

## **Law Faculty Template of Provision for Graduate Research Students**

### **1. What arrangements will be put in place for supervising the graduate's work?**

You will have a named supervisor or supervisors, normally as indicated in your offer letter, who will have overall responsibility for the direction of your work on behalf of the Faculty. Typically, you should expect to have individual meetings with your supervisor for one hour not less than two to three times each term, but the frequency may vary according to the time of year and according to the stage you are at in your research programme. Further information about the role of the supervisor is provided below in Appendix A Research Supervision: a brief guide.

### **2. What induction arrangements will be made?**

You will have Faculty induction before the beginning of your first term, when you will receive an induction pack of essential information and guidance. The main induction to the Faculty is provided in the two weeks preceding the start of Michaelmas Term. Other arrangements will be made for students starting at other times of the year. Your supervisor(s) will arrange more specialised induction subsequently, and you should make a particular effort to meet with your supervisor during your first weeks here to discuss your studies.

### **3. What workspace will be provided?**

Workspace will be related to individual circumstances and the facilities available within the Faculty. There is a dedicated graduate reading room available in the Bodleian Law Library. This includes 50 study spaces, many of which are equipped with an Ethernet socket. Wireless access is also available. Graduates are able to store their personal effects in lockers at the St Cross Building. Students in Socio-Legal Studies and Criminology will have access to workspace at the affiliated centres.

### **4. What IT support/ library facilities/ experimental facilities will be available?**

The Faculty has its own IT provision and specialist IT support staff including an IT Learning and Teaching Officer, an IT Support and Database Officer, and Web Development and Support Officers. You will have access to the Bodleian Law Library and the Social Sciences Library (in addition to other university libraries, and the centrally provided electronic resources) and experimental facilities are available where relevant. Training on how to use the Library's legal and journal database is jointly provided by the Law Faculty and the Bodleian Law Library. Training begins at induction and continues in special sessions through term. These are advertised at [www.ouls.ox.ac.uk/law](http://www.ouls.ox.ac.uk/law)

### **5. Which research seminars will be available?**

You will have access to the seminars that the Faculty organises, and those which individual research groups or groups with common areas of interest organise for their own members and others within the Faculty. You will also have the opportunity to access seminars organised by other departments in areas relevant to your research area. Research students in law are allowed to attend BCL/MJur seminars as they wish. Students may also attend MSc in Criminology and Criminal Justice seminars. Seminars are listed at <http://denning.law.ox.ac.uk/postgraduate/bclcourses.phtml> and <http://www.crim.ox.ac.uk/graduate/msc/structure/coursestructure.html>

### **6. What access to research funds will be available?**

The Faculty has a number of studentships and other small grants for research students (for example, to assist with conference attendance or fieldwork expenses). A list of studentships

in law is available at <http://denning.law.ox.ac.uk/postgraduate/scholarships.shtml>. The Law Faculty also runs a Graduate Travel Grant scheme, which is open only to research students who are either conducting empirical or archival research elsewhere in order to complete their degree, or who are presenting a chapter of their thesis at an academic conference. A small grant is typically available during the course of the academic year.

### **7. What formal graduate skills training will be provided?**

You will have the opportunity to attend a variety of skills training sessions offered by the Faculty, as appropriate to different stages of your graduate career, as well as training geared to your specific research needs, which will be agreed in consultation with your supervisor. The Law Faculty requires every research student to complete the Course in Legal Research Method (though see below provisions for students in Criminology and Socio-Legal Studies). The course aims to assist research students in establishing a sound methodological base for their legal research and writing in its early stages. It is structured around discussions between graduate students and members of the Faculty. Further information about the course can be found at <http://denning.law.ox.ac.uk/oxfordonly/students.clrm.shtml>.

Students working in Criminology may, with the permission of the of Graduate Studies (Research), take two out of three courses in empirical research methods ('Research Design and Data Collection', 'Social Explanation and Data Analysis' and 'Qualitative Methods') in place of the Course in Legal Research Method; students working in Socio-Legal Studies will take the course in Theory and Method in Socio-Legal Research, which covers theoretical approaches as well as practical research skills such as use of databases and library resources.

The Social Sciences Division organises a Professional Training for Social Scientists (PTSS) programme covering a range of relevant generic skills and which research students are encouraged to attend. Details of the programme are emailed to students via the Faculty.

Information about training and other courses offered across the University is available through the University SkillsPortal at

<http://www.skillsportal.ox.ac.uk>

This site provides information about transferable skills development for research students and research staff at Oxford University, and includes a searchable database of skills training opportunities, links to articles on subjects such as project management, teaching and career planning, and message boards for asking questions and discussing issues with other researchers. An online Personal Development Plan system is being launched by the University at the end of Michaelmas Term and will be made available through the SkillsPortal.

