is not yet available but will be released at the start of term. Please contact our Communications Officer at [claire.macleod@theology.ox.ac.uk](mailto:claire.macleod@theology.ox.ac.uk) for further information.

### 1.1.6 Dates of term

The academic year at Oxford University runs from October to June. The year (2023-24) is divided into three Full Terms, Michaelmas (autumn), Hilary (spring), and Trinity (summer).

Full term lasts 8 weeks, Graduates often meet with supervisors or attend faculty events in the week before full term ‘0<sup>th</sup> Week’ or the week after full term ‘9<sup>th</sup> Week’. The Oxford University pocket diary divides the year into terms and weeks of term.

<b>Michaelmas 2023</b>	Sunday, 8 October	Saturday, 2 December
<b>Hilary 2024</b>	Sunday, 14 January	Saturday, 9 March
<b>Trinity 2024</b>	Sunday, 21 April	Saturday, 15 June

## 1.2 PEOPLE

### 1.2.1 Your Supervisor

All students are assigned a supervisor or, for Postgraduate Diploma students, a Director of Studies, by the Faculty Board. If you are on one of our postgraduate taught programmes, the supervisor 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 the supervisor.
- If you are studying for a taught graduate course, you can expect to meet your supervisor at least once each term, in addition to any teaching which may be offered by the supervisor.
- Your supervisor is 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 supervisor is responsible for advising on all aspects of academic work, including attendance at lectures and classes.
- On rare occasions, students and supervisors find it difficult to work together, and you may wish to change supervisor. 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 supervisor is on sabbatical leave, the Faculty Board may arrange alternative supervision, unless the supervisor has agreed to continue to be available to graduate students.

### 1.2.2 College Tutor for Graduates and your College Advisor

Your college will have a Tutor for Graduates (sometimes the Senior Tutor), who has overall responsibility for graduate members of the college. Some colleges also assign a College Advisor to each graduate student. (The College Advisor is not to be confused with the Faculty supervisor. His or her role is not to supervise the student’s research, but to be a source of independent counsel, should that be needed.) Colleges review the progress of each student through the termly report submitted by the supervisor, and

through termly or yearly 'collections' (interviews with a college official, often the Head of House). 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. Colleges are also responsible for collecting fees.

### **1.2.3 Director of Graduate Studies**

The Director of Graduate Studies is currently Dr Sarah Apetrei, based at the Faculty of Theology and Religion, and is available to help where appropriate in matters related to your academic progress and wellbeing. The Faculty's Director of Graduate Studies (DGS) has responsibility for graduate students in Theology and Religion. Please contact Dr Apetrei if you have questions or concerns in your early weeks. (Email: [sarah.apetrei@theology.ox.ac.uk](mailto:sarah.apetrei@theology.ox.ac.uk)). Please note that from 1<sup>st</sup> November 2023 Dr Apetrei will no longer be DGS; information will be available about the successor in due course. Your supervisor and subject coordinator should be able to address most queries relating to your academic progress, or for more serious concerns, please contact the Faculty Board Chair, Prof. William Wood ([chair@theology.ox.ac.uk](mailto:chair@theology.ox.ac.uk)).

### **1.2.4 Graduate Studies Administrator (Humanities Division Graduate Office)**

The Graduate Studies Administrator in the Humanities Division Graduate Office is Nick Fowler, and he deals with most 'on-course' graduate studies matters, including applications for suspension of status, and acts as secretary for the Graduate Studies Committee (GSC). The Graduate Studies Administrator is based at the Humanities Division Graduate Office, Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG (email: [tr.graduate@humanities.ox.ac.uk](mailto:tr.graduate@humanities.ox.ac.uk)).

All Graduate Studies application forms for 'on-course' matters are available online at <https://www.ox.ac.uk/students/academic/guidance/graduate/progression> and should be returned to the Graduate Studies Administrator. **Please note that you are not expected to contact the Director of Graduate Studies directly to sign GSO forms;** it is the role of the Graduate Studies Administrator to arrange for this once the relevant application is complete and has been countersigned by your supervisor and/or college.

### **1.2.5 Graduate Studies and Examinations Administrator (Theology and Religion Faculty Office)**

The Graduate Studies and Examinations Administrator in the Faculty Office is Mary-Grace Costello, and she is primarily responsible for graduate admissions, but also acts as secretary for the Graduate Joint Consultative Committee (GJCC). The Graduate Studies Administrator is based at the Theology and Religion Faculty Centre, Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford OX2 6GG (email: [graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk); telephone [2]70714).

Routine enquiries about matters not covered by the Graduate Studies Administrator in the Humanities Division may be addressed to the Graduate Studies Administrator in the Faculty Office in the first instance.

### **1.2.6 Faculty Librarian**

The Faculty's Librarian is Dr Hilla Wait ([hilla.wait@bodleian.ox.ac.uk](mailto:hilla.wait@bodleian.ox.ac.uk)), and she is based at the Faculty Library at Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road.



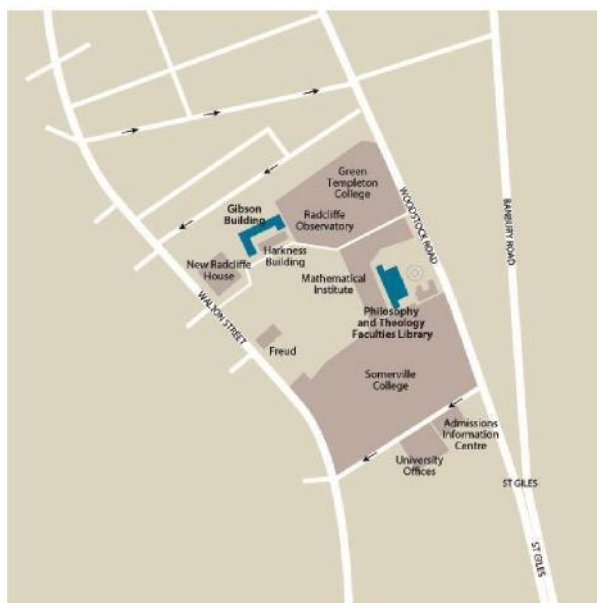
## 1.3 PLACES

As part of finding your way around Oxford, you will need to locate:

