Graduate Research Students Handbook 2016-17

Version 1.0

Introduction

Welcome to the University of Oxford.

This handbook applies to students starting their Research degrees: MPhil, MSt in Legal Research, MLitt and DPhil in Law in Michaelmas Term 2016. It also provides information for students of the DPhil and MSt in Socio-Legal Studies though they should also refer to the Centre for Socio-Legal Studies' own handbook, which contains certain additional information specific to that degree; it can be found at http://www.csls.ox.ac.uk There are separate Handbooks for students of the MSc, MPhil, and DPhil in Criminology and Criminal Justice, which available from the Centre for Criminology https://www.law.ox.ac.uk/centres-institutes/centre-criminology

The information in this handbook is accurate as at September. 2016. However it may be necessary for changes to be made in certain circumstances, as explained at http://www.ox.ac.uk/admissions/graduate/courses/introducing-our-courses If such changes are made the Faculty will publish a new version of this handbook together with a list of the changes and students will be informed.

This is Version 1.0 of the Research Programmes 2016- 2017 handbook. If there are any minor changes to the Handbook, then a new version – 1.1 – will be made available on the relevant webpage and on Weblearn. If there are any major changes, then the new version will be renumbered as Version 2 and you will be informed of the changes in question.

The people listed in 'Helpful people' table below will be glad to provide or to find any further information that you may need. Please bear the following in mind in using this Handbook:

- The Handbook provides a guide to the rules for each degree programme, but in case of any conflict, the *University of Oxford Examinations Regulations* prevail. The most up-to-date version of the regulations are published online. The on-line version of the Examination Regulations plus any changes that have been subsequently approved and published in the University Gazette: http://www.ox.ac.uk/gazette. There is normally a short time between Gazette publication of changes and their appearance in the online version." NB: There can be a delay between Gazette publication and online publication of the handbook
- We've included in this Handbook, under appendices, templates for research students, and a statement about supervisory provision for research students; these documents repeat information that is covered in greater detail elsewhere in the Handbook but we hope they may be a useful summary.
- You can find a great deal of further information (in particular, information about members of the Faculty and their work) on the Law Faculty website:
- The Law Faculty Office communicates with students by way of messages to the Law Postgrads e-mail list, and we expect you to be reading those messages more-or-less daily.
- You are a member of a college as well as a student of the University. Your college will provide much of the support and many of the facilities you will need as a student, and will be able to provide you with information.
- There is a glossary of Oxford terminology at the end of the Handbook.

Alan Bogg
Associate Dean for Graduate Studies -Research

The role of the Faculty, College and University

Students taking law programmes at Oxford are members of their college, of Oxford University generally, and of the University's Law Faculty.

At graduate level, it is the Faculty which plays the principal role in organising student's teaching and supervision, and monitoring their academic progress. It consists of all college and University staff who are involved in the teaching of law. Its members meet regularly to discuss its affairs. There are also subject groups within the Faculty consisting of members with a particular interest in the various subjects. The Faculty is led by the Dean, who also serves as the Chair of the Faculty Board. The Faculty holds annual elections of its members to the Faculty Board, which takes an executive role on behalf of the Faculty. The Board has a number of committees. Students are also represented on it and on some of its committees, such as the Graduate Studies Committee (see the section on Student Representation in the 'Feedback' section elsewhere in this handbook for further details). The Faculty Board has a Chair and a Vice-Chair, and includes a Director of Undergraduate Studies, a Associate Dean for Graduate Studies -Research and a Associate Dean for Graduate Studies-Taught. Further information about the precise roles of students, course convenors and supervisors are provided in the teaching and learning section further into this handbook.
Your College also provides two further sources of advice in the form of the Tutor for Graduates (a Fellow of the College with special responsibility for graduate students) and your college advisor, who will generally be a member of the Law Faculty. These people will able to help you with any matters relating to life within the College and pastoral concerns more generally, but the college advisor, as a member of the Law Faculty, can usually provide advice on more academic issues too. Inevitably, there is a degree of overlap in terms of the help these various individuals can provide and you don't need to worry too much about identifying the most suitable person from those referred to for your particular query; the first person you contact can always point you in the right direction if they feel that someone other than themselves would be a better source of advice. Colleges describe their arrangements and facilities in their entries in the Oxford University prospectus (many also have their own prospectus), and, in much more detail, in the material which they supply to their own students. The statements of provision at the end of this handbook provide some further information about sources of advice, including University provision of such things as counseling, and careers and disability information.

The University contributes the overall academic structure within which the various programmes run (it is responsible for defining syllabuses, for example, and running official examinations). It also provides sports, welfare, careers, language teaching and IT facilities. It describes its arrangements and facilities on the University website (and in particular the information under the 'Oxford students' link on the homepage), and, in more detail, in the literature which students receive upon or after entry, such as the Proctors' and Assessor's Memorandum.

Key Contacts

Helpful people and information on seeking advice

Geraldine Malloy	Graduate Administrator	geraldine.malloy@law.ox.ac.uk	271496
Paul Burns	Academic Administrator	paul.burns@law.ox.ac.uk	271495
Alan Bogg	Associate Dean for Graduate Studies - Research	alan.bogg@law.ox.ac.uk	279448
Itziar Banerjee Martin	Lecture List/Room booking	lecture.list@law.ox.ac.uk	271491
Marianne Biese	Taught Courses Administrator	graduate.enquiries@law.ox.ac.uk	281051
Laura Gamble	BCL/MJur Course Administrator	laura.gamble@law.ox.ac.uk	281876
Charlotte Vinnicombe	Head of Administration	charlotte.vinnicombe@law.ox.ac.uk	271560
Anne Davies	Dean of the Law Faculty	anne.davies@law.ox.ac.uk	281050
Maureen O'Neill	Director of Development	maureen.oneill@law.ox.ac.uk	281198
Brooke Martin-Garbutt (MT16) Emma Gascoigne (HT –TT17	Personnel Officer	personnel@law.ox.ac.uk	281622
Ruth Bird	Bodleian Law Librarian	ruth.bird@law.ox.ac.uk	271451
Catherine Redgwell	Harassment advisor	catherine.redgwell@law.ox.ac.uk	279342
Roderick Bagshaw	Harassment advisor	roderick.bagshaw@law.ox.ac.uk	276078

If seeking advice on specifically academic matters then the first person to contact will generally be your supervisor. For more general advice about procedural or administrative matters, or if you have concerns about anything to do with your studies, then, in the first instance, we suggest you contact Geraldine Malloy.

If Geraldine is not able to help you, then she can refer the matter to the Associate Dean for Graduate Studies.

The Administrative Structure of the Faculty

From a Graduate student perspective, the elements of the administrative structure which it is useful for you to be familiar with are the following:

Graduate Studies Committee

The principal body responsible for making decisions on graduate matters is the Faculty's Graduate Studies Committee (GSC), which meets in Weeks One and Six each term. Its membership is made up of Faculty members with particular interests in graduate studies, and student representatives for each graduate law course and for the MSc in Criminology (see pg 10 below for more information about how student representatives are appointed and on what bodies they serve). GSC is chaired by the two Associate Deans for Graduate Studies (taught and research) to whom the Committee delegates certain responsibilities.

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Law Faculty Board

On certain matters, GSC has the power to act autonomously; on others, it makes recommendations to the Law Faculty Board which is the governing body of the Law Faculty. The Law Board includes the Associate Deans for Graduate Studies; most other members are elected from the Faculty, and student representatives attend its meetings. The Law Board is responsible for administering and overseeing all teaching and examining in the Faculty, and for facilitating legal research. It meets twice a term in second and seventh weeks, and in the fifth week of the summer vacation. The Law Board is chaired by the Dean of the Faculty, Professor Anne Davies.

Social Sciences Division/University Education Committee

Whilst the Law Board has authority to make decisions about most student-related matters, or delegate those decisions to GSC, there are certain occasions on which it is required to seek approval from one of the Committees of the Social Sciences Division which itself may then need to refer the matter to the University Education Committee

Other Committees

There is a Committee for Library Provision which deals with matters relating to the functioning of the Bodleian Law Library. There are also a number of Faculty committees which deal with matters less directly associated with graduate student concerns (General Purposes Committee, Developments Committee, Appointments Committee).

Administrative Officers

The Faculty's Head of Administration (Charlotte Vinnicombe) is responsible for day-to-day administration of faculty activities and the Law Faculty Office. The individuals with responsibilities for different aspects of graduate student administration are: the Academic Administrator (Paul Burns) responsible for day-to-day administration of academic affairs for graduate (and undergraduate) students; the Graduate Administrator (Geraldine Malloy), responsible for administration of student status and progression through the degree programmes; the MLF Course Administrators (Joanna McKenna and Catherine Chandler) are responsible for all matters pertaining to MLF students;. In addition, Itziar Banerjee Martin deals with the lecture list, room bookings and other events-related matters. Marianne Biese and Laura Gamble deal with Taught Courses. Geraldine Malloy and Paul Burns can offer general advice to graduate students across all courses.

Induction Events

Registration for all new students with the Faculty begins on Monday 26 September. Induction events then run through the remainder of that week and Week 0 of Michaelmas Term (beginning Monday 3 October). The timetable for these events can be found on Weblearn at https://weblearn.ox.ac.uk/portal/hierarchy/socsci/law/subjects/induction

The Research Orientation Day, held at Jesus College on Monday 3 October 2016 9 -2 pm **Attendance is *compulsory* for all students beginning a research degree.**

During your first week here, the Bodleian Law Library organises induction sessions for graduate students to introduce you to the library and its staff and help you to use its resources. Online tutorials for key legal and journal databases are available at

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http://ox.libguides.com/law-uklaw. The BLL also gives classes on using databases, finding online journals and researching particular areas of law. The Library distributes a Newsletter via the Faculty's email lists, and the Law Bod Blog http://blogs.bodleian.ox.ac.uk/lawbod
 also provides current information.

Divisional Induction Event

All doctoral students are strongly encouraged to attend the annual Social Sciences Divisional Induction and Welcome Event. The 2016–17 event will take place on Thursday, 6th October (Week 0), 4.00pm-6.00pm in Lecture Theatre 2, Mathematical Institute (Andrew Wiles Building), Radcliffe Observatory Quarter, Woodstock Road, OX2 6GG. Professor Roger Goodman, Head of Social Sciences Division, will kick off proceedings. The event provides a unique opportunity for students to meet fellow doctoral students from across the social sciences at Oxford and to hear about the support available for doctoral students.
The event will be followed by a drinks reception. This will coincide with a student poster session and a number of groups and central providers will be in attendance to provide more information about the opportunities and support available to doctoral students. To RSVP please go to http://ssdinduction.eventbrite.co.uk or email skills-training@socsci.ox.ac.uk

Lectures and Seminars

The lecture list is published at the beginning of each term. It may be accessed athttps://www.law.ox.ac.uk/current-students/lecture-list   Corrections and changes to the timetable are also provided on that web page, and notified to students by e-mail as and when they occur. **Please check this link regularly** – inevitably there are occasions when lectures are cancelled or rescheduled and information about such changes is put on this page as soon as it is available.

You are entitled to attend any lectures, classes and seminars except those where it is otherwise indicated on the lecture list. The list includes lectures and seminars designed for the undergraduate, BCL, MJur, and MSc syllabuses, and also for the Course in Legal Research Method. Lectures on the undergraduate ("Final Honours School") sections of the lecture list may be useful to graduate students; it is best to consult your supervisor or college advisor for advice.

All the faculties publish lecture lists and you may attend lectures in other faculties. There is also a "Special Lecture List", listing lectures by visiting speakers. The law lectures may take place anywhere in Oxford, but most are held in the St. Cross Building.

The St. Cross Building and Bodleian Law Library

The Faculty's physical location is the St Cross Building, on the corner of St Cross Road and Manor Road (see https://www.law.ox.ac.uk/about-us/about-faculty/st-cross-building for further directions).

It houses the Faculty's administrative offices. To find the Faculty Office, follow the flight of steps up the outside of the building to the second landing and go through the sliding door on your right (the Faculty Office is the first office on the right room 102).

The St. Cross Building also houses the Faculty's principal lecture and seminar rooms – the Gulbenkian Lecture Theatre, the White and Case lecture theatre, the Cube, and Seminar Rooms C-L. You will see these venues mentioned on the lecture list (see below for further details

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Please be aware that work on a major project to restructure certain elements of the St Cross Building is currently ongoing and is due to be completed towards the end of 2016 early 2017. The project will include changes for the Law and English Faculties, the Bodleian Law Library and the English Faculty Library.

Regular updates about the project can be found at https://www.law.ox.ac.uk/content/st-cross-building-project, including weekly updates about planned works. If you have any questions about the project, please contact the Project Support Officer, Katie Light on katie.light@law.ox.ac.uk or 01865 618076.

Due to the ongoing works, it is anticipated that there will be a slight increase, particularly during Michaelmas term, in the number of seminars and lectures taking place at other locations across the university. Please therefore consider the lecture list carefully, to include information about the venues for your lectures and seminars. If you are unsure how to get to a venue, please consult the Searchable Map on the university's website: https://www.ox.ac.uk/visitors/map?wssl=1

The Law Faculty is lucky to have a superb library resource in the form of the Bodleian Law Library (BLL), which has an excellent, extensive law collection, providing support for the teaching and research needs of our students. It is a library of legal deposit, with the largest law collection in the United Kingdom. It offers not only its collection of books, journals and law reports, but access to all relevant legal electronic databases and online journals and ebooks.
Most books on the reading lists are available at the library's Reserve desk, for ease of access. As a member of the University you are able to use any of the other 30 libraries which are part of the Bodleian Libraries, in addition to your own College's library.

Books in the BLL may not be borrowed: they must be read in the library, this ensures they are always available when you need them, and there are self-service photocopying and scanning facilities. Public access computers are available in several areas of the Library, including the Freshfields IT Room. They provide access to the catalogue and the extensive range of databases provided by the Bodleian Libtaries. PCs in the Freshfields IT Room also give access to word processing and other computing applications. Students' own laptops may be used in the Library, which has wireless and Ethernet access. There is a Seminar Room available for small group discussions, as well as three small discussion rooms, a small IT room and a graduate reading room.

Further details of services will be explained at your library induction. Further information about the law library can be found at its web site http://www.bodleian.ox.ac.uk/law/

Coffee, tea and snacks are available next to seminar room L at the top of the main steps. More substantial food is available at The Social Sciences Building, behind the St. Cross Building along Manor Road.

Your University card gives you swipe-card entrance to the law library, and your Oxford 'single-sign on' account gives you full access to the Bodleian's extensive electronic holdings.

Detailed information, maps and research guides are available in the BLL and on the library website (http://www.admin.ox.ac.uk/access/libraries/bodleianlawlibrary/
The BLL is not a lending library: books and journals etc. may not be taken out. Items held at the Book Storage facility, marked Books/Closed Stack on the SOLO catalogue can be ordered into

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the BLL. Self-service photocopying and printing and a computer with software for visually impaired readers are available.

Computers providing access to electronic holdings, the internet, Microsoft Office applications and EndNote are available in the upstairs gallery computer room, the graduate reading room, the Freshfields Bruckhaus Deringer IT training room and at various positions around the library. All computers have USB ports. If you prefer to bring your own laptop to the library, there are Ethernet points in various parts of the library, and wireless access in the main reading room and the graduate reading room. See the Computing Services page on the library website for more information.

<u>Do not leave your laptop unattended in the library or anywhere else – use a computer cable lock or one of the lockers in the St Cross Building. Ask at the Porter's Lodge about lockers</u>

Access to Electronic Library Services

The library's electronic holdings are accessible via SOLO: http://solo.bodleian.ox.ac.uk/ and via OxLIP+: http://oxlip-plus.bodleian.ox.ac.uk using your Oxford 'single-sign on' log in. In general, you should not need any other passwords: Lexis, Westlaw and other legal databases are all accessible via this website, from both on and off campus. For more detailed information about the eresources in law, including any exceptions regarding passwords, see www.bodleian.ox.ac.uk/law/e-resources/databases.

Online tutorials for key legal and journal databases are available at http://ox.libguides.com/lawindex. The BLL gives many classes in how to more efficiently use databases or find online journals or investigate sources for particular areas of law. Students can also 'book a librarian' for a session: email: law.library@bodleian.ox.ac.uk or phone (01865 271 462). The Library distributes a Newsletter via the faculty's postgrad [LPg] email list and the Law Bod Blog (http://blogs.bodleian.ox.ac.uk/lawbod/) also provides current information.