### **8. What opportunities will be available for developing and practising teaching skills (for second and third year graduates)?**

The University has established a Centre for Excellence in Teaching and Learning (CETL), which will support the development of research students who wish to follow an academic career, including training in teaching skills. For advanced research students who are interested in teaching, the Faculty runs an annual teacher training seminar. This seminar is run by CETL-trained Faculty members and is the first step toward attaining a "stage two" qualification as an academic practitioner in the Higher Education Academy. This seminar is mandatory for the Faculty's Graduate Teaching Assistants (GTAs). Law Faculty Graduate Teaching Assistantships are created in areas of Faculty need and GTAs are awarded £1,000. They are expected to provide 48 hours of tutorial teaching for colleges in an academic year.

Additional opportunities to undertake tutorial teaching in colleges are available outside the GTA scheme. All students proposing to teach are strongly encouraged to take the Faculty annual teacher training seminar.

**9. What arrangements for accommodation, meals and social facilities, will be made, on a year round basis?**

Law Faculty seminars bring research students together with academic and other research staff to hear about and debate on-going research, and to provide an opportunity for networking and socialising. Postgraduate research students in law participate in subject specific discussion groups that are organized by graduate students and Faculty members and meet regularly each term. A member of the group presents work in progress or an outside speaker is invited to discuss a current project. Students can also attend general weekly research student lunches during term. These lunches, sponsored by the Faculty, provide research students another opportunity to present their work and also allow a forum for discussion of areas of common interest.

College:

Many colleges will be able to provide you with at least one year's accommodation. Generally speaking your college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and you will need to familiarise yourself with your college's detailed arrangements. In addition there are usually self-catering facilities available in graduate accommodation. You will be a member of the Middle Common Room, or equivalent, of your college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

Central:

Graduate Research Students may become members of the University Club in Mansfield Road, and participate in the range of sporting and cultural activities provided by the University.

## 10. What arrangements are in place for pastoral and welfare support?

Department:

Within the Faculty, your supervisor, Director of Graduate Studies (Research) and Academic Administrator are all available to offer support or advise you on where to get appropriate support. The Faculty also has its own Graduate Studies Officer, who answers questions and advises on students' progress.

College:

There is an extensive framework of support for graduates within each college. Your college will allocate to you a College Advisor from among its Senior Members, usually in a cognate subject, who will arrange to see you from time to time and whom you may contact for additional advice and support on academic and other matters. In college you may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. Each college will also have other named individuals who can offer individual advice. The University also has a professionally staffed confidential Student Counselling Service which offers assistance with personal, emotional, social and academic problems.

Central:

The University provides a Student Counselling Service (<http://www.admin.ox.ac.uk/shw/counserv.shtml>) and Careers Service (<http://www.careers.ox.ac.uk/>).

## 11. What arrangements are in place for gaining the views of research students?

Individual student feedback is sought regularly through such means as taught course evaluation forms. The Faculty's Graduate Studies Committee (GSC) has five postgraduate representatives: 1 BCL, 1 MJur, 1 MSc, 1 first year research student, and 1 DPhil. The GSC meets twice a term and postgraduate students are given a chance to help shape the agenda and prepare papers for each meeting. They are active participants on the Committee and consult with their respective constituencies on issues of interest. The Director of Graduate Studies (Research) confers with the representatives, and also holds a termly party for all research students, at which they are invited to talk to him or her about their programme, or to arrange a meeting

The views of research students are also sought by both the Faculty and the University through questionnaires. The Faculty questionnaire is administered in the summer and is available online on the Faculty's intranet. The Director of Graduate Studies (Research) considers the feedback and uses this data in future planning. The feedback is also shared with the Faculty.

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## Appendix A

### Research Supervision: A Brief Guide

*The role of the supervisor is to:*

- Establish a timetable of regular meetings for detailed discussion of your progress (the frequency of meetings will depend on the stage you are at in your research but typically you would expect to meet with your supervisor two or three times per term).
- Agree a research plan and programme of work, and to establish clear academic expectations and milestones
- Agree with you a timetable for the submission of written work and to return your work within a reasonable time
- Assess formally your subject-specific and personal and professional skills training needs on a regular basis and ensure that these needs are met
- Co-operate with you to produce a detailed joint report on your progress at the end of each term
- Ensure you are aware of the formal requirements in relation to transfer and confirmation of status and final submission, and help you to incorporate these into your plan of work

*The role of the student is to:*

- Maintain regular contact with your supervisor, and respond to him/her in good time
- Meet with your supervisor regularly, keep a written record of your discussions, and give due weight to any guidance or corrective action proposed
- Draw up a research plan and timetable of work in consultation with your supervisor, and to keep relevant records of all aspects of your work
- Co-operate with your supervisor to make a detailed joint report on your progress at the end of each term
- Take responsibility for your research programme, including the development of subject-specific, research, and personal and professional skills
- Take responsibility for (i) the preparation and content of your thesis, giving due regard to any advice from your supervisor, and (ii) its timely submission in accordance with the timetable set
- Be aware of the University's guidance on plagiarism and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research
- Pursue opportunities to engage with the wider academic community at University, national and international level