- Your college, which will have a college office for routine business; correspondence from the Faculty will be sent to you at your college address;
- Your supervisor's office (whether in college or the Faculty Centre);
- The Faculty Library at Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, which has a study room specifically for graduate use;
- The Faculty Centre at the Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, which has a common room and workspace for student use during term time;
- The Bodleian Library, and any other specialist libraries you may require;
- The Language Centre, 12 Woodstock Road, which provides courses and self-teaching facilities in major European languages, most of which are free to members of the University;
- IT Services, 13 Banbury Road, which provides courses and self-teaching facilities, as well as a shop. Further information can be found on the IT Services website ([www.it.ox.ac.uk/](http://www.it.ox.ac.uk/)).

### 1.3.1 Faculty Office

The Theology and Religion Faculty Office is based on the second floor of the Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, OX2 6GG. The Faculty Office hours are from 9am to 5pm Monday to Thursday and 9am to 4pm on Friday.



The Faculty of Theology and Religion has some dedicated study space for graduate students. The Graduate Workspace has 11 carrels, five of which are allocated to specific students for a period of up to a year at a time. Dedicated carrels are allocated on the basis of need using criteria set out by the Graduate Joint Consultative Committee. The remaining carrels are available as hot desks. Locker space is also available. An invitation for applications for a reservable student carrel and application form is circulated annually by email, early in Michaelmas Term. Please note that access to the workspace, and the availability of carrels, may be restricted at times if there are public health concerns.

Please contact the Head of Administration and Finance at [haf@theology.ox.ac.uk](mailto:haf@theology.ox.ac.uk) if you have any queries regarding access.

### 1.3.2 Libraries

The [Philosophy and Theology Faculties Library \(PTFL\)](#) is based at the Radcliffe Humanities site, on Woodstock Road, and it has a study room specifically for graduate use. Its opening hours are as follows:

Term-time: Monday - Friday (weeks 0-8), 9.30am-7pm, Saturdays (weeks 0-8), 10am-4pm

Vacations: Monday - Friday, 9.30am-5pm

Information is available on the PTFL website at [www.bodleian.ox.ac.uk/libraries/ptfl](http://www.bodleian.ox.ac.uk/libraries/ptfl)

The [Bodleian Library](#) is the University's main reference library. For the opening hours of the old reading rooms and Bodleian's other libraries, see <https://www.bodleian.ox.ac.uk/libraries#/>. The vast majority of the Bodleian's holdings (8 million items) are held in closed-access bookstacks. Works may be ordered from the stack to many of the libraries in the Bodleian Group (including the Philosophy and Theology Faculty Library), but delivery time is *at least* two to three hours (more likely to be 24-48 hours) so advance planning is recommended. You must show your University Card to gain access to any part of the Bodleian. No books may be borrowed from the Bodleian.

There are over 100 separate libraries within the University, some of which will contain holdings that are of relevance to your studies. Other libraries with particularly interesting holdings are the Leopold Muller Memorial Library (Biblical Studies, Judaism, Islam etc.) in the Oxford Centre for Hebrew and Jewish Studies, the Sackler Library (Biblical Archaeology, Classics etc.), and the library in Pusey House.

For more information on the Bodleian Group of Libraries see [www.bodleian.ox.ac.uk](http://www.bodleian.ox.ac.uk).

## 1.4 INSTITUTIONS AND COMMITTEES

Like every other student of the University, a graduate student is a member of both a college and a faculty. Colleges are responsible for the general welfare of graduate students, and may provide other services (as outlined above); the Faculty is responsible for the examination of your university degree, for advice regarding its content and for the appointment of supervisors. It is the college, however, which presents you for the degree; any requests for special provision, and any appeal to the Proctors after the examination has taken place, must be sponsored by the college.

The Faculty of Theology and Religion consists of all those who hold University posts (professors, readers and lecturers), fellows and lecturers of colleges and permanent private halls, and others, including staff of other institutions and members of other faculties who play a role in teaching or research in Theology and Religion.

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 2023-24 is Professor William Wood and the Secretary is the Head of Administration and Finance, Lisa Driver Davidson. The Board meets twice per term, and decides on most matters of policy within the Faculty, including curricular matters. It has several committees, including the Undergraduate Studies Committee and the Graduate Studies Committee. The Board is also responsible for approval of admissions and of examiners' reports.

### 1.4.1 Graduate Studies Committee

The Theology and Religion **Graduate Studies Committee** (GSC) is a standing committee of the Theology and Religion Faculty Board. It **meets on Tuesday of weeks 1 and 6** of every term, and is chaired by the Director of Graduate Studies, who reports its deliberations to the Faculty Board in weeks 3 and 8. The function of this committee is to advise the Board on all matters concerning graduate studies, and especially:

- applications for admission;
- appointment of supervisors;
- applications for transfer of status;
- applications for confirmation of status;
- appointment of examiners for research degrees;
- reports from supervisors, and other matters concerning student progress;
- reports from examiners.

All applications and any other business go through the Graduate Studies Committee. Any items for the Committee's consideration should reach the Graduate Studies Administrator in the Humanities Division no later than a week in advance of each meeting, i.e. **Tuesday of weeks 0 and 5**, to be considered at meetings in weeks 1 and 6 respectively. Your supervisor and your college will help you with any official applications that you need to make. Most pieces of routine business (e.g. applications for dispensation from residence, suspension of status) are handled by filling out forms, which can be accessed from the following website:

<https://www.ox.ac.uk/students/academic/guidance/graduate/progression> .

**Please note that you are not expected to contact the Director of Graduate Studies directly to sign GSO forms;** it is the role of the Graduate Studies Administrator in the Humanities Division to arrange for this once the relevant application is complete and has been countersigned by your supervisor and/or college.