Other Libraries

You are entitled to use all of the Bodleian libraries (see www.bodleian.ox.ac.uk/libraries). Libraries of special interest to lawyers include:
- the Old Library in Catte Street with reading rooms for classical studies, history and early printed books;
- the Vere Harmsworth Library (Rothermere American Institute) in South Parks Road, which contains American history, politics and current affairs;
- the Radcliffe Science Library on the corner of South Parks Road and Parks Road which has the Bodleian's collection of forensic science and geography;
- the Social Science Library in the Manor Road building, a lending library which incorporates the libraries of the Centre for Socio-Legal Studies and the Centre for Criminological Research

Computing Services

Oxford University Computing Services

Oxford University Computing Services (IT Services) provide the main University IT services. The IT Help Centre at IT Services gives support in using these services by email and phone. PCs and Macs with a wide range of software, printers, and scanners are available at the IT Services building for general use. IT Services also provides numerous courses in all manner of computing, from 'computing for the terrified' to training and testing for the European Computer Driving

License to web publishing to using Photoshop to programming. Their courses in using Word are invaluable for thesis writers and their computer maintenance contracts are very competitively priced. The IT Services shop sells a limited range of computers, site-licensed software, USB keys, CDs, cables etc. For a general overview of services offered by IT Services go to http://welcometoit.ox.ac.uk. IT Services is at 13 Banbury Road, phone 273200, fax 273275 or e-mail help@oucs.ox.ac.uk

University Rules for Computer Use

You are expected to adhere to the University's Computer Usage Rules and Etiquette guidelines and the Regulations Relating to the Use of Information Technology Facilities, which are available at http://www.ict.ox.ac.uk/oxford/rules/

Your Oxford 'Single-Sign On' Account

Access to Student Self Service, and Network Services
Your Oxford card and related 'single-sign on' account are your passports to university services. It gives you access to:
- the Student Self Service system (see below)
- the Graduate Supervision System for research students (see section B 3.1 for more information)
- electronic library services, such as Lexis, Westlaw, online journals etc.
- Oxford email (https://nexus.ox.ac.uk/), to which all crucial university information will be sent, and which you can access via the internet or Outlook, Thunderbird or another email client, or redirect to your main email
- Weblearn (https://weblearn.ox.ac.uk) for course reading lists, lecture handouts etc.
- registration and software for the Sophos anti-virus program – most university network points require use of current anti-virus software (www.IT Services.ox.ac.uk/viruses/)
- registration and software for the Virtual Private Network, which gives access to some Oxford wireless systems and access to the network from off-campus (www.IT Services.ox.ac.uk/network/vpn/)
- access to 'Eduroam' networks in Oxford and in other UK campuses (www.IT Services.ox.ac.uk/network/wireless/services/eduroam/)
- file backup for your computer (available on campus only, see www.IT Services.ox.ac.uk/hfs)
- other IT SERVICES - see http://welcometoit.ox.ac.uk. is at 13 Banbury Road, phone 273200, fax 273275 or e-mail help@oucs.ox.ac.uk

Please use your Oxford email account for all email communication with the university.

Email Lists

The Faculty's principal means of communicating with graduate students is via the postgraduate email list, to which all graduate students are automatically subscribed. Information about lectures and seminars, discussion groups, delegate elections, IT and library training, teaching opportunities, scholarships, library hours etc. is distributed on this list. There is also an email list for research students only (the [law-res] email list), however all general information of interest to all postgrad students is sent to the [LPg] list. Students may subscribe to Faculty discussion group email lists.

Postgraduate email list messages have an [LPg] prefix in the subject line. **If you don't receive LPg emails, please notify the Faculty Office by emailing** lawfac@law.ox.ac.uk.

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Faculty Website and Weblearn

The public Faculty website (www.law.ox.ac.uk) provides information about courses, news and events, graduate discussion groups, how the faculty works, faculty members, much other detail relevant to postgraduate study, links to faculty centres, specialisations, publications, library and computing facilities and more.

On the Faculty website research students will be able to add information about their research interests, publications etc. Authorized students can use this system to add information about discussion group meetings and other events. Please use your Oxford single-sign for the 'online editing is the first part of your Oxford email address (i.e. the bit before the @ symbol), Weblearn (https://weblearn.ox.ac.uk/portal/hierarchy/socsci/law/subjects) is used for all course materials (reading lists, lecture handouts) and tutorial sign-up..

IT Support in the Faculty

Contact the Legal research Librarian Kate Jackson (271463, katharine.jackson@bodleian.ox.ac.uk or Nicola Patrick (271543) nicola.patrick@bodleian.ox.ac.uk for help with general orientation to online services, and one-on-one help using legal and journal databases and basic computer applications, and for information about using Weblearn. Contact Dr Elizabeth Wells (271463) elizabeth.wells@bodleian.ox.ac.uk for help with research resources such as Endnote. Bento de Sousa (281269, bento.sousa@law.ox.ac.uk), our IT Support and Database Officer, can give advice on file storage and backups, and may be able to offer limited help to graduate students having problems with their laptops or connecting to the network. Catherine Donaldson or Steve Allen (281618, web.support@law.ox.ac.uk.), the Faculty's web officers, can give you help with using the on-line editing system. If your University card does not work in the swipe card machines at doors in the St. Cross Building, email system.support@law.ox.ac.uk.

Oxford Students website

For general information about all aspects of student life- academic matters, fees, social activities, health and welfare, please refer to the University's webpage 'Oxford Students' at

http://www.ox.ac.uk/students

This is a very useful resource, covering information from all sorts of areas of the University's activities and is a good starting point if you have queries on almost any subject which doesn't pertain specifically to the Law Faculty itself. For more information about other useful University resources, please refer to the sections on Facilities and Support that appear later in this handbook.

Student Self-Service

Student self-service provides web access to important information that you will need throughout your academic career. You are able to register, print an enrolment certificate, view and update your personal and academic information throughout your studies at Oxford. For further information, see http://www.ox.ac.uk/students/studentselfservice/

University Resources

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 http://www.ox.ac.uk/students/academic/guidance/skills

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The University has a vast array of resources for its students. Here is a list of some of them.

The Oxford University website	Main source of information about the University	www.ox.ac.uk
Oxford Examination Papers Online	Includes past BCL and MJur papers.	http://oxam.ox.ac.uk/pls/oxam/keyword
The University Club	Social, sporting and hospitality facilities	www.club.ox.ac.uk
The Oxford University Student Union	Central student union for all Oxford students	www.ousu.org
The Oxford University Law Society	Invites speakers, arranges moots and social activities	www.oxfordlawsoc.com
The Oxford Union	Debating and discussion society	www.oxford-union.org
The Language Centre	Library and language courses	www.lang.ox.ac.uk
The Newcomer's Club	Resource for partners of University members	www.newcomers.ox.ac.uk
University Sports Centre	Central focus for University sport	http://www.sport.ox.ac.uk/
Oxford University Gazette	Official journal of the University	www.ox.ac.uk/gazette/
Careers Service	Information and guidance to students and graduates	www.careers.ox.ac.uk
Oxford University Society	The University's official alumni organisation	www.alumni.ox.ac.uk

Student Handbook

There is a generic Student Handbook (Proctor's & Assessors Memorandum) which covers information which applies in common to all students; it covers information about such things as student welfare, exams, disciplinary procedures etc. It can be found at http://www.admin.ox.ac.uk/proctors/info/pam/

College Handbooks

Each college will have its own Handbook relating to college matters of one sort or another. These will be available on your college's webpages though most colleges will also give you a printed copy at the start of your course.

Law Graduate Students' Representatives and Association

Oxford's graduate law students have an association for the purposes of encouraging graduate law students to get to know one another, and co-ordinating academic and social events. The students' association depends on the work of elected student social representatives. Students who would be interested in serving their fellow students in this way are warmly encouraged to

stand for these positions in elections run at the beginning of Michaelmas Term over the law postgraduate [LPg] e-mail list. The extent of community amongst the graduate law students ultimately depends on the effort each graduate is willing to make.

As well as social representatives, graduate law students also elect student representatives for Law Faculty committees in Michaelmas Term. A DPhil student, a first-year research students' representative, a BCL representative, a MJur representative, an MLF representative, an MSc/MPhil (Criminology) representative, all attend meetings of the Law Faculty's Graduate Studies Committee, which is both a decision-making body and a forum for the discussion of graduate student issues. Some student representatives attend other committees, including the Library Committee, and the Law Board. As members of the Social Sciences Division, Law graduate students may also stand for election to the Social Sciences Divisional Board. The Law Faculty would encourage all their student reps to attend OUSU training. Policy & Guidance on Student representation can be found on http://www.admin.ox.ac.uk/edc/policiesandguidance/pandgstudentengageandrep/

The Oxford University Commonwealth Law Journal

The Oxford University Commonwealth Law Journal (OUCLJ) is a project of the Oxford graduate law student body, produced under the aegis of the Oxford Faculty of Law. It is a fully peer-reviewed, student-edited journal, published twice yearly. Its aim is to foster international academic debate and exchange on a wide range of legal topics of interest throughout the Commonwealth. Graduate law students at Oxford have the opportunity to apply to be an Associate Editor of the OUCLJ (and subsequently to be an Editor). Associate Editors will have the unique opportunity to shape the content and future of the journal on behalf of the graduate student body, while also gaining invaluable publishing and editorial experience, and contact with legal scholars around the world. Student subscriptions to the OUCLJ are available at a reduced price. More information can be obtained from the OUCLJ website: www.law.ox.ac.uk/publications/ouclj

Funding Opportunities

General information about funding – including details of fees and potential sources of funding, can be found on the University webpages at http://www.ox.ac.uk/admissions/postgraduate_courses/fees_and_funding/index.html

The Law Faculty also has its own scholarships and has awarded over £180,000 to postgraduate students for 2016-17. Details of these scholarships and of college scholarships for which law students are eligible can be found at: https://www.law.ox.ac.uk/admissions/graduate-scholarships
The Academic Administrator can also advise.

Travel Grants

Any graduate student taking a research degree under the auspices of the Law Board may apply to the Graduate Studies Committee for a grant for travel associated with their studies. However, students funded by the ESRC or AHRC should apply for the Research Training Support Grant (RTSG) in the first instance, via their designated divisional contact. There are two possible grounds on which a grant may be given. The first is that empirical research is required to complete the project and that this empirical research may be undertaken at another location. The second is that a chapter of your thesis is being presented at an academic conference. Applications should always be made before the event. The normal limit for travel grants to any

one student in any one year is £250. Further information and application forms may be obtained from Mrs. Jackie Hall, Law Faculty Office, St. Cross Building (Tel: 271045; e-mail jackie.hall@law.ox.ac.uk Any student undertaking overseas travel as a constituent of their studies, and with the approval of their supervisor will be entitled to insurance cover under the University scheme. To obtain the documentation which needs to be completed by them in order to obtain cover, they should contact Jackie Hall at the address above.

Research Ethics

The University requires that staff or students who, in their role as members of the University, are conducting research that involves the participation of people who are not part of the research team should have their projects subjected to ethical review. This requirement covers not only medical or psychological in nature, but also those that involve interviews-based research or the collection of personal data. The requirement is that approval should be granted on behalf of the appropriate review committee (in the case of members and students of the Law Faculty, this is the Social Sciences & Humanities Inter-Divisional Research Ethics Committee) prior to the commencement of the research project.

The University's requirements for ethical review are detailed at http://www.admin.ox.ac.uk/curec/ and guidance, application forms, and submission details can be found here. Advice on the process (including guidance as to whether your project falls under the requirement for ethical review, if you are unsure) can be sought by emailing ethics@socsci.ox.ac.uk. Review can take up to two months from the point of submission, and you are therefore advised to seek guidance at the earliest opportunity, to avoid any delay.

General Sources of Help

Being a student is exciting, challenging and rewarding, but it is not always a bed of roses! Everyone in Oxford is well aware that students, like anyone else, can have problems. To a large extent we take these in our stride, consciously or unconsciously making use of the familiar support systems with which we surround ourselves, such as family bonds, friendships, and reliance upon those whose role it is to supervise us. But sometimes our problems need more intensive attention. Do not feel alarmed about acknowledging this: it really can happen to anyone. Oxford has a number of mechanisms designed to help.

Departmental

If the problem is essentially academic in nature, eg *how to change my title, can I change my course, my student status is going to lapsed*, then the first person you should speak to is the Geraldine Malloy or Associate Dean for Graduate Studies -Research

College

If the problem isn't principally an academic one, then you should speak to your College Advisor. A College Advisor is normally (but not always) a member of the Law Faculty. Their specific role will vary slightly from college to college (and will be defined more precisely in information provided by your college) but essentially, they monitor students' progress, are available for consultation on academic and other matters, and act as a focal point for each individual student's relationship with their college.

College Advisor. Each graduate student is assigned a college advisor who has various pastoral responsibilities and can assist with personal guidance and practical problem-solving (e.g. in dealings with agencies outside the college on behalf of students when so requested by students). Colleges also have various appointees with specific pastoral and welfare responsibilities, e.g. advisors to women students, chaplains, resident assistant deans

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appointed from the postgraduate community, etc. There are often part-time college nurses on site and all students are registered with college doctors based at nearby surgeries.

Domestic bursars are charged with meeting special living needs, e.g. in respect of students with disabilities or students who fall ill or students in need of emergency accommodation. The head of college also often plays a role in ensuring that students are settled and adequately supported.

The Middle Common Room (college graduate student union) often has its own welfare officer who acts as a source of information and an advocate. The tradition of extensive college-level peer support in academic matters extends to non-academic matters as well. In general the relatively communal aspect of college life makes for extremely easy access to confidential support in respect of non-academic matters, including support from people who know the student well, as well as more anonymous advice and support from professionals when necessary.

University

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

There is also range of services led by students are available to help provide support to other students, peer support, OUSU Student Advice Service and Nightline. For more information visit: www.ox.ac.uk/students/shw/peer/

The Equality and Diversity Unit supports a network of over 300 harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice/

The Faculty has two harassment advisors whom students and Faculty may contact for advice:

Catherine Redgwell, All Souls College
Tel No: 01865 279342
Email: catherine.redgwell@law.ox.ac.uk

Roderick Bagshaw, Magdalen College
Tel No: 01865 276078
Email: roderick.bagshaw@law.ox.ac.uk

For information on a variety of issues relating to health and welfare, you can also consult the University webpage at http://www.ox.ac.uk/students/welfare This covers subjects such as general health, disability, counselling and student-led support.

Safety for Students

Guidance about how you can ensure your personal safety while studying at Oxford can be found at http://www.ox.ac.uk/students/life/community/personal

Available Resources
- Divisional fieldwork pages – a portal to lots of information and links, including training courses, guidance on personal safety (interviewing, personal safety tips) & secondary trauma, health advice and country specific information.
- Fieldwork experiences website.   Divisional Safety Officer can assist in putting students in touch with others (e.g. others who have been to a particular country)
- Student counselling   (there is on line service fieldworkers can access)
- University Travel clinic (for vaccinations, prophylaxis and health advice)

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Health and safety in the St Cross Building

Fire .In the event of the fire alarm sounding, evacuate St Cross building immediately and assemble on the grass area by the main entrance steps.

First Aid can be administered by a porter trained in first aid. There is a first aid box at the porters lodge.

Accident reporting: Please report any accidents, incidents or near misses to the Facilities Manager george.newman@admin.ox.ac.uk

Support for Students with Disabilities

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

Mr. Paul Burns
Academic Administrator
St. Cross Building
St. Cross Road
Oxford OX1 3UL
Tel No: 01865 271495
Fax No: 01865 271493
paul.burns@law.ox.ac.uk

Brooke Martin-Garbutt (MT16)
Emma Gascoigne,(HT-TT17)
Personnel Officer
St. Cross Building
St Cross Road
Oxford OX1 3UL
Tel No: 01865 281622
personnel@law.ox.ac.uk

The Disability Contacts work with the University Disability Staff and other bodies, such as the Bodleian Law Library, to help facilitate students' access to lectures, classes, and tutorials, and access to information. The Contacts are also involved in an ongoing programme to identify and promote good practice in relation to access to teaching and learning for students with disabilities within the Faculty, and to ensure that the Faculty meets the requirements of the Equality Act (2010).

Education Committee and the Proctors

The University's Education Committee is principally concerned with policy matters relating to teaching, learning, and assessment, but it is also the body which can grant dispensations from the regulations in certain instances (though in such situations a student's college will normally write to the Education Committee on the student's behalf – the student does not write direct). Further information about the Education Committee and its activities can be found at http://www.admin.ox.ac.uk/edc/

The Proctors are responsible for ensuring that regulations are implemented and investigating complaints by members of the University. The activities they regulate and the regulations they enforce are set out in detail in the documents on the Webpage 'Essential information for students' at http://www.admin.ox.ac.uk/proctors/info/ The Proctors' and Assessor's Memorandum in particular covers an extensive range of subjects, including disciplinary procedures, welfare matters, and a number of University policies which are referred to in the policy statements section below

OUSU

The Oxford University Student Union exists to provide a number of student services, ranging from enhancement of your experience whilst a student to protection of your ability to study should you encounter financial, academic or health-related difficulties. For further information about all its activities, please refer to its website at http://ousu.org/

Complaints and academic appeals within the Law Faculty

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

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 these sources before pursuing your complaint.

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

Complaints

If your concern or complaint relates to teaching or other provision made by the Law Faculty then you should raise it with Associate Dean for Graduate Studies , Professor Alan Bogg, alan.bogg@law.ox.ac.uk as appropriate. Complaints about departmental facilities should be made to the Academic Administrator, Paul Burns (paul.burns@law.ox.ac.uk). If you feel unable to approach one of those individuals, you may contact the Dean, Professor Anne Davies (dean@law.ox.ac.uk). The officer concerned will attempt to resolve your concern/complaint informally.

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

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

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 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

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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 (https://www.ox.ac.uk/students/academic/complaints).

Alumni Relations

As part of the University's 180,000-strong alumni community, you can take advantage of our varied alumni programme to stay involved. Whether your interests lie in further study, building a career, travel, or something else, Oxford's alumni programme has something to offer everyone. For more information, please visit: www.alumni.ox.ac.uk All law students at Oxford are members of both a college and the University and therefore they have shared allegiances. Undergraduate alumni are inclined towards contacting their colleges for most alumni matters yet increasingly become involved with the Law Faculty offerings for professional interaction and networking. Because the Faculty of Law organises and provides all graduate supervision and runs the postgraduate taught courses, graduate students tend to have stronger ties with the Faculty.

The Faculty of Law is eager to maintain contact with all law alumni, including those who go on to practice law from other Oxford faculties. Benefits of staying in touch with the Faculty's alumni programme include:

- Opportunities to attend alumni reunions and professional networking events. The Faculty organises events, both social and professional, which take place in the UK and internationally. We have previously held events in the United States, Canada, India, Singapore, Hong Kong, China, and Australia and, due to their popularity, we plan to increase these events in the years ahead.

- Receiving copies of the Faculty's annual alumni magazine, The Oxford Law News, and the termly electronic e-bulletin, The Law eBulletin, to keep you up-to-date with Oxford news.

- With collaboration from our alumnae and benefactors, the Law Faculty has founded the networking group Oxford Women in Law (OWL) which will assist female alumni working in the field of law to network, discuss career issues especially those facing women, and and find mentors as well as engage in relevant professional panel discussions and lectures.

- Joining the group 'Oxford University Lawyers', via LinkedIn, which offers exclusive membership to all Oxford students, staff, and alumni. This provides members with the chance to share discussions with other Oxford law alumni across the world. Our major benefactors often post their news and job advertisements on the group's page as well.

- Professional support and advice. We work closely with the Careers Service and our benefactors to help our alumni achieve their full potential in the workplace.

Please visit the Faculty's alumni webpage for more information: www.law.ox.ac.uk/alumni

To ensure that you are on our mailing list, or to enquire about organising an alumni event, please contact: Dr Elizabeth Hodges, Donor Relations Coordinator, Faculty of Law, St. Cross Building, St Cross Road, Oxford or by email at elizabeth.hodges@law.ox.ac.uk. Finally, should you know of any Oxford Alumni who are not in contact with us but would like to be, please forward their contact details to us.

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Careers

The Careers Service can provide you with comprehensive support in your career planning and management. As an Oxford Alumnus you can attend careers events, fairs, workshops and company presentations. Your student account on CareerConnect will switch to an alumni account when your University card expires, ensuring you stay up-to-date with job vacancies, events, skills sessions, fairs and resources on job sectors, applications and international opportunities. The Careers Service website can be found at http://www.careers.ox.ac.uk/; for Career Connect information, please refer to http://www.careers.ox.ac.uk/our-services/careerconnect/ The Careers Service also provides information about a series of Professional networking events; for further details. see https://www.alumni.ox.ac.uk/page.aspx?pid=773

The Research Community in Oxford

The Law Faculty is home to a thriving community of research students. Students are encouraged to be involved in all aspects of academic life, including teaching as well as research. The Faculty has developed various opportunities, both formal and informal, for students to gain exposure to these facets of scholarly life.

Teaching Opportunities

Both for material reasons and in order to gain experience, you may want to do some teaching during your period as a research student. Research students are permitted to undertake teaching for the Faculty once they have transferred to D.Phil. status, and may undertake teaching for other institutions prior to transfer provided that such undertakings have the support of their supervisor and do not involve a time-commitment in excess of six hours' teaching per week. There is a long tradition of informal arrangements for teaching by graduate students in the University, and the Faculty now has a programme of Graduate Teaching Assistantships (GTAs) for students in areas of need specified by the Faculty's subject convenors. GTAs are awarded £1000 by the Faculty and are expected to provide up to 48 hours of tutorial teaching over the course of the academic year, and may teach up to the weekly limit on paid work undertaken by graduate students specified by the University (including preparation and marking time). GTAs may, in exceptional circumstances, and with the permission of the Graduate Studies Committee, hold GTA positions in tandem with other posts as long as the total teaching hours per week is within the limit specified by the University). The teaching itself will be paid for by colleges at senior tutors' rates (approximately £20 per hour of tutorial time). These positions are competitive and applications are due in Trinity Term (you will be advised of the precise dates in due course). More details will be distributed over the law postgraduate e-mail list, as will announcements about other teaching opportunities during the year. At the time of publication of this handbook, the University's weekly limit on paid work undertaken by graduate students is still under review; details of the limit ultimately agreed will be circulated to all graduate students once known.

The Faculty runs a teacher training course every year for research students. It generally takes place early in Trinity Term. Information about this event will be circulated on the law-research maillist in a timely manner. Completion of the course is required for GTAs and research students who wish to be listed on the Faculty's Teaching Register, a resource for Faculty members to consult if they find themselves in need of college tutors and other teaching support. Students who have completed this course will be given a certificate which must be produced whenever any offer of employment is made. A letter from a student's supervisor must also be presented, which addresses the question whether the teaching obligation will endanger the punctual completion of the thesis. Students may not teach beyond the University limit referred to above.

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Research Assistance Opportunities

DPhil students can undertake research assistance at the request of Faculty members. Requests for research assistance may be advertised on the Faculty email lists; payment currently £15.56 per hour (inclusive of holiday pay). You may not undertake work as a Research Assistant until you have passed your Qualifying Test. The Law Faculty will not fund more than 120 hours research assistance by any student in one year and students are restricted to the weekly limit on paid work undertaken by graduate students as referred to above. Since claims for payment are submitted after the work is done, it is your responsibility to make sure that you do not go over the limit. Please note that you may not work as a research assistant for your own supervisor without the consent of the Associate Dean for Graduate Studies (Research).

Restrictions on working

PRS, MPhil, and MSt students are not permitted to undertake teaching for the Faculty but can undertake up to eight hours' paid work per week and can be employed by the Faculty up to that limit for work other than teaching.
DPhil students can undertake up to eight hours' paid work of any kind (including teaching) per week and can be employed by the Faculty up to that limit. These are the Faculty's guidelines; the University guidelines for research students are broader and simply stipulate that students on research courses (such as a DPhil) are advised that any paid work should still allow them to spend at least 40 hours per week for a minimum 44 weeks of the year on their studies . For more information on "working while studying " please visit
https://www.ox.ac.uk/students/visa/during/work

Work Permits

 If you want to do any work beyond a very limited amount of teaching and you come from outside the European Union, you are obliged to get a work permit. In practice the acquisition of short-term permits for intra-University work is usually reasonably straightforward. For general immigration and employment advice you are advised to contact the Work Permits Desk of the University. More information can be found at
http://www.admin.ox.ac.uk/personnel/permits/news/ (there is a link on the right of the page entitled Employing Overseas Students which is the most directly relevant).

Visa Information

You have a responsibility to ensure that you comply with the conditions of your visa. For advice to help you make sure that you meet the necessary requirements and all matters relating to visas, please refer in the first instance to the webpage at http://www.ox.ac.uk/students/visa

Discussion Opportunities

Self-sustaining discussion groups are an essential part of the life of our graduate school. They are an important support to research. Knowing what others are doing and telling others what you are doing will help your work. For some years there has been a small fund through which the Law Board has met the minor expenses of running such a group.

A number of discussion groups are already in existence and their meetings are publicised by e-mail and on the web. Postgraduates who wish to set up a discussion group should consult https://www.law.ox.ac.uk/current-students/graduate-discussion-groups

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Tuesday Research Lunch

There are usually fortnightly lunches during term time for research students to discuss their research with a more generalized audience. These lunches also provide a forum for discussing common issues of interest to research students. Past topics have included academic recruitment, the publishing process, the use of legal databases and the process of ratification of the European Constitution.

Developing as a Research Student

As a doctoral student at Oxford you will need to combine detailed subject knowledge with thorough training in relevant research methods and techniques, as well as general research management skills, professional knowledge and career development. This combination of skills, knowledge and training is intended to help your research and also to enhance your personal and professional development and employability.
You will have access to a wide range of training whilst undertaking your research, including:

1. Research methods training within the Faculty (the Course in Legal Research Methods)

2. Training open to doctoral students across the social sciences via the Research Methods Hub

3. An Academic and Professional Development Programme (APDP) organised by the Social Sciences Division and aimed at doctoral students and early career researchers

4. Training offered by University providers such as the Careers Service, IT Services and Bodleian Library

Further information about the Course in Legal Research Methods is provided in on page 30 Further information about all four of the resources listed above , Research Development, towards the end of this Handbook.

Publication Opportunities

From the beginning, you should keep one eye on the goal of publishing your work. Many doctorates are published, frequently by Oxford University Press, and many research students publish articles during their degree work. Even shorter theses sometimes become books, while others come out as articles or series of articles. It is a matter of pride to us to know that so much of the research which is done here succeeds in making this permanent contribution to the study of law. Some people make the mistake of thinking that they will have to exclude from their thesis anything that they have published in the course of their research. This is not right. **We encourage you to publish your work during your research, and to include it in your thesis.** There is a different bar, which is quite distinct, namely that there are strict rules against trying to get more than one degree wholly or partly with one piece of writing.

Plagiarism

The work that you present for your examination (this includes assignments, projects, dissertations and examination papers) must be your own work and not the work of another individual. You should not quote or closely paraphrase passages from any source (including books, articles, webpages, lecture or seminar papers or presentations, or another student's work), without acknowledging and referencing that source. If you do present someone else's work as your own work, you are committing plagiarism. That is cheating and the Faculty and the

University treat any alleged offence of plagiarism very seriously. Information about what counts as plagiarism, how to avoid plagiarism etc., is given in this section.

If you are unsure how to reference your work properly, and would like further advice, you should contact your Tutor or Supervisor, or the Associate Dean for Graduate Studies. Please also see http://www.ox.ac.uk/students/academic/goodpractice/ for more information (including an online tutorial) on plagiarism that has been developed by the University's Educations Standards and Policy Committee. There are some particular areas of risk:

Getting ideas from other students' work.

Students sometimes "borrow" work from other students. If the work is directly copied then this will clearly be an obvious form of plagiarism but you also need to be aware that taking the structure and ideas from this work can also be plagiarism unless the source is acknowledged. Although it may sometimes be helpful to see how others have tackled issues, an important part of the learning exercise in Oxford is to work out how to present an answer yourself. This is often an intellectual struggle but it is an important part of the educational process. By borrowing the work of others you therefore not only risk plagiarism but you are also less likely to develop your own intellectual abilities fully.

Articles etc.

You will be expected to read many articles as part of your tutorial preparation. Students often find it difficult to know how to incorporate these into their own written work. The temptation is there to "lift" bits from the introduction and conclusion of the article, or odd sentences from it. Usually, an article will be presenting an argument which is, to some extent, original and the author makes the case for this argument in the detailed text. You may wish to use this article in a variety of different ways but it is important to bear in mind that it is not only verbatim quotations and paraphrases that need to be properly referenced but also the overarching argument that the author makes. Therefore, even if you are not using any of the detailed wording of the article, you must still acknowledge the author's intellectual input if you are drawing on the argument that (s)he makes.

A brief example

Source text, from S Bright and B McFarlane, *Proprietary Estoppel and Property Rights* (2005) 46 Cambridge Law Journal, 449, 455.

It can therefore be argued that proprietary estoppel, like wrongs, unjust enrichment and other non-consensual sources of rights, always gives rise to an underlying personal liability which may, in some circumstances, be coupled with a property right. As A's personal liability will persist after a transfer of the land in respect of which the proprietary estoppel claim arose, it may well be that B has no need of a property right to protect his reliance: instead B is adequately protected through his personal right against A.

Plagiarised

Proprietary estoppel always gives rise to personal liability and may also generate a property right, but a person to whom a representation is made will not always need a property right to adequately protect his reliance.

(This is plagiarism. Even though there is little verbatim copying it paraphrases the argument of Bright and McFarlane without acknowledging the source of this argument.)

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"Proprietary estoppel, like wrongs, unjust enrichment and other non-consensual sources of rights, always gives rise to an underlying personal liability"[1] and sometimes the courts will give a property right if necessary to protect reliance.

(This is also plagiarism. Although the first part of the sentence is correctly attributed, the implication is that the second part is the original idea of the writer.)

Non-Plagiarised

Bright and McFarlane argue both that proprietary estoppel gives rise to personal liability and, further, that this will sometimes be coupled with a property right, but only if it is necessary to protect the reliance of the person to whom the representation was made.[2]

(This is not plagiarism as it clearly attributes the whole of the argument to Bright and McFarlane, and cites the source).

Textbooks and Cases

A particular challenge for law students is how to use text books correctly. The most obvious form of plagiarism is where students closely follow the wording of textbook writers. This often occurs (unintentionally) where students have taken notes from a textbook and then use these notes to form the basis of their essay.

It also occurs where students use the structure adopted by a text book writer in order to organise the essay.

By way of illustration, the author of a text book may set out that a general principle can be manifested in one of 3 ways, and then set out those 3 ways. To the student, this may appear uncontroversial and as 'the only' way that the topic can be understand. It is likely, however, that other writers will present the material differently. The breakdown of the principle into those 3 ways is the author's work, and if this structure is adopted, the author must be acknowledged.

Students often use text-books too closely without being aware that this constitutes plagiarism and will say to tutors: "…but X put it so clearly and I could not put it better", or "…lots of writers break down this principle into those 3 ways". This does not justify plagiarism. If a text book writer is being relied on, the writer must be acknowledged.

The same applies with respect to cases. The reasons for citing a case are therefore two-fold: first, as an *authority* for a proposition of law, in which case you will generally be citing the case itself; and second, as the *source* of a statement about the law, in which case you will generally be citing the court or a judge.

OSCOLA

The Oxford University Standard for Citation of Legal Authorities (OSCOLA) is a widely-used citation system which you are advised to refer to for good referencing practice. The webpage at https://www.law.ox.ac.uk/research-subject-groups/publications/oscola
contains the OSCOLA Quick Reference Guide, further information on citing international law sources, use of OSCOLA in conjunction with Endnote and a Frequently Asked Questions

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[1] S Bright and B McFarlane, *Proprietary Estoppel and Property Rights* (2005) 46 Cambridge Law Journal, 449, 455

[2] S Bright and B McFarlane, *Proprietary Estoppel and Property Rights* (2005) 46 Cambridge Law Journal, 449, 455

section about using OSCOLA style.

Further guidance on avoiding plagiarism
Plagiarism will be covered in the class on OSCOLA (see lecture list for further details). While this class is predominantly for those writing dissertations, all those with an interest in learning more about how to avoid plagiarism are invited to attend. The University's IT Services section runs a course for students on plagiarism awareness – see http://courses.it.ox.ac.uk/detail/TTER for details.
General academic good practice – time-management, referencing, research skills etc – will help you to avoid plagiarism. Information about how to acquire and develop such skills can be found at http://www.ox.ac.uk/students/academic/guidance/skills

Monitoring of Academic Progress

Overall responsibility for monitoring Research Student progress falls to the
Associate Dean for Graduate Studies –Research, Professor Alan Bogg (see page 3for contact details) The Faculty uses the Graduate Supervision System (GSS) mechanisms for monitoring academic progress.