#### **1.4.2 Graduate Joint Consultative Committee**

The Graduate Joint Consultative Committee (GJCC) consists of elected representatives of the graduate student body, 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. It suggests student representatives for key Faculty Board committees. The Graduate Studies Administrator in the Faculty Office is the Secretary to the Committee. Please check your emails, the Student Hub, and the [Facebook group](#) for useful information from the Graduate Reps.

#### **1.4.3 Proctors**

The Proctors are the University officers whose remit includes the maintenance of discipline and the conduct of examinations. Section 6 explains where to find the procedures for complaints and appeals in examination matters. Approaches to the Proctors should be made through your college.

### **1.5 AIMS AND OBJECTIVES OF THE FACULTY OF THEOLOGY AND RELIGION**

The Faculty of Theology and Religion shares the University's general aims as found in its Strategic Plan 2018-23, which can be found at: <https://www.ox.ac.uk/about/organisation/strategic-plan-2018-23>

### **1.6 THE STUDENT/FACULTY COMMUNITY**

Graduate students occasionally experience a measure of isolation in a large institution, and it is important to build in opportunities for regular contacts:

- with fellow students, whether in the Faculty or your college;
- with your supervisor;
- with those responsible for teaching you;
- with your College Advisor;
- by participating in graduate seminars, attending lectures and other events organized by the Faculty and colleges. You must find out which graduate seminars you are required to attend in your area of study.

Towards the end of each term you will be invited to submit a confidential self-report to via the online [Graduate Supervision Reporting](#), outlining your progress, and inviting you to discuss any problems you may have encountered.

### **1.7 ADVICE AND SUPPORT**

Advice and support with problems or queries that concern standard academic procedures and regulations are usually most readily available from your supervisor or from the Graduate Studies Administrator in the Theology and Religion Faculty Office ([graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk)). Your College Advisor or Tutor for Graduates will also be able to advise you. Questions about non-standard

matters may be directed to the Director of Graduate Studies. 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.

The University Counselling Service ([www.ox.ac.uk/students/shw/counselling/](http://www.ox.ac.uk/students/shw/counselling/)) is available to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential (non-emergency) service. Telephone: +44 (0)1865 270300.

Oxford Nightline (<https://oxford.nightline.ac.uk/>) 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 colleges and University provide a range of academic and pastoral support services.

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 or otherwise unable to attend a lecture or tutorial.

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.

### **1.7.1 Student societies**

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 organises a number of events each term details of which will be sent via email and available in the Facebook group. All postgraduates in the Faculty of Theology and Religion are members of the Graduate Theological Society.

There are many other student societies to choose from, there is bound to be one for you. You can find a list here: <https://www.ox.ac.uk/students/life/clubs>

### **1.7.2 Policies and regulations**

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

### **1.7.3 Opportunities to provide evaluation 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). Previous results can be viewed by students, staff and the general public at <https://www.ox.ac.uk/students/life/student-engagement>.

Toward the end of Trinity Term each year (around week 8), the Faculty surveys, via online questionnaire, our postgraduate students about aspects to do with their experience and studies within the Faculty. We always appreciate feedback from our postgraduate students as it enables the Faculty to improve the support we provide for postgraduate studies.

## **1.8 SERVICES FOR STUDENTS AND STAFF WITH DISABILITIES**

Colleges are able to provide help 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. Further information can be found <https://academic.admin.ox.ac.uk/common-framework-for-supporting-disabled-students>.

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 Dr Sarah Apetrei (Director of Graduate Studies)

The Faculty's Disability Coordinator is the Senior Academic Administrator:

[kristine.macmichael@theology.ox.ac.uk](mailto:kristine.macmichael@theology.ox.ac.uk)

An Access Guide for People with Disabilities, giving details about the accessibility of virtually all buildings within the University, is available from the Disability Advisors and from the Oxford Student Union Welfare and Equal Opportunities Officer (telephone 01865 (2)88466, email [advice@ousu.org](mailto:advice@ousu.org)). It is also available on the University website at

<https://www.accessguide.ox.ac.uk/>.

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

It is also extremely important that staff in the Faculty Centre 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 center 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](mailto:disability.librarian@bodleian.ox.ac.uk).

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

**Further information can be obtained from the University Disability Office, +44 (0)1865 280459, email [disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk), or see the University website at <https://www.ox.ac.uk/students/welfare/disability>**

**The University's Statement on Equality and Diversity can be found below in Appendix C.**

## 2. GRADUATE COURSES UNDER THE BOARD OF THE FACULTY OF THEOLOGY AND RELIGION

### 2.1 GENERAL INFORMATION

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

### 2.2 Postgraduate Taught Courses:

The *Master of Studies* (MSt) and *Master of Philosophy* (MPhil) degrees exist in the following subjects:

- 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 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, and the Master of Theology (MTh) in Applied Theology and Postgraduate Diploma in Applied Theology (PGDipTh).

### 2.3 Research Degrees:

The *Doctor of Philosophy* (DPhil) degrees, which are examined wholly by thesis.

Note: in the University of Oxford the words 'dissertation' and 'thesis' are used to refer to the same thing. In this document, 'dissertation' will be preferred, except when representing material produced elsewhere in the University.



## 3. NINE AND TWENTY-ONE MONTH TAUGHT GRADUATE COURSES

### (MSt, MPhil, PGDip in Theology and Religion)

Past examination papers in these courses are available for consultation in the Faculty Library. They are also available online at: <https://weblearn.ox.ac.uk/portal/site/:oxam>.

The Examination Regulations relating to your course will be available from early October 2023 at <https://examregs.admin.ox.ac.uk/>. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Studies Administrator (email: [graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk); telephone: [2]70714).

The information in this handbook is accurate as of 19<sup>th</sup> September 2023, however it may be necessary for changes to be made in certain circumstances, as explained at: <https://academic.admin.ox.ac.uk/new-courses>. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

### 3.1 Master of Studies courses (MSt)

- **Length.**

A course leading to the MSt is usually expected to last nine months.