To access GSS, please visit http://www.gss.ox.ac.uk/ You will be able to log on to the site using your Single Sign On

Four Research Degrees

Important Note: If you have any questions about your degree that are not answered here, or if you have any problem, please contact Geraldine Malloy or the Associate Dean for Graduate Studies –Research. Geraldine Malloy can provide you with information you will need for the various steps in your degree, from change of title to submission of your thesis **http://www.ox.ac.uk/students/academic/graduates/forms/**   Your supervisor can advise you on progress through your degree, and in particular on the academic standards that you must reach. But remember that administration of the degree is not the supervisor's job. It is your responsibility to complete the requirements for your degree, and it is the Faculty's job to support you, and to provide any advice that you may need about the requirements

The Faculty offers four research degrees. The first year of research is substantially similar for all four degrees but then leads to different outcomes depending on the degree registered for. Detailed regulations for all the degrees can be found in the Examination Regulations ('the Grey Book') which can be found online at http://www.admin.ox.ac.uk/examregs/ The following is a summary of the most relevant points in those regulations together with practical advice on details such as transfer materials, submission deadlines, etc.

The DPhil

The doctorate requires a thesis of up to 100,000 words. It should be completed in three or at the most four years. The thesis must make a significant and substantial contribution to its field. The examiners assess the contribution of the thesis having regard to "what may reasonably be expected of a capable and diligent student after three or at most four years of full-time study." Students generally reach DPhil status by two routes: either they are admitted initially as Probationer Research Students and then transfer to DPhil status; or they complete the MPhil or MSt in Legal Research and are then readmitted to DPhil status. It is also possible to transfer

from MLitt status to DPhil status, but this is unusual. Further information about transfer/readmission to DPhil status is given below in sections.

The MLitt

The MLitt requires a thesis of up to 50,000 words in length. It is completed in two or at most three years. The thesis must make a worthwhile contribution to knowledge and understanding within its field. In parallel with the provision for the doctorate, the examiners make their judgment bearing in mind what is reasonably to be expected of a capable and diligent student after two or at most three years of full-time study.

The MPhil

The MPhil constitutes the second year of the taught master's programme, the BCL, MJur or MLF, and can only be taken by a student who has completed one of these degrees. The MPhil requires a thesis of up to 30,000 words and must be completed over three terms - the maximum submission date for the Thesis is by noon of the weekday on or nearest to **1 August 2017**

The MSt in Legal Research

The MSt requires a thesis of up to 30,000 words and is in most respects identical to the MPhil but does not require applicants to have previously completed the BCL,MJur or MLF and allows students up to five terms to complete the thesis .though students seeking to go on to DPhil status after completion of the MSt the maximum submission date for the Thesis is by noon of the weekday on or nearest to 1 August 2017.

Common First Year

Every research student begins work as either: 1) an MPhil (following completion of the BCL,MJur or MLF, 2) an MSt student, or 3) a Probationer Research Student (PRS). In their first year of research, all three sorts of research students will be doing very much the same thing, whatever their ultimate objective. All will complete the Course in Legal Research Method and will write a substantial piece of research work. Participation in the Course in Legal Research Method (CLRM) is one of the conditions for being granted the Degree of MPhil or of MSt, or of being allowed to proceed from the status of Probationer Research Student to that of full DPhil Student or full MLitt Student. Please note that the Course in Theory & Method of Socio-Legal Research at the Centre for Socio-Legal Studies may also be taken in full or partial satisfaction of the requirement. This would be suitable for students undertaking partly empirical research. Further details of the CLRM can be found on page 55 below. More general information about how students can develop their research is provided under Researcher Development, at the end of this handbook.

Residence

The minimum residence requirement for the MSt and MPhil in Law is three terms of full-time supervised research in Oxford, for the MLitt six terms, and for the DPhil six terms. In the case of the DPhil, the requirement can be reduced to three terms if the candidate has already been in relevant postgraduate residence for at least three terms, as for example where a student has completed the BCL/MJur/MLF or MSt/MPhil. There is a narrow discretion to grant dispensation from periods of residence, as for example, where your research requires you to travel abroad. Subject to that, you cannot obtain your degree unless your college certifies that you have fulfilled the residence requirements. Residence for a term requires that you be in Oxford for for six weeks

of each such term. Being "in residence" does not only mean living in Oxford. For the purpose of a research degree, it means being engaged in full-time supervised research in Oxford. You may not engage in any form of employment that is incompatible with that requirement, during your period of residence.   Various forms of employment are compatible with the requirement, including limited amounts of teaching (which may actually enhance your research work). Work that will not hinder your research is fine, but you **must** discuss any substantial employment with your supervisor and the Associate Dean for Graduate Studies. See sections above for further information about working. The full regulations concerning residence can be found at http://www.admin.ox.ac.uk/examregs/2016-17/rfrintheuniv/

Fees

Students for the MSt in Legal Research and the MPhil both pay a minimum of three terms of fees and will pay additional fees if holding MSt or MPhil status beyond three terms. MLitt students pay six terms of fees. Please note this point: if you are on the register for the MSt or MPhil for additional terms and receive supervision then you will be required to pay fees. For information on your fee liability you are strongly advised to refer to the Examination Decrees and Regulations of the University http://www.admin.ox.ac.uk/examregs/2016-17/ai-ronfinamatt/ DPhil students pay up to nine terms of fees. If they have transferred to DPhil status from Probationer Research Student status or MLitt status then the nine terms includes fees paid whilst holding either status. Students admitted to the DPhil following completion of the MPhil or MSt in Legal Research may count three terms of fees paid during the course of either master's degree towards the nine term DPhil liability**. For DPhil students starting research the University will apply a termly continuation charge payable beyond 9 terms fee liability. http://www.ox.ac.uk/admissions/graduate/fees-and-funding/tuition-and-college-fees/continuation-charges**

Academic Dress

The full regulations concerning academic dress (Subfusc) can be found at http://www.admin.ox.ac.uk/statutes/regulations/48-012.shtml However, we would suggest you refer to information which will be provided by your college as this is likely to be more accessible.

Dates of Term

Information about term dates can be found at:

http://www.ox.ac.uk/about/facts-and-figures/dates-of-term

Student with Disabilities -Assessment

 Students may apply for alternative arrangements where the impairment which they have significantly affects their ability to undertake the following assessments in the manner in which they are normally undertaken by candidates. Research degree assessments are taken to include interviews, presentations, and oral examinations for Transfer of Status, Confirmation of Status, and the final oral examination for the degrees of MPhil MSt, M.Litt., and D.Phil. Candidates may apply for alternative assessment arrangements to the appropriate Board in advance of, or at the same time as, submitting their application for assessment. Full information can be found under section 6 http://www.admin.ox.ac.uk/examregs/2016-17/grgoveresedegr/

Key deadline dates

Assessment milestones and submission of your thesis

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QT (Qualifying Test/Transfer) - submit QT transfer by the end of the fourth week of your third term as a PRS student.

COS (Confirmation of Status) normally expected to apply for confirmation of D.Phil. status no later than three terms after the Qualifying Test.

Thesis submission:
DPhil: within four years from your admissions to DPhil
MPhil: three terms from admissions to MPhil
MSt: three to five terms from admission to MSt

Changes in Student Status

Changes in student status may include suspension, withdrawal, change of programme, lapsing and reinstatement, and early course completion. Information on what each of these means for a graduate student at Oxford can be found on
http://www.ox.ac.uk/students/academic/guidance/graduate/status

Supervision

The Law Board will appoint someone to supervise your work. At Oxford, the primary educational emphasis is on the one-to-one relationship with your supervisor(s), who will provide you with feedback on your progress *Informal and focussed feedback* is obtained during supervisions when your supervisor will relay comments on work you will have submitted to him or her. You should also not feel constrained in requesting further feedback on your progress. Some students have joint supervisors and many work with more than one supervisor during their degree. In providing you with a supervisor, the Law Faculty offers you something extremely valuable: a reader who will respond seriously and critically to your work. The supervisor will also advise you on your topic and how to develop it, and may guide you in your work in a variety of other ways. It is the single most important resource the Faculty provides. Your supervision arrangement is the responsibility of the Associate Dean for Graduate Studies for Research. A one-to-one supervisory relationship can sometimes not work out, for many reasons most of which are not the fault of either party. You should never feel hesitant about asking for a change of supervisor, and such requests will be considered sympathetically (though you should understand that given how specialised graduate work can be, it is not always logistically possible to arrange a new supervisor in quite the right area) If you think that a change would be helpful, please contact the Associate Dean for Graduate Studies for Research students. For further information see the Faculty's Statement on Supervision of Research Students see pg 63 then go to the final item on the list of items entitled 'For research students').

Graduate Supervision System (GSS)

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

You are strongly encouraged to take the opportunity to review and comment on your academic progress, any skills training you have undertaken or may need to the future, and on your engagement with the academic community (e.g. seminar/conference attendance or any teaching you have undertaken).

Your supervisor(s) will review and comment on your academic progress and performance during the current term and assess skills and training needs to be addressed during the next term. Your supervisor should discuss the report with you, as it will form the basis for feedback on your progress, for identifying areas where further work is required, for reviewing your progress against an agreed timetable, and for agreeing plans for the term ahead.

When reporting on academic progress, students should review progress during the current term, and should reflect on the progress made with their research project during the current term, including written work (e.g. drafts of chapters) and you should assess this against the plan of research that has been agreed with your supervisor(s).

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

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

Students are asked to report in weeks 6 and 7 of term. Once you have completed your sections of the online form, it will be released to your supervisor(s) for completion and will also be visible to your Associate Dean for Graduate Studies and to your College Advisor. When the supervisor's sections are completed, you will be able to view the report, as will the relevant Associate Dean for Graduate Studies and your college advisor. Associate Dean for Graduate Studies are responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they use to obtain information about supervision. College advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by you and/or your supervisor).

To access the GSS, please visit http://www.gss.ox.ac.uk/ you will be able to log on to the site using your single sign-on details. Full details of how to use the site are provided at the on-line help centre, however, should you need additional support, please contact your Graduate Administrator in the first instance.

 Meetings

A question frequently asked is, 'How often should I see my supervisor?' Simple as the question sounds, it admits of no fixed answer. As you define your project, you may need to meet frequently. And in the period immediately before submission the same may be true. But when the work is under way there may be relatively long periods when you are making progress without needing to meet. While supervisors take different approaches, a meeting with your supervisor will ordinarily happen when you submit work. So the timetable is largely in your hands, and the way to make the most of your supervision is to submit written work often. In most cases, it is a mistake to go a month without submitting a substantial piece of written work. It helps a lot to go to any lectures or seminars which are being given by your supervisor or your supervisor's group.

The University Education Committee requires supervisors

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- meet students regularly and return submitted work with constructive criticism within a reasonable time;
- be accessible to students at appropriate times when advice is needed;
- assist students to work within a planned framework and time-table;
- monitor students' ability to write a coherent account of their work in good English;
- attempt to avoid unnecessary delays in the progress of the research;
- pursue opportunities for students to discuss their work with others in the research community (including the presentation of research outcomes where relevant) at University, national and international level;
- arrange appropriate temporary supervision for the student during periods of leave.

Research supervision: a brief guide

The role of the supervisor :

- Establish a timetable of regular meetings for detailed discussion of your progress (these meetings should take place at least 1-3 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

- Support you in considering your subject-specific and personal and professional skills training needs through the Training Needs Analysis 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

- Discuss any health and safety aspects of your research proposal and approve any risk assessments required

The role of the student:

- 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

Supervisor Away

If your supervisor is away for a term or more you will almost certainly require to be assigned to a new supervisor, usually only until the other returns. There is generally plenty of time to discuss the change, and where there is time your supervisor should talk the matter over with you. It is often possible to make informal arrangements which suit everyone, but it is essential that such arrangements be formalized through the Graduate Administrator using the **GSO.25** change of supervisor or appointment of joint supervisor form at **http://www.ox.ac.uk/students/academic/graduates/forms/** The Law Faculty cannot discharge its responsibilities through informal arrangements of which it knows nothing. The Faculty must at all times know who is supervising you and, except for very short periods, there must be no time during which you have no supervisor in Oxford.

Vacations

The traditional distinction between term and vacation means very little for those engaged in research. Work, if anything, intensifies when undergraduate teaching stops. You may need to make some allowance for the fact that after term supervisors are themselves desperate to get on with their research, which sometimes also means they're going off to use libraries and other facilities in other places. Once again, the best solution is to talk things over with your supervisor. A prolonged absence, even during vacation, triggers the steps discussed in the previous section. Though the rhythm may change, supervision does not stop during the vacation.

Suspensions, Extensions and Dispensations

The Law Board has power to stop the clock by granting a suspension of status. If for any good reason you are temporarily not able to study, you may apply through the Graduate Administrator; the relevant forms are available from the webpage **http://www.ox.ac.uk/students/academic/graduates/forms/** . The Board can grant a maximum of six terms' suspension, **but never more than one at a time.** Suspension is different from extension. Extension allows more time. Suspension stops the clock. Students in receipt of scholarships (particularly AHRC scholarships) should ensure that they also secure the permission of the scholarship body for the suspension of time.

In exceptional circumstances, MLitt and DPhil students may also apply for extensions of time for anything up to six terms. **Extensions of time will only be granted one term at a time,** unless there is an exceptional reason for granting more, but in no cases should more than three terms of extension be granted at any one time. Forms for applying for extension of time can be found on the same webpage as those for suspension of status. **Students should be clear that extensions are not an entitlement** and will only be approved if there is felt to be good cause

for granting the extra time and if the application has the support of the student's supervisor and college (the same applies for suspension of status). Students in receipt of non-AHRC scholarships should ensure that they also secure the permission of the scholarship body for the extension. Students in receipt of AHRC scholarships should note that the AHRC does not approve extensions of time other than in the most exceptional circumstances, and failure to submit by the prescribed four year deadline (for DPhil students) may lead the AHRC to withdraw future funding for Law Faculty students.

We make no attempt to set out in detail in this handbook all the powers to extend deadlines and waive other rules. Very few people will need their help. For those who do, there are two guiding principles. The first is that provided you do have a genuine and strong reason for needing the dispensation it will probably be possible for you to get it. The second is that your chances of getting the help you need will be greatly improved if you talk to someone about it well before the burdensome rule operates. Take advice early. You can talk to your supervisor about it or to your college advisor, or, if that is not appropriate in your case, you can go straight to the Associate Dean for Graduate Studies (Research).

Fieldwork Safety and Training

Fieldwork

Many students will, as part of their course, be required to undertake fieldwork. Fieldwork is considered as any research activity contributing to your academic studies, and approved by your department, which is carried out away from the University premises. This can be overseas or within the UK. The safety and welfare of its students is paramount to the University. This includes fieldwork and there are a number of procedures that you must follow when preparing for and carrying out fieldwork.

Preparation

Safe fieldwork is successful fieldwork. Thorough preparation can pre-empt many potential problems. When discussing your research with your supervisor please think about the safety implications of where you are going and what you are doing. Following this discussion and before your travel will be approved, you will be required to complete a travel risk assessment form. This requires you to set out the significant safety risks associated with your research, the arrangements in place to mitigate those risks and the contingency plans for if something goes wrong. There is an expectation that you will take out University travel insurance. Your department also needs accurate information on where you are, and when and how to contact you while you are away. The travel assessment process should help to plan your fieldwork by thinking through arrangements and practicalities. The following website contains some fieldwork experiences which might be useful to refer to https://www.socsci.ox.ac.uk/fieldworkers-experiences

Training

Training is highly recommended as part of your preparation. Even if you are familiar with where you are going there may be risks associated with what you are doing.

Departmental course (run annually)
- **Fieldwork safety awareness session** covering personal safety, risk assessment and planning tips. All students carrying our fieldwork are expected to attend this.

DTC courses (run termly) http://www.socsci.ox.ac.uk/training

- **Preparation for Safe and Effective Fieldwork**. A half day course for those carrying out social science research in rural and urban contexts which includes a student led session on practical interviewing.
- **Secondary trauma workshops.** For research on traumatic or distressing topic areas.

Safety Office courses http://www.admin.ox.ac.uk/safety/overseastravelfieldwork/
(run termly)
- Emergency First Aid for Fieldworkers.
- Fieldwork Safety Overseas: A full day course geared to expedition based fieldwork.

Useful Links
- More information on fieldwork and a number of useful links can be found on the Social Sciences divisional website**:** http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork; http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork-more-information

- **DTC courses:** http://researchtraining.socsci.ox.ac.uk/

- **Safety Office courses:** http://www.admin.ox.ac.uk/safety/safetytraining/trainsubj/fieldwork/

- **University insurance** http://www.admin.ox.ac.uk/finance/insurance/travel/

- **University Policies:** http://www.admin.ox.ac.uk/safety/policy-statements/

- **Travel clinic:** http://www.admin.ox.ac.uk/uohs/at-work/travel/#d.en.1963

- **FCO country information:** https://www.gov.uk/foreign-travel-advice
- **Women travellers**: https://www.gov.uk/government/policies/supporting-british-nationals-overseas/supporting-pages/advice-for-women-travellers

http://saferbusinesstravelforwomen.com/principles/

Course in Legal Research Method

Participation in this course is **compulsory** for Probationer Research Students, MSt in Legal Research students, and MPhil in Law students.

The aim of this course is to assist our first-year or one-year research students in establishing a sound methodological base for their legal research and writing in its early stages. This we seek to achieve by providing a focus for structured and purposive discussion between graduate students and members of the Faculty about the methodology and problems of legal research and writing. This serves to emphasize the community of concerns between graduate students and law teachers in their legal research and writing activities, and helps to avoid or dispel the sense of intellectual isolation, which can inhibit the development of legal research work.

Teaching Programme

The course has two components. The first component is a series of seminars on various aspects of legal research method given by members of the Faculty in their areas of expertise. The second component is that each student must do an individual assessed exercise which consists of an oral and written presentation. These are designed to help individual students with the planning and development of their future research work and legal writing in their chosen area of work. The oral presentations will be given as part of the two day Oxford Graduate Legal Research Conference normally scheduled of the first weeks of Trinity Term (dates to be confirmed).

Further information about the course (including details of seminars, attendance requirements, and details about the assessed exercises) can be found on the Course in Legal Research Method at https://weblearn.ox.ac.uk/portal/site/:socsci:law:research:clrm
Any students arriving in Oxford after the start of term should contact Geraldine Malloy to ensure that they are on the relevant mailing list for students taking this course.

Research degree Keys Stages

The key stages that you must pass through during your research course are outlined in this section. Depending on the type and structure of your research course, these will include transfer, confirmation and submission. It is your responsibility to submit applications within the deadline. If you are unclear on the submission/approval process for a particular form please contact Geraldine Malloy.

Transfer from Probationer Research Student Status to DPhil or MLitt status

By the end of the fourth week of your third term as a PRS, you need to apply to transfer to full DPhil status (or MLitt status, if that is the qualification you are ultimately seeking). This transfer requires successful completion of the Qualifying Test, in which your project and your achievements so far are assessed by two members of the Law Faculty who will read your written submission and then arrange an interview with you.
You may, in exceptional circumstances, and with the support of your supervisor, apply to defer the date of PRS to DPhil status by writing to Geraldine Malloy. In no case may the materials for the Qualifying Test be submitted after the end of the fourth term from admission as a PRS.

The Purpose of Transfer of Status

The Probationer Research Student (PRS) status is intended to be used constructively, permitting a wise choice of the research topic to be made in the context of broader reading as well as preliminary research, helping the student to become accustomed to the rhythm of graduate work, and allowing for the acquisition of any specific skills appropriate to the research.
The Transfer of Status assessment is to ensure that the student is making satisfactory progress in the development of the research, to ensure that the work is of potential D.Phil. quality, and that the methodology of the research is appropriate and practicable. The transfer process provides the opportunity for the student to discuss their work with two independent members of staff and to receive feedback. Broadly the assessment should show a plan for the thesis, which locates the research in the context of earlier work in the field, sets out the questions, hypotheses or issues on which it will focus, and describes and explains the methods by which these will be answered, tested or addressed.

The assessment procedures are intended to remove the risk of failure and to reduce the risk of referral at the final examination of thesis as far as possible, and must therefore be as rigorous

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as is necessary to achieve this.

The formal Regulations for Transfer of Status are set out in the general regulations of the *Examination Regulations*, and in the special regulations for individual subjects, grouped within their particular Division. Further information is also available in the Education Committee "Policy on Research Degrees"
http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/

The Timing of Transfer of Status

The *Examination Regulations* state that PRS status can be held for a maximum of four terms . However, Departments and Faculties are strongly encouraged by the University's Education Committee to require students to transfer status sooner, and in the Law Faculty, students are normally required to submit their transfer of status by the end of the fourth week of your third term as a PRS student.

How to Apply for Transfer of Status (the Qualifying Test)

Applications for transfer of status (QT) should be made using the GSO.2 and
Law 2 forms obtainable from
http://www.ox.ac.uk/students/academic/guidance/graduate/progression

Students are required to complete the forms and to provide supplementary information on development of both research specific and personal and professional skills during their time as a Probationer Research Student. Students are also required to indicate whether their work requires research ethics approval. Both the student's supervisor and College should then sign the form. Students in the Law Faculty will also be required to complete the supplementary LAW 2 form. Supervisors are asked [in consultation with their student] to suggest names of appropriate assessors and their willingness to act. The prospective assessors they will normally be academic members of staff working in the University of Oxford; only in exceptional circumstances will an external assessor be appointed. On the Law 2 form, you are also asked to indicate that you have successfully completed the Course in Legal Research Methods, the Course in Emperical Research Methods ,or Theory and Methods in Socio-Legal Research (if you haven't successfully completed the course at the point of applying for transfer, you will need to do so before your transfer can be approved)

The complete application for transfer of status should be submitted to the Graduate Administrator by the end of week four of your third term as a PRS student.

Your transfer (QT) application should comprise the following items:
1. Thesis Title
2. Thesis Outline
3. Research Proposal (Part A - no more than 2,000 words (two copies))
4. Written (Part B - 10,000 words for DPhil, 6,000 words for MLitt - two bound copies)
5. Timetable for Completion
6. Bibliography
7. Research Ethics Forms (*if applicable).*

Part A The statement must map out a thesis which will make a significant and substantial contribution to its field, and the proposed work must fit comfortably within your remaining two or, at most, three years. Many candidates use up about a third of their 2,000 word allowance in

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a general description of their proposed thesis, saying in connected prose what they hope to achieve and why it matters. It is a good thing, though not essential, to be able to say briefly how things stand in your field, so as to show what advance you hope to make. The remainder of the word allowance can usefully be devoted to a provisional contents page, showing the titles of the chapters and giving a short account of what each will do. Everyone understands that you cannot at this early stage be bound by this, also that there may be some chapters which you are not yet able to see into with much clarity. Feel free to say that that is the case, if it is so. If you can outline the reasons for your uncertainty, so much the better. It is good to link this provisional contents page to a timetable. You need not go into great detail, but it is sensible to say roughly where you hope to be after one more year and how long you have set aside for writing up your final version. When it comes to confirmation of status towards the end of the second year, you will be asked for more a more detailed schedule leading to completion.

 Part B - A substantial piece of written work which will generally be intended to form part of the proposed thesis (or if not, at least be relevant to the subject of the thesis) and must be written using the format for theses in law (see pg. 43 below) 10,000 words for DPhil, 6,000 words for MLitt - two copies these must be securely and firmly bound in either hard or soft covers. Loose-leaf binding is not acceptable. Copies which are not securely bound will not be accepted .Your crucial task in the Part B submission is to show the reader that you can carry out the sustained argument that will be needed to accomplish the project you propose in your Part A statement. The best way to do that is usually to engage in an important part of the argument that the DPhil will present. The assessors will look to Part B for evidence that you have mastered the craft of serious legal writing and that you can conduct a complex argument in an orderly, structured and lucid manner. The argument should be clear and cogent, and not written so as to be intelligible only to a tiny number of insiders. Keep in your sights a notional reader who is well-informed and well-grounded in the law but not an insider within your own particular field - as it might be, yourself when reading someone else's article in a journal.
All submitted material and forms should be sent to Geraldine Malloy at the Law Faculty.

The Transfer Assessment

The Associate Dean for Graduate Studies –Research./Graduate Studies Committee will appoint two assessors neither of whom will be the student's supervisor to read the transfer application materials and to interview the candidate (for both the first, and if required, second attempt). The assessors will normally be academic staff working in the University of Oxford; only in exceptional circumstances will external assessors be appointed. It is permissible for the same assessor to be used for both transfer and confirmation of status, and this person may also act as the internal examiner for the D.Phil. viva voce examination.

Students should normally expect to be interviewed within six weeks of submitting their transfer application, though this may be longer during the vacation periods due to availability of the assessors. The Transfer assessment is a formal requirement, but the interview is not an official examination or viva, and *sub fusc* is not worn. The assessors will write a joint report and submit recommendations to the Graduate Studies Committee. Following their interview, students should normally expect to hear the outcome of their assessment within eight weeks though this may be longer during the vacation periods.

Instructions to Assessors

Assessors are asked to contact students as soon as reasonably possible to arrange a time for the interview, or to explain problems in doing so. Students may sometimes find it an anxious

wait, and may have good reasons for wanting the assessment completed as soon as possible. Students should let the Graduate Studies Administrator know if there is a problem in this respect at the time of application.

Assessors are invited to consider whether the student is capable of carrying out advanced research, and that the subject of the thesis and the manner of its treatment proposed by the student are acceptable for transfer to D.Phil. Assessors should judge the application against the criteria for success defined below. They should aim to provide constructive criticism and advice to the student to identify and address deficiencies and thereby strengthen their proposed research project, rather than presenting a judgemental verdict. Dismissive or aggressive remarks are not appropriate. An application to transfer to D.Phil. status must provide evidence that the applicant can construct an argument, can present material in a scholarly manner, has a viable subject to work on, and can be reasonably expected to complete it in 3-4 years (6-8 years for a part-time student). However, the assessors should judge the submissions in the light of the fact that they usually reflect 3 or 4 terms work and are made at the early stages of the research project. The written work will not necessarily read like a final thesis. Omissions, unpersuasive arguments, or missing perspectives are not fatal unless they seem to indicate an inability to reach the necessary standard.. The research proposal and thesis structure need not be completely finalised, but the student should have clearly defined ideas of what the research questions are, and have possible ways to answer them.

The joint assessors' report should be 1-2 pages in length, providing a permanent record of advice given to the student at this stage and an indication of the student's progress. It should normally include a summary of the points raised in the interview, feedback on the written work submitted prior to the interview, comments on the positive aspects of the student's work, as well as any concerns about the student's progress and suggestions for the research going forward. Finally, for non-native English speakers, the report should indicate the assessors' view of the student's ability to present and defend the work in English

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Significant differences of opinion between the assessors will be adjudicated by the Associate Dean for Graduate Studies –Research and/or Graduate Studies Committee, in consultation with the assessors and supervisors.

Criteria for Success

For transfer of status to be approved, the student will need to be able to show that their proposed thesis and treatment represents a viable topic and that their written work and interview show that they have a good knowledge and understanding of the subject. Students must show that they are competent to complete and present their thesis in English. Below are examples of possible success criteria:

1. All required coursework materials have been submitted
2. Competence in both written and spoken English
3. The aims of the research are realistic and focused
4. Evidence of wide reading and critical analysis
5. Appropriate methodology and research techniques are proposed
6. Limitations to the research are addressed
7. It is clear how the research will develop for a D.Phil.
8. There is a suitable timetable for the research
9. The candidate demonstrates the progression of an argument
10. The candidate shows a scholarly and rigorous approach to research issues
11. The research topic and treatment meet the Division's ethical standards

12. The written work and interview show that the candidate has a good overall knowledge and understanding of the subject

13. The University has adequate facilities (including supervision) to enable the research to progress

14. The student is capable of carrying out advanced research

15. The proposed schedule of work can be completed within three or at most four years for the D.Phil.

Outcomes of Transfer of Status

The assessors may recommend one of five outcomes, which must be considered and approved by the Graduate Studies Committee (excluding option (ii)).

(i) Successful transfer – Accompanied by suggestions and advice for future progress.

(ii) Revision of application – The assessors may request further minor clarifications before making a first recommendation. In such cases it should be possible to complete the additional work within the current term of assessment.

(iii) Referral for a second attempt at transfer – This should normally involve the same assessors and take place within one term of the first attempt. If the first attempt is made in the fourth term or later of PRS status, a one-term extension of PRS status is automatically granted to allow the second attempt. This extension of PRS status does not affect the total amount of time permitted for registration on the D.Phil. The assessors should provide clear guidance on what needs to be done to improve the application prior to the second attempt at transfer being submitted. This may require additional written work or other evidence, and possibly the appointment of an additional assessor.

Referral may simply represent attempts to ensure that the student's work is enhanced so that it is set on the best possible course, and should not necessarily be seen as a failure

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(iv) Transfer to the M.Litt. - Although the work presented was not suitable for transfer to D.Phil. status, nonetheless, the assessors felt it was strong enough for the lower award which is a less demanding and shorter time-scale research degree.

(v) Reject the application – The assessors cannot recommend transfer to either D.Phil. status or the lower award

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At the first attempt at transfer only options (i)-(iv) should normally be chosen. At the second attempt, options (i), (ii), (iv) or (v) should be considered.

If at the first attempt a student is transferred to the lower degree s/he may accept this, or may choose to retain PRS status and make a second transfer application the following term.

If a student fails to transfer to D.Phil. status or to the status of the applicable lower degree after two transfer applications, s/he shall cease to hold the status of a PRS student and his/her name shall be removed from the Register of Graduate Students. In such circumstances, informal counselling, often involving the student's college, should be an integral part of the procedures.

A student who is not granted transfer on the second submission is permitted to request that she or he be allowed to register retrospectively for the MSt. If your supervisor supports this request, and it is feasible to convert the research into an MSt in the time left (bearing in mind that MSt students have up to five terms on the register), then this is a viable option. However, the request will not be granted unless your supervisor agrees to supervise, or alternative supervision

arrangements can be made. If transfer to MSt status isn't feasible then, regretfully, there are no further means by which you can continue as a research student in the Law Faculty.

Deferral of Transfer of Status

Any student who has not applied to transfer status by the end of their fourth term will be required to attend a formal academic review meeting involving their supervisor(s) and Associate Dean for Graduate Studies –Research
(or at least one other member of academic staff who may or may not be a future assessor for Transfer of Status). The purpose of this meeting will be to review progress to date, and to draw up a clear timetable to ensure that Transfer of Status is successfully achieved within six terms as required by the *Examination Regulations*. The student will also be required to apply for a formal deferral of Transfer of Status for one or two further terms using the form GSO.2b available from http://www.ox.ac.uk/students/academic/guidance/graduate/progression. Students are required to complete the form, which should then be signed by the student's supervisor and College and be approved by the Associate Dean for Graduate Studies – Research

In exceptional cases only, an extension of PRS status may be granted beyond six terms. Applications for such extensions require the approval of the University's Education Committee for formal dispensation from the *Examination Regulations*. Students should contact their Graduate Administrator for details of the application process. Any extensions to PRS status do not affect the overall time permitted for registration on the D.Phil.

Admission to DPhil status after completion of MPhil or MSt

You can apply for readmission via the graduate application form. Full information on how to apply can be found on https://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide?wssl=1 You will need to meet all of the same deadline (20 January 2017) and requirements as other applicants except that you will not need to pay a fee to apply. We appreciate this is very early in the year, and that you might not be quite sure at that point whether you do or don't intend to carry on to doctoral study; we would recommend that if in doubt, you do at least submit an application– if you then decide you don't want to carry on to DPhil status you can simply withdraw, whereas if you don't apply by the 20 January deadline, you can't decide later in the year that you do, after all, want to continue to the DPhil. As part of your application you will need to submit by the 20 January deadline what is known as Part A - a statement of the subject of your doctoral project in no more than 2,000 words. A detailed explanation of what is required is given above, those transferring from PRS to DPhil are required to submit the same document). Again, we appreciate that it is asking quite a lot of students to require them to have a doctoral proposal finalised so early and consequently, we will allow you to make minor revisions to the proposal before the Qualifying Test itself, which happens later in the year; but bear in mind that the proposal will be used by subject groups to determine whether they can provide supervision and provisionally offer you a place (conditional upon you obtaining either the MSt or MPhil and your performance in the QT), so needs to be as coherent and detailed as you're able to make it at that point. Later in the year, before unconditional admission can be approved, you will need to demonstrate to your college that you have the requisite funds for your doctorate, in the same way as you were required to provide financial assurances prior to admission to the MPhil or MSt.