- **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.

- **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 3.8 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 is assigned a general supervisor, 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 supervisor, although the final decision rests with the supervisor. The general supervisor 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 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 in the relevant pamphlets: Course Pamphlet for the Master of Studies in Theology; Course Pamphlet for the Master of Studies in Philosophical Theology; and Course Pamphlet 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.

### **3.1.1 Proposals for essays and dissertations.**

These *must* be approved by the Graduate Studies Committee not later than the time specified in course pamphlets, but students are *encouraged* to submit titles earlier for approval. Details of deadlines, and how to submit proposals, may be found in your individual course pamphlet. A successful proposal will be one that is well focused, articulates a question as well as a topic, elects with good reasons to concentrate on a definite body of core literature, and looks set to be feasible with 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.

- ***Examination entry.***

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>

- ***Submission and examination of work.***

Please be aware that the Faculty of Theology and Religion now uses Inspira for assignment submissions, therefore we will no longer accept hard copy submissions. All summative assignments, e.g. essays and dissertations, must be uploaded to the Assignments section of the course's Inspira site by the times and dates specified at the start of the course. Ensure you are familiar with the [online submission process](#) in advance of any deadline. Each submission must be accompanied by a declaration indicating that it is the candidate's own work. More information and training will be provided by the Faculty well in advance of any assignment deadline. Please check your emails for further information about online submissions in Michaelmas Term 2023. Full details of submission deadlines can be found in the supplementary course pamphlets. Deferral is strictly exceptional and requires strong grounds

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 font style, such as Arial.

- **Examination and 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.

The examination conventions and descriptors for allocating marks issued in 2023-24 can be found in your course information on [Canvas](#). Any modifications will be published not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term. Up-to-date conventions will be sent directly to all students before the examination.

***Students are to prioritise the information in the [Examination Regulations](#), particularly if any discrepancies in information arise.***

### 3.2 Master of Philosophy courses (MPhil)

- ***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.

- ***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 3.8 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 is assigned a general *supervisor*, 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 supervisor, although the final decision rests with the supervisor. The general supervisor 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 in the relevant pamphlets: *Course Pamphlet for the Master of Philosophy in Theology*; *Course Pamphlet for the Master of Philosophy in Philosophical Theology*; and *Course Pamphlet for the Master of Philosophy in Judaism and Christianity in the Graeco-Roman World*.

- **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.

### **3.2.1 Proposals for all essays, short and long**

These must be approved by the Graduate Studies Committee not later than the time specified in course pamphlets, but students are encouraged to submit titles earlier for approval. Details of deadlines, and how to submit proposals, may be found in your individual course handbook.

A successful proposal will be one that is well focused, articulates a question as well as a topic, elects with good reasons to concentrate on a definite body of core literature, and looks set 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.

### **3.2.2 The proposal for the dissertation**

These must be approved by the Graduate Studies Committee not later than the time specified in course pamphlets, but students are encouraged to submit titles earlier for approval. Details of deadlines, and how to submit proposals, may be found in your individual course handbook.

A successful proposal will be one that is well focused, articulates a question as well as a topic, elects with good reasons to concentrate on a definite body of core literature, and looks set 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.

- **Examination entry**

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>

- ***Submission and examination of work***

Assessment for the MPhil takes place in the first and second year – please see the course pamphlet for further details, as mode and deadlines for assessment in respective years differ depending on stream (eg. Old Testament, Ecclesiastical History etc.). Please be aware that the Faculty of Theology and Religion now uses Inspira for assignment submissions, therefore we will no longer accept hard copy submissions. 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 Inspira site by the times and dates specified in the course pamphlets. Each submission must be accompanied by a declaration indicating that it is the candidate’s own work. More information and training will be provided by the Faculty well in advance of any assignment deadline. Please check your emails for further information about online submissions in Michaelmas Term 2023. Full details of submission deadlines can be found in the supplementary course pamphlets. Deferral is strictly exceptional and requires strong grounds (e.g. medical). 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 font style, such as Arial.

- **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.

The examination conventions and descriptors for allocating marks issued in 2023-24 can be found in the course information on Canvas. Any modifications will be published not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term. Up-to-date conventions will be sent directly to all students before the examination.

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

### **3.3 Postgraduate Diploma in Theology and Religion (PGDip)**

- ***Length***

The Diploma course lasts nine months.

- ***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.

- ***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 pamphlet *Course Handbook 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.

- **Examination entry**

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>

- **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.

- **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. The examination conventions and descriptors for allocating marks issued in 2023-24 can be found on the Faculty's [Canvas site](#). Any modifications will be published not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term. Up-to-date conventions will be sent directly to all students before the examination.

***Students are to prioritise the information in the [Examination Regulations](#), particularly if any discrepancies in information arise.***

### **3.4 Master of Theology and Postgraduate Diploma in Applied Theology**

These courses are designed to provide theological study at graduate level for those engaged in professional ministry and can be done part-time as well as full-time. Details of these courses are found in the handbook for MTh Applied Theology and Diploma in Applied Theology.

## 4. CHANGE OF PROGRAMMES 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 he/she was 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 GSO.28 change of programme of study form. When asked to approve such a change, the Committee will consider:

- (a) whether the applicant can demonstrate the capacity to succeed in the work required for the course for which he/she is applying. In assessing this, the supervisor's judgement will always be important; written work will also be requested, assessors appointed and an interview held.
- (b) 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.

These forms are available [here](#).

## 5. GRADUATE SUPERVISION REPORTING (GSR)

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 supervisor or the Graduate Studies Administrator.

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

Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:

- Review and comment on your academic progress during the current reporting period.
- Measure your progress against the timetable and requirements of your programme of study.
- Identify skills developed and training undertaken or required (within the self-assessment report for taught programmes, and via the TNA form in GSR for research programmes).
- List your engagement with the academic community.
- Raise concerns or issues regarding your academic progress to your supervisor.
- Outline your plans for the next term (where applicable).



## 6. COMPLAINTS AND ACADEMIC APPEALS

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.

### 6.1 Complaints

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 (Dr Sarah Apetrei) as appropriate. 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 Chairman, Professor William Wood. 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 ([www.ox.ac.uk/students/academic/complaints](http://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.

### 6.2 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.

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

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure ([www.ox.ac.uk/students/academic/complaints](http://www.ox.ac.uk/students/academic/complaints)).

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are

described on:

The Proctors' webpage: [www.proctors.ox.ac.uk](http://www.proctors.ox.ac.uk)

The Student Handbook: <https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>

and the relevant Council regulations:

<https://governance.admin.ox.ac.uk/legislation/regulations#collapse1377886>

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.

## 7. WRITING AN ESSAY OR DISSERTATION

### 7.1 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. The supervisor has to indicate their endorsement of the title proposal before it is submitted for consideration by the Graduate Studies Committee.**

### 7.2 Submitting an essay or dissertation proposal to the Graduate Studies Administrator

Students should complete the online form, which can be found on [Canvas](#).

Your proposal should include:

- the essay or dissertation title;
- a 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.

Details of how and when to submit your proposals are outlined in your individual course pamphlet.

### 7.3 The written work itself: some tips

- (a) *The approach*: After consultation with your supervisor, 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.
- (b) *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.
- (c) *Style*:
- i. 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.
  - ii. 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*.
- (d) *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.

**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. **For taught courses, 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.

#### **7.4 The presentation of written work**

All work should be double-spaced in font-size 12, using a clear and legible font, such as Arial. Please be aware that the Faculty of Theology and Religion now uses Inspira for assignment submissions, therefore we will no longer accept hard copy submissions. All summative assignments, e.g. essays and dissertations/theses, must be uploaded to the Assignments section of the course’s Inspira site by the times and dates specified in the course pamphlets. Ensure you are familiar with the [online submission process](#) in advance of any deadline. Each submission must be accompanied by a declaration indicating that it is the candidate’s own work. More information and training will be provided by the Faculty well in advance of any assignment deadline. Please check your emails for further information about online submissions in Michaelmas Term 2023.

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.

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 online (the handbook is protected but there is an open access student guide available.):

[www.sbl-site.org/publications/publishingwithsbl.aspx](http://www.sbl-site.org/publications/publishingwithsbl.aspx)

Other students may choose to follow the Oxford style (Robert Ritter, *The Oxford Guide to Style* [Oxford: Oxford University Press, 2002] or Robert Ritter, *The Oxford Style Manual* [Oxford: Oxford University Press, 2003]). This choice makes especially good sense, since all Oxford DPhil. Dissertations are considered for publication in Oxford University Press's Oxford Theological Monographs series.

An alternative is 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], which is available online at: [https://www.chicagomanualofstyle.org/tools\\_citationguide.html](https://www.chicagomanualofstyle.org/tools_citationguide.html).

Students may also use other standard referencing styles than those suggested above, as long as referencing is clear and consistent throughout their submitted work.

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. Simplicity and directness of style are desirable. Technical vocabulary, where it has to 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. Every care should be taken to ensure the standard referencing style, uniformity, and accuracy of references. A good essay or dissertation can be spoilt by lack of attention to detail in the final stages of completion. Since technical proficiency and rigorous carefulness are essential to good scholarship, examiners may decide to refer a piece of work that does not display them.

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.*

## 7.5 Change of title

In certain circumstances you may wish to make minor changes to the title of your dissertation as your research evolves. 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. Details of the change must then be submitted via an online form (accessible from the Theology and Religion PG Information section on [Canvas](#)) for checking by the Graduate Studies Committee **no later than the date specified in the relevant course pamphlet**. *This is the final deadline for alterations to essay/dissertation titles. If you submit an essay or dissertation with a different title to the one*

*approved, your final mark may be subject to a penalty. Exact details of the penalties will be outlined in the Examination Conventions for each course.*

## **7.6 Plagiarism**

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

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

Please consult the University's guidance on plagiarism which can be found online:

<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

Graduate students are strongly advised to take the online anti-plagiarism course whose link may be found on the University's Education Committee website:

[www.ox.ac.uk/students/academic/goodpractice/about/](http://www.ox.ac.uk/students/academic/goodpractice/about/).

## **7.7 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 using the relevant form, which is available on the Faculty's Canvas site (if you have difficulty locating this, please contact [graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk)). The form requires you to declare that you have discussed this in advance with your essay/dissertation supervisor, and that they approve the application.

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

## 8. EMPLOYMENT AND FINANCE

### 8.1 Paid 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 supervisor, 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 supervisor 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 department or faculty in advance. They are also encouraged to speak with their employer to ensure that any study leave requirements may be accommodated.

The supervisor 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 supervisor should offer advice on whether this will interfere with academic progress, and this advice should be taken seriously. The supervisor 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 supervisor should be told, and given the opportunity to advise on whether it will interfere with academic work.

The University does not define what it takes to be a reasonable amount of spare-time work. The Arts and Humanities Research Council allows up to six hours a week of teaching for its scholarship-holders, and this may be taken as a general guide.

### 8.2 Funding

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.

Details of general funding opportunities can be found on the Faculty's website:

[www.theology.ox.ac.uk/funding](http://www.theology.ox.ac.uk/funding)

And on the University's website: <https://www.ox.ac.uk/admissions/graduate/fees-and-funding>

Most *colleges* have general funds available for special purposes (e.g. travel, conferences) 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 especially for theology.

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. Details of the Fund can be found here:

<https://www.ox.ac.uk/students/fees-funding/assistance/hardship>

### **8.3 Faculty scholarships for graduate applicants & other available funding**

Information on Faculty scholarships and other funds can be found here:

<https://www.theology.ox.ac.uk/funding>

## **9. APPLICATION FOR ADMISSION TO THE DPHIL**

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:

- i. Research proposal/supporting statement
- ii. Academic record: transcript
- iii. Current curriculum vitae
- iv. Two pieces of written work
- v. Three references

- vi. 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.