You are required to submit a GSO 27 form (appointment of examiners) and new DPhil proposal to the Research Degree Office at the Exam Schools,by noon on Friday of Eighth Week of Trinity

Term (16 June 2017) and must submit the M.Phil. or M.St. Thesis by noon of the weekday on or nearest to 1 August 2017.

The thesis serves the same role as the Part B written submission that those applying for transfer to DPhil from PRS status submit and in the viva voce examination described below, the assessors will seek not only to determine whether you should be awarded the MPhil or MSt but whether they can recommend that you be transferred to DPhil status. Consequently, they must make one of the following recommendations: award of the MPhil or MSt and admission to DPhil status; award of the MPhil or MSt and referral of Part A for revision and resubmission; referral of the thesis itself for resubmission for the MPhil or MSt (they cannot recommend referral of the thesis but admission to DPhil). The recommendations will be made in a report which you will have access to and which you will be able to use in making revisions to the Part A proposal and/or the MPhil or MSt thesis.

If you are admitted to DPhil status, then you may incorporate your MPhil or MSt thesis into your final DPhil thesis (students are generally not permitted to submit materials for more than one degree but this is an exception to that rule).

Full informaiton can be found on http://www.admin.ox.ac.uk/examregs/2016-17/rdegrinlaw/

Incorporating a Completed Thesis

As mentioned above, there is no bar to submitting work which you have published during your research work, but there is a general principle against trying to get an Oxford degree with or partly with work which has been submitted for another degree, whether at Oxford or at any other university. However, there are some exceptions; for law students the regulations work in the following way: a thesis/dissertation which has been submitted for the MPhil, MSt, or BCL/MJur/MLF can be incorporated in a subsequent DPhil thesis, but a thesis submitted for the MLitt cannot. A BCL dissertation can be incorporated in a subsequent MLitt but an MPhil or MSt thesis cannot. A BCL/MJur/MLF dissertation may cover the same area as a subsequent MPhil but the text of the former may not be incorporated directly into the text of the latter. In some cases people intend to incorporate their Oxford work in a thesis later to be submitted for another degree at another university. That is entirely a matter for that other university. Some permit that kind of incorporation, others do not.

Confirmation of DPhil Status

The Purpose of Confirmation of Status

The Confirmation of Status process allows the student to have an assessment of his/her work by two assessors, to give a clear indication of whether it would be reasonable to consider submission within the course of a further three terms, if work on the thesis continues to develop satisfactorily. However, successful confirmation of status should not be seen as being explicitly linked to the final outcome of the examination of the thesis.

The confirmation assessment is different to the transfer assessment. The assessors will be focusing on how the research is progressing, the quality of the draft chapters, and on the plan for completion. The assessors will therefore be looking to ensure that the student is making the appropriate amount of progress in the development of the thesis, so that submission will be achieved within three or at most four years (or six to eight years for part-time students). In doing so, they are also required to ensure that the student is not attempting to deal with an impossibly or unnecessarily large amount of material. The student should benefit from independent assessment of his/her work and should receive authoritative comments and suggestions on

problems and how to address them. The assessors may be able provide guidance on how to better present the material, or on the use of concepts or methods. Even if the thesis is in good shape, the assessors may often stimulate valuable improvements to it. However, the assessors may also identify any weaknesses in theory, research design, data collection and analysis, which may compromise the final thesis. It should also be remembered that the confirmation assessment is a test (which it is possible to fail), and receiving critical comments can be difficult, and it may take a few weeks to come to terms with them. Finally, the interview is a good opportunity to prepare for the *vive voce* examination of the thesis.

The formal Regulations for Confirmation of Status are set out in the general regulations of the *Examination Regulations*, and in the special regulations for individual subjects, grouped within their particular Division. Further information is also available in the Education Committee "Policy on Research Degrees" http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/.

The Timing of Confirmation of Status

Students who entered the D.Phil. as a Probationer Research Student

The general regulations of the *Examination Regulations* state that all students should normally apply for and achieve confirmation of status within nine terms of their admission as a graduate student. However, in this Faculty students are required under the subject specific regulations to achieve confirmation of status by Students should also normally achieve confirmation of status three months before submission of their thesis.
Students who have previously completed an MPhil/MSt, (with a thesis is the same broad field as the topic for the D.Phil.) and have progressed directly to D.Phil. status, this normally means that confirmation of status should be applied for by the end of the third term of the D.Phil. Students should also normally achieve confirmation of status three months before submission of their thesis.

How to Apply for Confirmation of Status

Applications for confirmation of status should be made using the GSO.14 and Law 5 forms available from http://www.ox.ac.uk/students/academic/guidance/graduate/progression. Students are required to complete the form, which should then be signed by the student's supervisor and College. Students should include details of any research specific and/or personal and professional skills acquired, or further training needed in, and also information on any other related activities undertaken, e.g. presentation of posters, attendance at conferences etc. Students are also required to state whether their work required research ethics approval (and if appropriate, was granted)) Students in the Law Faculty will also be required to complete the supplementary LAW 5 form. Supervisors are asked [in consultation with their student] to suggest names of appropriate assessors and their willingness to act, neither of whom will normally be the student's supervisor.

In addition you will also be required to submit/complete two copies these must be securely and firmly bound in either hard or soft covers. Loose-leaf binding is not acceptable. Copies which are not securely bound will not be accepted
1. Thesis Abstract
2. Thesis Outline comprising the title of the thesis and a summary of each component chapter in approximately 100 words per chapter

3. Research Proposal, comprising an overview of the intended thesis, of approximately 1,000 words, stating how much of the thesis is complete and how much remains to be done (with an estimate of the probable date of completion)

4. Written Work   20,000 – 30,000 word in length and intended to form part of the thesis

6. Timetable for Completion (to be completed on Part 2 (ii) of the GSO.14 form)

7. Bibliography

 The complete application for confirmation of status should be submitted to
Geraldine Malloy at the Law Faculty.

The Confirmation Assessment

The Associate Dean for Graduate Studies –Research will appoint two assessors neither of whom will be the student's supervisor to read the confirmation assessment materials and interview the candidate (for both the first, and if required, second attempt). The assessors will normally be academic members of staff working in the University of Oxford; only in exceptional circumstances will an external assessor be appointed It is permissible for the same assessor to be used for both transfer and confirmation of status, and this person may also act as the internal examiner for the D.Phil. viva voce examination.

Students should normally expect to be interviewed within six weeks of submitting their application, though this may be longer during the vacation periods due to availability of the assessors. The Confirmation assessment is a formal requirement, but the interview is not an official examination or viva, and *sub fusc* is not worn. The assessors will write a report and submit recommendations to the Graduate Studies Committee. Following their interview, students should normally expect to hear the outcome of their assessment with six weeks, though this may be longer during the vacation periods.

Instructions to Assessors

The assessors are asked to contact students as soon as reasonably possible to arrange a time for the interview, or to explain problems in doing so. Students may sometimes find it an anxious wait, and may have good reasons for wanting the assessment completed as soon as possible. Student should please let Geraldine Malloy the Graduate Administrator know if there is a problem in this respect at the time of application.

An applicant for confirmation of status should be close to having a complete thesis plan, and the work submitted should be close to reading as a complete thesis chapter. In contrast to the transfer assessment, omissions and missing perspectives are much more serious at this stage, but if the student can satisfy the assessors at interview that matters will improve, this should not be a reason to decline recommending confirmation of status. The work should be presented in a scholarly fashion and should be essentially of the standard expected of a D.Phil. thesis in the final examination, though it is not expected that every footnote should be in place yet etc. The assessors should judge the application against the criteria for success defined below. As with the transfer assessment, the assessors should aim to provide constructive criticism and advice to the student to identify and address deficiencies and thereby strengthen their thesis, rather than presenting a judgemental verdict. Dismissive or aggressive remarks are not appropriate. If it is unclear during the assessment how the research will be completed, or the proposal is over-large, the assessors may request a revised thesis outline or further written work before submitting the initial report.

The joint assessors' report should be 1-2 pages in length, providing a permanent record of advice given to the student at this stage and indication of the student's progress. It should normally include *a* summary of the points raised in the interview, feedback on the written work submitted prior to the interview, comments on the positive aspects of the student's work, as well as any concerns about the student's progress and suggestions for the research going forward.

In particular, the assessors are asked to consider the clarity of the goals, the chapter structure, the timetable for completion and progress to date, and the significance to the existing literature and field. They should also provide an evaluation of the written work submitted by testing whether the work is presented in a scholarly and lucid manner. More specifically, the assessors should consider commenting on whether the student has presented evidence of being able to undertake research that provides a significant and substantial contribution in the particular field of learning within which the subject of the thesis falls. Also, they should consider whether the student has developed a systematic acquisition and understanding of the substantial body of knowledge at the forefront of their field and a thorough understanding of the techniques for research needed for advanced academic enquiry. Furthermore, the student should show the capacity to design, carry through and defend the thesis within three or at most four years. Finally, for non-native English speakers, the report should indicate the assessors' view of the student's ability to present and defend the work in English

Significant differences of opinion between the assessors will be adjudicated by the Associate Dean for Graduate Studies –Research and/or Graduate Studies Committee, in consultation with the assessors and supervisors.

Criteria for Success

For confirmation of status to be approved, the student will need to be able to show that the research already accomplished shows promise of the ability to produce a satisfactory thesis on the intended topic, the work submitted for assessment is of the standard expected of a D.Phil. thesis in the final exam, the bulk of any fieldwork has been completed and the analysis is well developed, and the research schedule is viable so that the thesis can be completed within three, or at most four, years from admission.

Students must also show that they are able to present and defend their work in English.
Below are examples of possible success criteria

1. Evidence of wide reading and critical review of the literature
2. A clear indication of how the research is being developed into a thesis
3. Potential original contribution to the field of study
4. Evidence of a progression of argument and logic throughout the thesis
5. Evidence of a scholarly and lucid approach to the research issues
6. A clear timetable for the completion of the research within three, or at most four, years from admission
7. The ability to write in clear and coherent manner, with due attention to presentation
8. Competence in both written and spoken English
9. The ability to articulate and defend the argument in the interview
10. Satisfactory presentation of the thesis at a seminar
11. The draft chapters are of the quality expected for a final D.Phil. thesis

Outcomes of Confirmation of Status

The assessors may recommend one of five outcomes, which must be considered and approved by the Graduate Studies Committee (excluding option (ii)).

(i) Successful confirmation – Accompanied by suggestions and advice for future progress.
(ii) Revision of application – The assessors may request further minor clarifications before making a first recommendation. In such cases it should be possible to complete the additional work within the current term of assessment.

(iii) Referral for a second attempt at confirmation - This should normally involve the same assessors and take place within one term of the first attempt. If the first attempt is made in the final term permitted, a one-term extension is automatically granted to allow the second attempt. This extension does not affect the total amount of time permitted for registration on the D.Phil., however if the student has already been registered on the D.Phil. for twelve terms, the extension is counted as one of the potential nine terms of extension of time permitted under the general regulations. The assessors should provide clear guidance on what needs to be done to improve the application before the second attempt at confirmation is submitted. This may require additional written work or other evidence, and possibly the appointment of an additional assessor.

Referral may simply represent attempts to ensure that the student's work is enhanced and set on the best possible course, and should not necessarily be seen as a failure. However, a referral may be disappointing to a student and may take some time to come to terms with, especially if the assessors' comments are highly critical. Most students who do then go on to successfully complete the D.Phil. see the comments in retrospect as helpful, having given them the opportunity and incentive to make substantial improvements to the thesis and to reduce the risk of a far more time-consuming referral of the final thesis.

(iv) Transfer to M.Litt. Although the work presented was not suitable for confirmation of D.Phil. status, nonetheless, the assessors felt it was still strong enough for the lower award which is a less demanding and shorter-timescale research degree. In cases where transfer to a lower award is approved, if the student is already in their ninth term or beyond, a formal extension of time will also be needed to allow the student to stay on the graduate register for the lower degree, otherwise their status will lapse, and they will have to subsequently apply for reinstatement to the Register of Graduate Students.

(v) Reject the application – The assessors cannot recommend confirmation of status, or transfer to the lower award. This exceptional outcome should only be used if the quality of the student's work has regressed to below the standard previously achieved for transfer of status.
At the first attempt at confirmation only options (i)-(iii) should be chosen. At the second attempt, options (i), (ii), (iv) or exceptionally (v) should be considered. The Graduate Studies Committee may also request additional work or other evidence, or appoint an additional assessor to help in making a final decision.

If a student fails to confirm D.Phil. status or to transfer to the status of the applicable lower degree after two attempts, then his/her student status will lapse and his/her name will be removed from the Register of Graduate Students. In such circumstances, informal counselling, often involving the student's college, should be an integral part of the procedures.

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Deferral of Confirmation of Status

If a student is unable to achieve confirmation of status within the prescribed number of terms permitted by the *Examination Regulations* they must apply for a deferral of confirmation of status, otherwise their student status will lapse and their name will be removed from the Register of Graduate Students. It is possible to apply for a deferral of confirmation of status for up to three terms (depending on provisions in Special Regulations), as long as the total number of terms from admission as either an MPhil or PRS student does not exceed twelve.

Any student who is considering applying for a deferral of confirmation of status will be required to attend a formal academic review meeting involving their supervisor(s) and Director of Graduate Studies (or at least one other member of academic staff who may or may not be a future assessor for confirmation of status). The purpose of this meeting will be to review progress to date, and to draw up a clear timetable to ensure that confirmation of status is successfully achieved within the proposed period of deferral.

To apply for a deferral of confirmation of status, a student will need to submit the GSO.14B form available from http://www.ox.ac.uk/students/academic/guidance/graduate/progression. Students are required to complete the form, which should then be signed by the student's supervisor and College. The Associate Dean for Graduate Studies –Research/ Graduate Studies Committee will then assess the application for deferral, taking into account any recommendations from the academic review meeting. If confirmation of status is not achieved within nine terms of admission as a graduate student, or approval given for a deferral of confirmation of status, his/her status will lapse.

In exceptional cases only, deferral may be granted beyond twelve terms. Applications for such deferrals require the approval of the University's Education Committee for formal dispensation from the *Examination Regulations*. Students should contact their Graduate Administrator for details of the application process.

Submission of the Thesis

Application for Appointment of Examiners

A summary of key regulations to examinations can be found on
http://www.ox.ac.uk/students/academic/exams/research

As you approach completion of your thesis you have to apply for the appointment of examiners.
http://www.ox.ac.uk/students/academic/guidance/graduate/progression

GSO3 for DPhil and GSO 27 for MPhil and MSt. The application requires signature by your supervisor, and another on behalf of your college.

You and your supervisor have a say in the choice of the examiners. In all cases (MSt, MPhil and DPhil), two examiners will be needed, one from Oxford and one external. The form asks for suggestions. It would be a rare case in which those suggestions were not accepted, and the Law Faculty Board would be unlikely to appoint others without first consulting with the supervisor, who in turn would be likely to consult you. It is not uncommon for the appointment of examiners to be a somewhat protracted process, especially where one suggested name turns out to be unable to act. It is therefore very important that you put in the DPhil GSO3 form at the earliest opportunity to the Graduate Administrator, at least three to four weeks and for the MPhi/MSt by

noon on Friday of Eighth Week of Trinity Term, before you submit your thesis, Your supervisor should contact proposed examiners *informally* to ascertain whether they are willing to act and available at the expected time. The withdrawal of one name sometimes creates problems of imbalance. It is very important indeed that you should be contactable during this phase at the place in which you have said that you will be, and you should independently make sure that your supervisor knows how to get in touch with you quickly. In case of difficulty, the Research Degree Office, at the Examination Schools will contact your supervisor, and the supervisor will want to talk to you.

Submission of the Thesis

The deadline for submitting your two bound copies (see Binding below) for the DPhil is the last day of the vacation which follows the term in which the thesis is due to be submitted For the MPhil /MSt by noon of the weekday on or nearest to 1 August of the year in question, The GSO3 form should aim to submit to the Faculty at least 3-4 weeks before. The GSO27 by noon on Friday of Eighth Week of Trinity Term. The only proper recipient of a thesis is the Research Degree Office, at the Examination Schools (**not the St. Cross Building)**. The thesis must state the number of words to the nearest hundred, and the number so stated must be within the prescribed word limit. There must be an abstract of the thesis, of about 300 words. At the end of the process, successful DPhil theses must be submitted for the Bodleian Library and a digital copy should be deposited in the ORA at http://ora.ox.ac.uk (see pg. 48 below). Students for the MPhil and MSt are not required to submit Bodleian copies, but if they wish to do so, they should contact the Research Degree Office for further information about how to do so.