### **Application Fee**

You will be exempt from paying the graduate application fee.

### **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.

## **10. FURTHER OPPORTUNITIES**

### **10.1 Language tuition**

The Faculty offers some limited funding to research students for tuition in languages relevant to their studies, if free tuition is not available via the University language centre. To apply for this funding (up to a maximum of £200 per student in any given academic year), you should complete the application form, which can be downloaded from the Faculty of Theology and Religion's Canvas site and submitted to the Graduate Studies Administrator in the Humanities Division by the Monday of -1<sup>st</sup> or 4<sup>th</sup> week in any given term, for consideration by the Graduate Studies Committee in 1<sup>st</sup> or 6<sup>th</sup> weeks respectively.

### **Beginners German for Theologians**

The Faculty collaborates with the Language Centre to offer a beginner's German course for graduate students of the Theology and Religion Faculty. It will start in Michaelmas term and run each week throughout the year. The opportunity to sign up to the course will be advertised by email in week 0 of Michaelmas term.

### **10.2 Travel grants**

The Faculty offers some limited discretionary funding to both master's and doctoral graduate students to reimburse the cost of travel undertaken for reasons related to their research (for example, to consult texts that may only be available in a specialist library collection or to present a paper at an academic conference).

Normally grants may be made up to a maximum of £500 per student in any given academic year. The Graduate Studies Committee reserve the right to award higher sums (capped at £1,000) in exceptional cases (e.g. presenting at a key international conference). Applications for funds in excess of £500 will only be considered at the first Committee meeting of Trinity Term.

To apply for this funding, you should complete the application form, which can be downloaded from the Faculty of Theology and Religion's Canvas site, and submitted to the Graduate Studies Administrator in the



Humanities Division by the Monday of 1<sup>st</sup> or 4<sup>th</sup> week in any given term, for consideration by the Graduate Studies Committee in 1<sup>st</sup> or 6<sup>th</sup> 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. 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: [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)

Details regarding travel insurance is available here:  
<https://finance.admin.ox.ac.uk/travel-insurance#/>

### **10.3 Guidance on participation in additional 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.

#### **a. Research seminars**

These seminars, which 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; there are sometimes room capacity constraints, but generally all are welcome. 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 for these seminars.

#### **b. Core classes for taught programmes**

These classes are specifically tailored to the needs of Master's students enrolled on particular programmes, and are designed to prepare Master's students for examinations and for the research elements of their degree. Master's students may be required to give presentations, and the cohorts for particular programmes may be very small. Access to core PGT classes to 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.

### c. Language or set text classes

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

#### i. General language classes

These are open to all graduate students in the Faculty, and usually include beginners' and intermediate level study.

#### ii. Reading or set text classes

These are 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 category 2, Core classes for taught programmes.

## 11. 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](#).

### 11.1 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.

Training opportunities include the following:

- ‘Developing Learning and Teaching’ accredited teaching programme provided in conjunction with the Oxford Learning Institute.
- ‘What I wish someone had told me when I started: Reading for a DPhil in the Humanities’.
- 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: [www.humanities.ox.ac.uk/researcher-development](http://www.humanities.ox.ac.uk/researcher-development)

You may contact the Humanities Training Officer with comments, questions or suggestions for useful events at: [training@humanities.ox.ac.uk](mailto:training@humanities.ox.ac.uk)

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: [www.ox.ac.uk/students/academic/guidance/skills](http://www.ox.ac.uk/students/academic/guidance/skills)

### 11.2 Faculty resources

The Faculty’s Director of Professional Development will be Dr Brendan Harris ([brendan.harris@theology.ox.ac.uk](mailto:brendan.harris@theology.ox.ac.uk)). With the help of the Graduate Training Representative, the Director of Professional Development organizes a regular programme of training in subject-specific and transferable skills.

Please be aware that, if you do any teaching for the Faculty or the University of Oxford, the Faculty is required to undertake checks of anyone who will be working for the Faculty *before* any 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](mailto:haf@theology.ox.ac.uk) at the earliest opportunity.

### 11.3 Other resources

- The Humanities Division ([www.humanities.ox.ac.uk/researcher-development](http://www.humanities.ox.ac.uk/researcher-development)) has a well-established programme of training and support, as well as a dedicated Humanities Training Officer ([training@humanities.ox.ac.uk](mailto:training@humanities.ox.ac.uk)), who is available for advice and support.
- Oxford's Careers Service ([www.careers.ox.ac.uk](http://www.careers.ox.ac.uk)) has a sophisticated database of training and employment opportunities, and offers consultations, seminars and advice.
- Oxford's IT Learning Centre (<https://help.it.ox.ac.uk/courses/index>) has 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 ([www.lang.ox.ac.uk](http://www.lang.ox.ac.uk)) offers university students and staff courses in a dozen languages and independent study resources for 140 further languages.
- The Oxford Learning Institute ([www.learning.ox.ac.uk](http://www.learning.ox.ac.uk)) 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.

# APPENDICES

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## Appendix A: SAFETY AND HEALTH

Please see the University's Health & Safety Policy:  
<https://safety.admin.ox.ac.uk/health-and-safety-policy>

### SAFETY AND SUPERVISOR RESPONSIBILITIES

See: <https://safety.admin.ox.ac.uk/supervisor-responsibilities>

Supervisors of all students, whether in the arts or the sciences, should consider carefully the safety implications of their students' research. Those supervising students (particularly those in the sciences) are responsible for all aspects of safety under their control, and in particular for the safe conduct of all experiments carried out in the course of their students' research. In the event of an accident, inadequate supervision may render the supervisor liable to prosecution. Supervisors should also ensure that their students are made aware that in the event of injury to other persons as a result of their negligence, the student could be subject to civil claims for damages. Advice on the legal responsibilities for safety may be obtained from the University Safety Officer. For their part, students must carry out research with proper regard to good health and safety practices. Supervisors and students should be aware of the need for adequate health insurance and health precautions when travelling abroad. In case of doubt, reference should be made to the University Occupational Physician.