Be careful to comply with the Faculty's Format for Theses which follows this section. If you think you have not understood any of the requirements, you must raise the matter as early as possible with the Graduate Administrator.

Format for Theses in the Faculty of Law

1. 'Thesis' here includes not only the writing submitted for the DPhil, MLitt, MPhil, or MSt, but also the essay which is submitted by a Probationer Research Student for a Qualifying Test, Confirmation of Status and dissertations offered in the examination for the BCL or MJur. It does not include essays set by way of examination for the BCL or MJur.

2. Every thesis must include an abstract not exceeding 300 words. The abstract must contain no footnotes. The abstract must appear immediately after the title page. Its format is governed by regulations 7 to 10 below.

3. Every thesis must contain a table of contents. The table of contents must state the titles of the chapters and their principal sub-divisions. The table of contents must be indexed to the pages where the chapters and first-level sub-headings begin. If required, a table of abbreviations should follow the table of contents.

4. Every thesis which mentions cases and statutes must contain separate tables of cases and statutes. Unless there are very few cases and/or statutes, divide the tables into separate sections for separate jurisdictions. Arrange EC cases in chronological and numerical order. Any other tables should follow, e.g. tables of other primary legal sources (official papers treaties, UN documents, etc.), and of tables and/or diagrams provided in the text. The tables must be indexed, so that each entry shows on what pages the case or statute in question is mentioned.

5. A bibliography listing secondary sources (articles, books, monographs etc.) in alphabetical order must appear at the end of the thesis. It should include all such sources cited in the thesis. It need not be indexed.

6. The order of the thesis should be: title page, abstract, table of contents, table of abbreviations, table of cases, table of statutes, tables of other primary legal sources, table of diagrams and tables, main body of thesis, any appendices, and bibliography. An index is not required. If there is one, it must come after the bibliography

7. All footnotes and appendices are included in the word count. The abstract, the table of contents, the table of cases, the table of statutes, the bibliography, any headers or footers, and any index are not included in the word count.

8. The thesis must be written in English

9. The thesis must use A4 paper.

10. The thesis must be word-processed using size 12 font on one side of the paper only, with a margin of 32 to 38 mm on the left hand side. Variations of font size may be used for headings, sub-headings, and footnotes.

11. The lines in the main text must be double spaced (8mm).

12. The first line of every paragraph must be indented unless the paragraph immediately follows a heading or sub-heading, or an indented footnote.

13. Quotations must use single inverted commas, saving double inverted commas for use for quotes within quotes. Quotations longer than three lines must be presented as a double-indented, single-spaced paragraph with no further indentation of the first line. Such double-indented quotations must not use quotation marks.

14. Endnotes must not be used. Footnotes must be internally single spaced with double spacing between the notes.

15. The thesis must comply with OSCOLA (the Oxford Standard for Citation of Legal Authorities: http://denning.law.ox.ac.uk/published/oscola.shtml, or another useful standard for citation. You should consult your supervisor if you wish to depart from OSCOLA.

16. The thesis must be bound in a soft or hard cover. NB for BCL and MJur dissertations, any form of binding – e.g. spiral binding – is sufficient.

17. Where the thesis is offered as part of an examination which is assessed anonymously, it must not at any point divulge the identity of the candidate or the candidate's college.

18. The word limits for theses:

	minimum	maximum
DPhil	75,000	100,000
MLitt	40,000	50,000
MPhil and MSt	25,000	30,000
Confirmation of Status	20,000	30,000

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QT Part B (for MLitt)	5,000	6,000
BCL/MJur/MLF dissertation	10,000	12,500

The Title of the Thesis

The exact title has to be approved, and the thesis must be submitted under the approved title. However, it is relatively easy to obtain permission for a modification. There is a form for seeking this permission. It is available on
http://www.ox.ac.uk/students/academic/guidance/graduate/progression
Do not make the title too long. It is the business of your first few pages, not of the title, precisely to define your project and make clear what questions will and will not be addressed. Think of your title as the title of a book.

Examination

Timing

The internal examiner will contact you to arrange the date of the viva. In the normal course you might expect the examiners to have fixed the date for the viva within six-eight weeks from submission. The viva usually takes place roughly eight weeks after submission. Do not hesitate to contact the **Research Degree Office**, (researchdegrees@admin.ox.ac.uk) if you think something has slipped up. It is extremely important that the examiners should be able to contact you in the period after submission. The forms oblige you to say where you will be, but even so some people turn out to be very elusive. In addition to the contact point given on the form, examiners will generally try your address. If they cannot contact you, very long delay can ensue.

Examining a thesis is hard work and requires the examiners to clear a substantial slice of time. You cannot reasonably expect to be viva'd within a month of the examiners receiving a thesis, without permission from the Proctors, but, if you have a good reason for needing a viva as early as possible, you can say so when you apply for examiners to be appointed. It is then sometimes possible to fix dates in advance. If you want to do this, apply for the appointment of examiners well ahead of the actual submission. Once again, be sure that all relevant people know where to contact you

Binding

Copies for submission for the viva must be securely and firmly bound in either hard or soft covers. Loose-leaf binding is not acceptable. Copies which are not securely bound will not be accepted. Soft covers, which are less expensive, are probably more sensible at this stage.

You will need a third copy of the thesis, identical in pagination etc. to that submitted for the two examiners, for yourself to use at the viva.

 Students with Disabilities -Assessment

The Viva: A Public and Inescapable Event

The viva is a public event. **You have to wear sub fusc** (see Academic Dress above), and so also do members of the University who come to spectate. Sometimes people do come. They are usually people who expect to go through the same ordeal themselves and want to see what it is like. The ordeal is also inescapable, in the sense that, however clear the examiners think they are as to their likely recommendation, they are obliged to conduct the oral

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examination. And you cannot get your degree unless you have been viva'd. Your supervisor can advise you on preparing for the viva. Its purpose is partly for the examiners to satisfy themselves that you have a sound grasp of the general area of your thesis, but the primary focus of the viva will to give you an opportunity to defend your own work. Take your own copy of your thesis with you to your viva. The viva will normally be held in Oxford, but in exceptional circumstances, normally affecting the ability of the external examiner to take part in an Oxford-based oral examination, application may be made to the relevant board for special permission to hold the examination using audio-visual communication with the external examiner concerned.

The Recommendation of the Examiners

The final decision lies with the Associate Dean for Graduate Studies -Research. The examiners do not decide. They recommend. It goes without saying that departures from the examiners' recommendation are rare. Nevertheless, the fact that the examiners cannot make the decision is a serious reason inhibiting their communicating to you the nature of their judgment. Some examiners feel more inhibited than others in this respect. Every effort will be taken to minimize the time within which you are kept in suspense, and the Associate Dean for Graduate Studies - Research will take a final decision as soon as possible following the receipt of the report. But there may well be some delays. Sometimes the examiners are not able instantly to complete and submit their report after the oral examination. There may be grounds to refer the report to the Faculty Board. Hence you may have to wait for the final result.

The Examination Regulations are available https://www.admin.ox.ac.uk/examregs/
Any changes that have been subsequently approved and published in the University Gazette: http://www.ox.ac.uk/gazette/. There is normally a short time between Gazette publication of changes and their appearance in the online version."
http://www.admin.ox.ac.uk/examregs/2016-17/grgoveresedegr/

Outcomes of the examination

A detailed account of the recommendations and of related regulations for:
DPhil Examination Regulations (section 7)
http://www.admin.ox.ac.uk/examregs/2016-17/grftdodoctofphil/
MPhil Examination Regulations https://www.admin.ox.ac.uk/examregs/2016-17/dicl-mjamophilinlawx/
MSt Examination Regulations (section 5 for these not progressing on to DPhil)
http://www.admin.ox.ac.uk/examregs/2016-17/mosilr-legarese/examinerview/

Below is a short summary of an examination outcome: Having completed the examination of a candidate for the first time, the examiners may make any one of recommendations (i), (ii) or (iv) below only. Having completed the examination of a candidate who has revised and re-submitted his or her thesis, the examiners may make any one of recommendations (i)-(vi). The recommendations, in summarized form, are

(i) Leave to supplicate
That the board should grant the candidate leave to supplicate for the Degree applied for:
Doctor of Philosophy; Master of Philosophy in Law; Master of Studies in Legal Research

(i) (a) Minor corrections

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If the examiners are satisfied that the candidate's thesis is of sufficient merit to qualify for the degree but consider, nevertheless, that before the thesis is deposited the candidate should make minor corrections (which are not sufficiently substantial to justify reference back for re-examination and which should be capable of completion within one month), they must require the candidate to correct the thesis to their satisfaction before they submit their report. If the candidate has not completed these corrections within one calendar month of the date of receipt of the list of minor corrections from the examiners, his or her name shall be removed by the Registrar from the Register of Students for the Degree of Doctor of Philosophy, provided that the board may, on good cause shown by the candidate, grant an extension of time of one further calendar month in which the candidate may fulfil this requirement before the removal of his or her name from the Register. No subsequent extension shall be granted, but it shall be open to a candidate who has failed to fulfil this requirement within those one or two months in total, as the case may be, to apply to the board for reinstatement as a Student for the Degree of Doctor of Philosophy, with the support of his or her society and supervisor, upon submission to the Registrar of a copy of his or her thesis incorporating the required corrections, and upon payment of such reinstatement fee as may from time to time be prescribed by Council by decree. Permission to supplicate shall not be granted until this fee has been paid

(i) (b) Major corrections (for DPhil only)
If the examiners are satisfied that the candidate's thesis is of sufficient potential merit to qualify for the degree but consider, nevertheless, that before the thesis is deposited the candidate should make major corrections (which are not sufficiently substantial to justify reference back for re-examination and which should be capable of completion within six months), they should report this preliminary recommendation to the board with a description of the major corrections which they require the candidate to make before they confirm their recommendation.

Where the examiners make this recommendation, and the board, considering the extent and nature of the major corrections, takes the view that the recommendation ought to be reference of the thesis back to the candidate in order that he or she may revise it for re-examination, the board may, exceptionally, ask the examiners to review their recommendation.

If the candidate has not completed these corrections within six calendar months of the date of receipt of the list of major corrections from the examiners, his or her name shall be removed by the Registrar from the Register of Students for the Degree of Doctor of Philosophy, provided that the board may, on good cause shown by the candidate, grant an extension of time of up to three further calendar months in which the candidate may fulfil this requirement before the removal of his or her name from the Register. No subsequent extension shall be granted, but it shall be open to a candidate who has failed to fulfil this requirement within those six or nine months in total, to apply to the board for reinstatement as a Student for the Degree of Doctor of Philosophy, with the support of his or her society and supervisor, upon submission to the Registrar of a copy of his or her thesis incorporating the required corrections, and upon payment of such reinstatement fee as may from time to time be prescribed by Council by decree. Permission to supplicate shall not be granted until this fee has been paid.

 (ii) Referral for DPhil/award of MLitt
That the board should offer the candidate a choice between (a) reference of the thesis back to him or her in order that he or she may revise it for re-examination for the Degree of Doctor of

Philosophy, and (b) leave to supplicate for the Degree of Master of Letters, as appropriate, on the basis that the thesis has not reached the standard required for the Degree of Doctor of Philosophy but has nevertheless reached that required for the Degree of Master of Letters

(iii) Referral for MLitt only
That the board should refer the student's thesis back in order that he or she may present it for re-examination for the Degree of Master of Letters only. If the board adopts the recommendation the student shall be transferred forthwith to the status of Student for the Degree of Master of Letters as the case may be, and shall be permitted to apply for permission to supplicate for the Degree of Master of Letters in accordance with the provisions of the appropriate regulation.

(iv) Referral for DPhil or MLitt
That the board should refer the student's thesis back in order that he or she may present it for re-examination either under (iii) above for the Degree of Doctor of Philosophy or, if the student chooses, under (iii) above for the Degree of Master of Letters only. The board shall adopt such a recommendation only if it is fully satisfied that the thesis as it stands is not of the standard required for the Degree of Doctor of Philosophy, nor for the Degree of Master of Letters as the case may be, but that the candidate could reach the standard required for the Degree of Doctor of Philosophy. If such permission shall have been given by a board during a vacation, it shall be deemed to have been given in the term preceding that vacation.

(v) Award if MLitt only
That the thesis has not reached the standard required for the Degree of Doctor of Philosophy but has nevertheless reached that required of the Degree of Master of Letters and that the candidate may be granted leave to supplicate for the MLitt on the basis of the thesis as it stands.

(vi) Leave to supplicate refused
That the student's application for leave to supplicate should be refused outright.

Being referred

You should remember that many candidates, even those who have written really excellent theses, are referred back for resubmission. There is often some aspect of the thesis which strikes the examiners as incomplete or unfocused. It is of course a blow to have to do more work on something, which you had hoped, was finished, but the result can be a substantial improvement in the work. To satisfy the examiners on resubmission it is vital that you read their report carefully and follow their recommendations as closely as possible. If they refer you, the examiners will tell you, in writing, exactly what parts of the thesis require to be rewritten and why. After you resubmit, there may or may not be a second viva, depending on whether the examiners need to meet you in order to decide whether you have done what they required.

Oxford Research Archive (ORA) and Digital Publication of Theses

The University of Oxford is committed to the widest dissemination of research theses produced by its graduate students. The Oxford University Research Archive (ORA) is an online archive of research output including theses created in fulfilment of Oxford awards, produced by graduate students at the University of Oxford.

DPhil, MLitt and MSc by Research Degrees

All students following the DPhil, MLitt or MSc (by Research) who registered for the DPhil from 1 October 2007 onwards, are required to deposit a hardbound and a digital copy of their thesis

with the Bodleian Libraries. Please be aware that this is a condition for award of the degree and it is enforced. The digital copy should be deposited into ORA at http://ora.ox.ac.uk after Leave to Supplicate (LTS) has been granted. Students who commenced these degrees before October 2007 must deposit a hardbound copy but may also optionally submit a digital copy.

ORA provides maximum visibility and digital preservation for Oxford digital theses. Students should read the important information about the deposit of, and access to, digital theses which is available at http://ox.libguides.com/digitaltheses and includes:

- Legal requirements (including funder mandates) and author responsibilities

- When to deposit the digital copy of your thesis

- How to deposit the digital copy of your thesis

- Options for open and embargoed access. Theses, or parts of theses, can be embargoed for reasons such as sensitive content, material that would affect commercial interests, pre-publication or legal reasons

- Information about file formats, fonts and file sizes

Copyright of the thesis usually rests with the author: this does not change when depositing your thesis in ORA. The author does not give away any rights to the Oxford University Research Archive or the Bodleian Libraries. However, students should read the information on third party copyright at: http://ox.libguides.com/third_party_copyright

Students are strongly encouraged to ascertain and arrange permissions for inclusion and distribution of material via the Internet where copyright is held by a third party at the point that the items are gathered. This is similar to the process when writing a journal article or monograph. A 'Record of permissions' template has been created to assist with this process.

http://libguides.bodleian.ox.ac.uk/ld.php?content_id=17932486

Further information or queries about depositing digital theses should be addressed to ORA@bodleian.ox.ac.uk.

MPhil in Law and MSt in Legal Research/MSt in Socio-Legal Research

Students following MPhil in Law or the MSt in Legal Research Master of programmes, are invited to deposit a digital copy of their thesis voluntarily in addition to the deposit of a hardbound copy. The digital copy should be deposited in the Oxford University Research Archive (ORA) at http://ora.ox.ac.uk]

The Social Sciences Division – Restricted access arrangements

Whilst the Social Sciences Division strongly supports open access to, and wide dissemination of, theses produced by its students, access to the full text of digital theses will be **restricted for three years** by default unless requirements of funding bodies require open access to be provided earlier (see below). This three year embargo is applied automatically by ORA staff. When completing the ORA online deposit form authors should therefore indicate whether they would like to 'opt out' of the default embargo and release their thesis earlier. For example, if the author's

funding specifies an earlier release date. There is no need to complete a separate GSO3.C Dispensation from Consultation form at the time of deposit.

During the period of the embargo, only the following information from your thesis will be available in ORA:
(i) Item record (details including your name, thesis title, subject area) **and**
(ii) Abstract **and**
(iii) Full text search for single words or short passages of text.