### FIELDWORK

See: <https://safety.admin.ox.ac.uk/fieldwork>

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](http://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](mailto:haf@theology.ox.ac.uk)

## APPENDIX B. DATA PROTECTION

University Policy on Data Protection can be found here:

<https://www.ox.ac.uk/about/organisation/governance/dataprivacy>

## APPENDIX C. EQUALITY POLICY

Please see more information about the the University's application of the Equality Policy here: <https://edu.admin.ox.ac.uk/equality-policy>

### Equality Policy

*Approved by Council on 16 March 2020*

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

The University embraces diversity amongst its members and seeks to achieve equity in the experience, progression and achievement of all students and staff through the implementation of transparent policies, practices and procedures and the provision of effective support. It also seeks to ensure that its public engagement work and services benefit diverse audiences and communities.

The University recognises that equality and inclusion should be embedded in all its activities and seeks to promote awareness of equality and foster good practice. The University is committed to a programme of action to support its equality policy, to monitoring its effectiveness, and to publishing information on progress towards its equality aims.

The University seeks to ensure that no member of its community is unlawfully discriminated against on the basis of age, disability, gender reassignment, marital or civil partnership status<sup>1</sup>, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief (including lack of belief), sex, or sexual orientation (hereafter referred to as the 'protected characteristics').

In exercising its policies, practices, procedures and other functions, the University will have due regard to its duties under the Equality Act 2010 and to the protected characteristics, as well as other relevant circumstances including parental or caring responsibilities, contract type, and working hours.

The University will seek to make a positive contribution to the advancement of equality through all its activities. In particular, the University will:

- Encourage applications for study and employment from the widest pool of potential candidates, especially where representation is disproportionately low, and take lawful positive action, for example with targeted scholarships, to improve diversity where appropriate.
- Take appropriate steps to meet the particular needs of individuals from protected groups where these are different from the needs of others, and work to eliminate any barriers to their success.
- In respect of students, seek to attract and admit students of outstanding potential whatever

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<sup>1</sup> Marriage and civil partnership is protected in respect of employment only.

their background, and work to ensure that teaching and assessment provide an equal opportunity for all students to achieve and demonstrate their full academic potential.

Decisions on the admission of students will be based solely on the individual merits of each candidate and the application of selection criteria appropriate to the course of study.

The University understands inclusion to mean institutional and individual efforts and actions to foster an environment and institutional culture in which each member feels, and is, valued, listened to and respected, able to be themselves and empowered to participate fully in the life of the University.

The University expects all members of the University community to treat each other with respect, courtesy and consideration and does not tolerate any form of unlawful discrimination, bullying, harassment or victimisation. It has a Policy on Harassment, which includes examples of unacceptable behaviour, supported by a Harassment Advisory Service.<sup>2</sup>

Freedom of expression and academic freedom, as outlined in the University's Statement on Freedom of Speech<sup>3</sup>, are protected by law, and by the University's statutes and policies<sup>4</sup>, though these rights must be exercised within the law.<sup>5</sup>

## Application of the Equality Policy

This policy applies to all members of the University community, including:

- All students (i.e. everyone who has a contract for study with the University);
- All members of staff holding a contract of employment, and academic visitors from other institutions;
- Honorary or associate members;
- Workers employed through the Temporary Staffing Service;
- Voluntary workers and interns;
- External members appointed to University committees;
- Visitors, including external persons or agencies using the University's premises, facilities or services;
- Contractors working at the University;

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<sup>2</sup> [edu.admin.ox.ac.uk/harassment-advice](http://edu.admin.ox.ac.uk/harassment-advice)

<sup>3</sup> [compliance.admin.ox.ac.uk/prevent/freedom-of-speech](http://compliance.admin.ox.ac.uk/prevent/freedom-of-speech)

<sup>4</sup> See the University's Code of Practice on Meetings and Events: [compliance.admin.ox.ac.uk/prevent/meetings-and-events](http://compliance.admin.ox.ac.uk/prevent/meetings-and-events)

<sup>5</sup> The University recognises that the boundaries between freedom of expression and unlawful discrimination and harassment are not easily defined. However, helpful guidance has been published by the Equality and Human Rights Commission:

- Freedom of Expression Legal Framework: [www.equalityhumanrights.com/en/publication-download/freedom-expression-legal-framework](http://www.equalityhumanrights.com/en/publication-download/freedom-expression-legal-framework)
- Freedom of Expression: A Guide for Higher Education Providers and Students' Unions in England and Wales: [www.equalityhumanrights.com/en/publication-download/freedom-expression-guide-higher-education-providers-and-students-unions-england](http://www.equalityhumanrights.com/en/publication-download/freedom-expression-guide-higher-education-providers-and-students-unions-england)



- Individuals and organisations working or acting on the University's behalf, including suppliers of goods and services;
- Applicants for study and employment, including offer holders.

All members of the University community are expected to act in accordance with this policy and to treat each other with respect at all times, and in all forms of communications, including online. All staff and students are required to follow the relevant University guidelines on the use of social media.<sup>6</sup>

The policy is intended to cover behaviour in a University context. This includes all conduct on University or college premises, or in the course of university activity within or outside of Oxford whether academic, sporting, social, cultural, or other.

As appropriate within the collegiate University, individuals may additionally be required to observe the equality policies adopted by individual colleges.

## The University's commitment

The University will:

- seek to embed equality, diversity and inclusion in all its activities;
- have regard to its obligations under relevant legislation, including the Equality Act 2010 and the Public Sector Equality Duty 2011;
- publicise this policy, and any related codes of practice and guidance;
- promote awareness and understanding of equality, diversity and inclusion among staff and students through the provision of training, guidance and campaigns;
- foster a positive culture for working and studying which permits freedom of thought and expression within a framework of mutual respect and without violating the dignity of others in accordance with the University's Statement on Freedom of Speech<sup>7</sup>;
- use an evidence-based approach to inform its activities to increase equality and to measure the impact of any changes;
- develop equality objectives and an action plan, and report on progress toward attaining those objectives;
- monitor and publish data on its staff, students and applicants; and
- regularly review this policy and all associated codes of practice and guidance.

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<sup>6</sup> Student social media guidelines: [www.ox.ac.uk/students/life/it/socialmedia](http://www.ox.ac.uk/students/life/it/socialmedia) and Staff social media guidelines: [hr.admin.ox.ac.uk/using-social-media](http://hr.admin.ox.ac.uk/using-social-media)

<sup>7</sup> [compliance.admin.ox.ac.uk/prevent/freedom-of-speech](http://compliance.admin.ox.ac.uk/prevent/freedom-of-speech)

## Responsibilities

### **Council and its major committees**

Council and its major committees will identify and publish the University's strategic objectives for equality, diversity and inclusion in its Strategic Plan, and monitor progress towards achieving them.

### **The Advocate for Equality & Diversity**

The Advocate for Equality & Diversity will provide leadership on equality and diversity and oversee the development of equality policy frameworks and their application in the University, working as appropriate with relevant colleagues and bodies, including those committees and advisory groups that have a specific remit for equality issues.

### **The Equality and Diversity Panel**

The Equality and Diversity Panel reports to the Personnel and Education Committees and advises the Equality and Diversity Unit on the development of strategy for work on equality, diversity and inclusion, covering staff and students and embracing all protected groups.

### **The Equality and Diversity Unit**

The Equality and Diversity Unit works with University bodies, academic divisions and departments and faculties to ensure that the University's pursuit of excellence goes hand in hand with freedom from unlawful discrimination and equality of opportunity. In particular it:

- considers existing and emerging equality legislation with a view to identifying relevant issues to be translated into University policies;
- provides information and guidance to all University bodies to enable them to discharge their responsibilities;
- supports senior members of the University in showing leadership on equality, diversity and inclusion issues;
- facilitates central consultation with specific groups of staff and students;
- provides monitoring of key strategic issues and drafts publications for approval by the relevant bodies as appropriate; and
- provides advice on the employment of disabled staff.<sup>8</sup>

### **Divisions, Departments and Faculties**

Heads of division, heads of department and chairs of faculty board are responsible for the day-to-day implementation of this policy and for supporting the delivery of the University's strategic objectives for equality, diversity and inclusion in that division, department or faculty.

### **Staff and students**

All staff and students have a responsibility to:

- understand and observe this policy;

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<sup>8</sup> Advice and support for disabled students is provided by the Disability Advisory Service: [www.ox.ac.uk/students/welfare/disability/aboutdas](http://www.ox.ac.uk/students/welfare/disability/aboutdas)

- treat others with dignity and respect; and
- respect the University's commitment to promote good relations, advance equality of opportunity and eliminate unlawful discrimination and harassment.

## Complaints

The University regards any breach of this policy by any member of the community as a serious matter to be dealt with through its agreed procedures. Any member of the University community has the right to complain of behaviour that they believe is in breach of this policy even if it is not directed at them.

Allegations of harassment are covered by the University's Policy on Harassment: [edu.admin.ox.ac.uk/university-policy-on-harassment](http://edu.admin.ox.ac.uk/university-policy-on-harassment)

Complaints about other student behaviours can be made to the Proctors under Statute XI: [governance.admin.ox.ac.uk/legislation/statute-xi-university-discipline-0](http://governance.admin.ox.ac.uk/legislation/statute-xi-university-discipline-0)

The procedures for dealing with other concerns about breaches of the policy differ according to who is making the complaint and are set out below.

### a) Applicants for study

Other complaints should follow the University's admissions complaints procedure:

Undergraduate admissions:

[www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/complaints-and-appeals](http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/complaints-and-appeals)

Postgraduate admissions: [www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/complaints-and-appeals](http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/complaints-and-appeals)

### b) Current students

Complaints about equality and diversity issues related exclusively to college matters should be taken up with the relevant college officers.

Other complaints where you think that the University has failed to follow this policy should be raised with the appropriate department. If this does not resolve your complaint it can be sent to the Proctors: [academic.web.ox.ac.uk/complaints](http://academic.web.ox.ac.uk/complaints)

### Other relevant University policies

- University Policy and Procedures on Harassment: [edu.admin.ox.ac.uk/university-policy-on-harassment](http://edu.admin.ox.ac.uk/university-policy-on-harassment)
- Transgender Policy: [edu.admin.ox.ac.uk/transgender-policy](http://edu.admin.ox.ac.uk/transgender-policy)
- Student Social Media Guidelines: [www.ox.ac.uk/students/life/it/socialmedia](http://www.ox.ac.uk/students/life/it/socialmedia)
- Code of Practice on Meetings and Events: [compliance.admin.ox.ac.uk/prevent/meetings-and-events](http://compliance.admin.ox.ac.uk/prevent/meetings-and-events)
- University Statement on Freedom of Speech: [compliance.admin.ox.ac.uk/prevent/freedom-of-speech](http://compliance.admin.ox.ac.uk/prevent/freedom-of-speech)

## APPENDIX D. RESEARCH ETHICS

### Research integrity and ethics

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:

<https://researchsupport.admin.ox.ac.uk/governance/integrity#/>

This website provides links to the relevant University policies, guidelines and procedures which are intended to promote the responsible conduct of research in the University's ongoing research activities.

### 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 a form to be approved to carry out the research.**

For more details, see: <https://researchsupport.admin.ox.ac.uk/governance/ethics#/>

Guidance on making an application for approval can be found here:

<https://researchsupport.admin.ox.ac.uk/governance/ethics/apply>