At the time of deposit an author may request permanent closure in ORA under the following circumstances
(a) For digital material where copyright is held by a third party and permission to disseminate it via the Internet in ORA has not been granted by the copyright holder, the Law Faculty will grant permission for the copyright material to be deposited as a separate file from the thesis, on the understanding that the thesis will be available for consultation or reproduction but access to the copyright material will be restricted.

(b) Where confidential material forms only a small part of a thesis and the force of the thesis will not be seriously impaired by the removal of such material, the Law Faculty may grant permission for the access to the confidential material to be closed on the understanding that the thesis will be available for consultation or reproduction but access to the confidential material will be restricted.

Authors can also choose to override the default embargo and make their thesis open access, either at the time of deposit or at any time during the three year embargo. Authors who wish to make their thesis freely available on deposit should indicate this on the Deposit and Consultation of Thesis form (GSO3A) and on the online ORA deposit form. Once the embargo is in place, students wishing to end it early should e-mail ORA@bodleian.ox.ac.uk . It is not recommended for those planning to publish their research as a book or article to make their thesis openly available in ORA without first discussing this matter with their supervisor and consulting potential publishers to ascertain their policy. The embargo will be automatically lifted after the three year period, and it is the responsibility of the author to apply for an extension if required. **No reminder will be sent** by the Department/Faculty, the Bodleian Libraries or ORA staff, and it will be assumed that the full text can be released if a Dispensation from Consultation form (GSO.3C) is not submitted (see below).

If you are in receipt of **research funding** the following may apply:

The Terms and Conditions of Research Council Training Grants (http://www.rcuk.ac.uk/documents/documents/termsconditionstraininggrants-pdf/) require that metadata describing the thesis should be lodged in ORA as soon as possible after leave to supplicate has been granted, and for the full text version to be available within a **maximum of twelve months**. The Division has therefore agreed that the full-text of RCUK-funded students' theses should be made available within one year of leave to supplicate being granted. Students funded by any other external body should be aware of, and also abide by, the terms and conditions for open access defined by their funder, and where there are discrepancies, the funding body's requirements should supersede the standard Divisional embargo.

Dispensation from consultation of your thesis – The Bodleian Libraries and ORA

Version 1.0

(i) Authors may apply for dispensation from consultation beyond the end of the default 3 year embargo period (or other period specified by their funding body) of the copy of the thesis deposited in the Bodleian or other University Library **and/or** of the electronic copy of the thesis deposited in ORA if there is good reason for such a request. Reasons for requesting dispensation might include that consultation or reproduction would put at risk confidential material or invalidate an application for a patent on a product or process described in a thesis. Students are advised to be particularly mindful of the terms of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis.

(ii) Dispensation will always be granted (a) in cases where confidentiality has been made a condition of access to materials that are subsequently incorporated in a thesis and (b) for material where copyright is held by a third party and permission to disseminate it via the Internet has not been granted by the copyright holder. Students should apply for dispensation by completing form GSO.3C, available at:
http://www.ox.ac.uk/students/academic/guidance/graduate/progression

Dispensation from consultation is granted by the department/faculty not the Bodleian Libraries or ORA staff. If you need any help with progression forms, please contact your Graduate Officer

Journal articles included within the thesis

Authors sometimes include published journal articles within their theses. Authors needing to include such articles as part of the e-thesis can make the article freely available only in compliance with copyright and any sponsor permissions. See www.sherpa.ac.uk/romeo.php for guidance or ask ORA staff (ORA@bodleian.ox.ac.uk).

The copyright in the thesis

The copyright in the thesis usually remains with the author. In a tiny minority of cases, copyright might rest with a sponsor or other body. Students should speak to their supervisor or Research Services if they are unsure.

Third party copyright

If material has been incorporated within the thesis where copyright is held by an individual or group that is not the author (third party copyright) permission will be needed to make such material freely available on the Internet. It is best to obtain such permission when sourcing the material. Proof of permission will need to be provided when depositing the thesis in ORA (e.g. e-mail or letter). Authors should contact ORA staff (ORA@bodleian.ox.ac.uk) if they are unsure. A useful template to keep track of permissions for use of third party copyright materials is available for download at: http://libguides.bodleian.ox.ac.uk/ld.php?content_id=17932486

Intellectual property rights

Authors should apply for dispensation from consultation if consultation or reproduction of all or part of the thesis would put at risk **confidential material** or invalidate an application for a **patent** on a product or process described in the thesis, or restricting access to the thesis is a requirement of any **agreements with an outside body or sponsor** governing supply of confidential material or the disclosure of research results described in the thesis. Authors should speak to their supervisor or Research Services if they are unsure.

Plagiarism

Making the thesis open access increases its visibility, gains recognition for the author and certifies them as author of the work. It can also give rise to concerns about increased risk of plagiarism. However, when work is available open access, plagiarism is easier to detect (by using a web search engine).

General Queries

Any further information or queries regarding the deposit of your digital thesis, should be referred to ORA@bodleian.ox.ac.uk

Publication

In the immediate aftermath of your examination, you may find it difficult immediately to turn back to your thesis. The sense of exhaustion will quickly wear off. And when it does you should do your best to bring it out either as a series of articles or as a book. Your supervisor and the tutors in your college will be happy to advise how to go about it and in particular how to get in contact with a publisher. Read the report of the examiners carefully and follow any advice given there on how to improve your work with a view to publication. It is important that the research which you have done should make its contribution in the most effective way. Often that means writing a chapter or two more, and perhaps making some quite radical changes to others. It will be worth the effort. When you publish work arising from your research, we hope very much that you will remember, in advance, to draw the publication to the attention of the Faculty through the DGS(R). We do not lose interest in you or in your work when you leave.

MPhil/DPhil status after the BCL or MJur or MLF

Students who complete the BCL, MJur or MLF may then continue either to the MPhil or to DPhil/Probationer Research Status. Admission to the MPhil is available only to those who have completed the BCL, MJur or MLF and proceed directly to the MPhil in the next academic year (for the purposes of the regulations, the MPhil is viewed as being the second year of a two-year course and the BCL or MJur as the first year). Occasionally, students may be allowed to defer admission to the MPhil, but only in exceptional circumstances. If you complete the MPhil you may then continue to the DPhil (see pg 36). Alternatively, you may choose to seek admission to the doctoral programme immediately after the BCL or MJur or MLF in which case, rather than apply for the MPhil, you would apply for DPhil/Probationer Research Student status (this would involve your being admitted as a Probationer Research Student in the first instance before transferring to DPhil status as described on pg 31. In both cases, admission will be conditional on the quality of your research proposal, availability of supervision, and any other academic conditions imposed by the relevant subject group – this will normally mean attaining a particular average in the BCL/MJur/MLF examinations (the figure in question will vary between subject groups and candidates). There are various considerations that may lead you to choose to one of these two routes rather than the other: you may only want to do a one-year masters research degree rather than proceeding to the doctorate, or you may want to attain the additional qualification of the MPhil before proceeding to the DPhil. Conversely, there may be considerations such as funding that would lead you to choose the DPhil/PRS route. Home/EU students should note that the AHRC do not provide grants for those taking the MPhil.

How to apply for admission to the MPhil or to DPhil/PRS status

Providing there is no break in your study and you apply to be admitted the academic year directly following that in which you took the BCL/MJur/MLF, you may apply using the readmissions form. Full information on how to reapply can be found on https://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide?wssl=1 You will need to meet all the same deadlines and requirements as other applicants. Your research proposal should be approximately two pages in length and should have a working title and a short synopsis and, unless it is self-evident, should indicate the areas or subject matter the proposed dissertation will cover. In both cases, applications should be submitted by 20 January 2017.

University Policy Statements and Codes of Practice

Equality and Diversity at Oxford

"The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected." Equality Policy (2013).

Oxford is a diverse community with staff and students from over 140 countries, all with different cultures, beliefs and backgrounds. As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy and consideration.

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

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice

There is range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit:
www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres/

Student Welfare and Support Services

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

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

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

OUSU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: ousu.org/get-involved/campaigns

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

Research Development

Your Development as a Researcher

As a doctoral student at Oxford you will need to combine detailed subject knowledge with thorough training in relevant research methods and techniques, as well as general research management skills, professional knowledge and career development. This combination of skills, knowledge and training is intended to help your research and also to enhance your personal and professional development and employability

As the diagram shows, skills review is an ongoing and iterative process
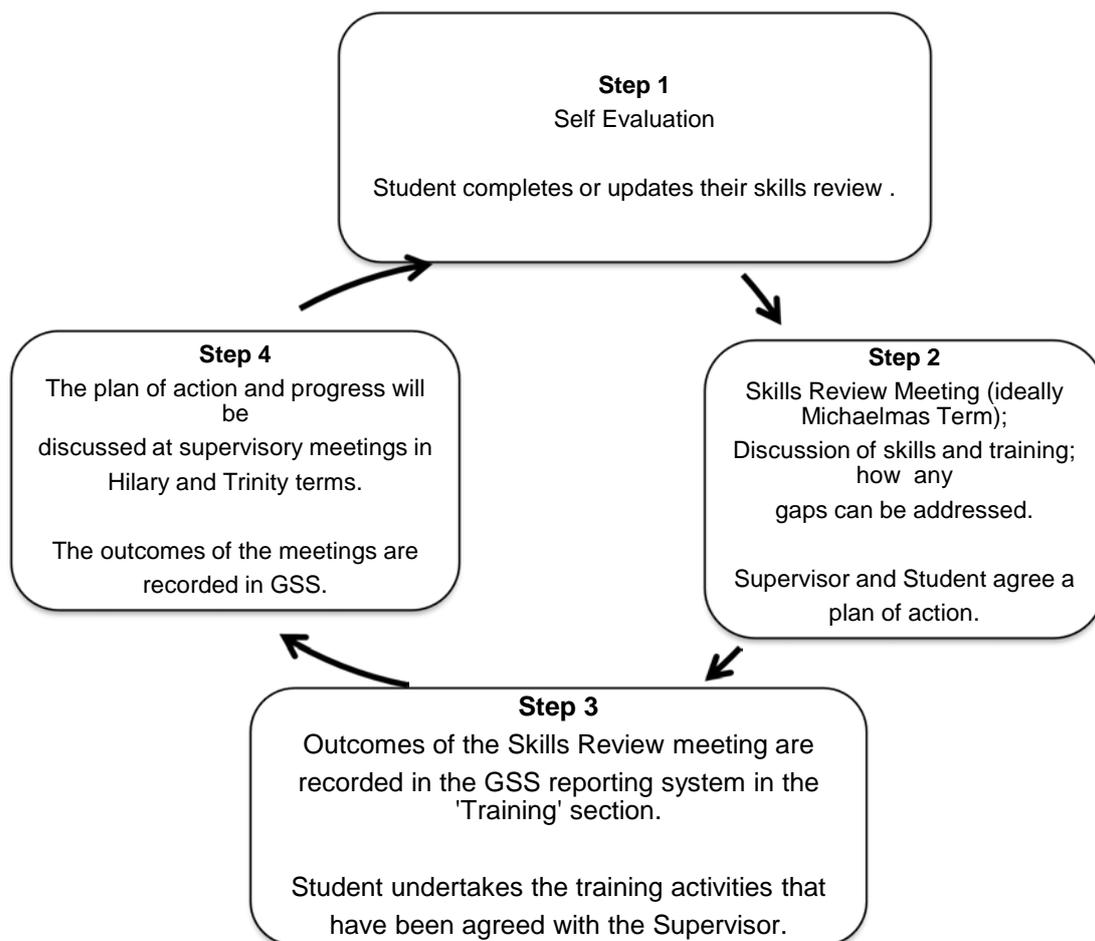
Step 1
Self Evaluation

Student completes or updates their skills review .

Step 4
The plan of action and progress will be
discussed at supervisory meetings in Hilary and Trinity terms.

The outcomes of the meetings are recorded in GSS.

Step 2
Skills Review Meeting (ideally Michaelmas Term);
Discussion of skills and training; how any
gaps can be addressed.

Supervisor and Student agree a plan of action.

Step 3
Outcomes of the Skills Review meeting are recorded in the GSS reporting system in the 'Training' section.

Student undertakes the training activities that have been agreed with the Supervisor.

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You will have access to a wide range of training whilst undertaking your research, including:

1. Research methods training within the Faculty (the Course in Legal Research Methods)

2. Training open to doctoral students across the social sciences via the Research Methods Hub

3. An Academic and Professional Development Programme (APDP) organised by the Social Sciences Division and aimed at doctoral students and early career researchers

4. Training offered by University providers such as the Careers Service, IT Services and Bodleian Library

You are strongly encouraged to enter comments about your training directly into the relevant free text boxes within GSS on a termly basis. This will allow both you and your supervisor to have a record of your changing training needs and your development over time. You can also upload your review forms to GSS

The Course in Legal Research Methods (CLRM)

The CLRM serves three functions. First, it is an important aid to help students develop skills in legal research and methodology. Second, the course exposes students to the diversity of, and intellectual challenges involved in great legal scholarship. Third, and most importantly, the course is a forum of peers in which research students can discuss the methodological challenges involved in their own research. As such, the course requires students to think critically and to work together as part of a community committed to producing legal scholarship of the highest quality Satisfactory completion of the CLRM course requires you to do three things: i) attend 32 hours of seminars; ii) present a 10 minute oral presentation at the Oxford Graduate Legal Research Conference and engage in a feedback session on that presentation; iii) submit a 2000 word written presentation based on your oral presentation.
Further information about the CLRM, including a handbook and programme for 2016-17, can be found on Weblearn at
https://weblearn.ox.ac.uk/portal/hierarchy/socsci/law/clrm/page/reading_lists%2C

Training open to doctoral students within the Social Sciences Division

For research students in law, the CLRM is very much the primary source of research training. However, as members of the Social Sciences Division, you also have access to the Social Sciences Doctoral Training Centre. The Centre is part of a UK-wide network of 21 Doctoral Training Centres funded by the Economic and Social Research Council (ESRC). It is not a single physical place, but rather a coordinating hub for training in research methods and academic and professional development. All social sciences doctoral students have access to the training on offer. Through *Doctoral Training in the Social Sciences*, you can access research methods training and other researcher development opportunities.
including specialist and advanced research methods training in other Departments, through the Social Sciences Division's Research Methods Hub, and across the University page of the http://dtc.socsci.ox.ac.uk website. We would strongly advise that you have discussions with your supervisor before undertaking training from any of these sources, to ensure that it is appropriate to your needs.

Academic and Professional Development

To support your broader development as a researcher and enhance your professional development and employability, the Social Sciences Division organises an *Academic and Professional Development Programme* (APDP) covering a range of generic and transferable skills. For more information, see the Doctoral Training in the Social Sciences website.

Other University Services

Oxford offers a wide range of researcher development opportunities and resources for social science doctoral students. In addition to research methods training and the *Academic and Professional Development Programme* (APDP), there are also University-wide resources and career development opportunities.

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Bodleian Library

The <u>Bodleian Library</u> provides training in information skills and information literacy. Some workshops are offered under the auspices of the APDP; others are offered directly by the Library.

Careers Service

The <u>Careers Service</u>. has a range of events and resources for doctoral students.

IT Services

Through its <u>IT Learning Programme</u> , <u>IT Services</u> offers a range of computing courses.

Online Courses

Several online courses are available, including the <u>Research Skills Toolkit</u> and a <u>Research Integrity</u> course for social science researchers.

Oxford Learning Institute

The <u>Oxford Learning Institute</u> (OLI) has a useful set of resources on research supervision and its <u>Apprise</u> website is aimed at doctoral students.
The <u>Research Supervision</u> website provides information for both DPhil students and their supervisors on the following key topics:

- DPhil students

- Being a supervisor

- Stages of the doctorate

- Examination

- Research environment

- National and international context

Under these broad headings, the website includes explanations of Oxford's policies and practice with links to University policy documents, downloadable tools and ideas for both students and supervisors, links to further national and international websites, examples of good practice, and listings and links to some of the research literature on doctoral study, including articles in journals which the University has on subscription.

Language Centre

The Language centre offers specialist and difficult languages training. Please note that you should discuss attending courses run by the <u>Language Centre</u> with your supervisor and departmental graduate administrator BEFORE signing up for or attending any course.

Developing Teaching and Learning

As a second or third year doctoral student, you may wish to undertake a *Preparation for Teaching and Learning at Oxford* (PLTO) seminar, which provides an introduction to teaching in higher education. The Faculty's own PLTO course runs over two half-days in Trinity term, and is a requirement for anyone who wants to be a Graduate Teaching Assistant, and open to new College Lecturers and Tutors. Students who complete the PLTO are entitled to go on the Faculty's Teaching Register.

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If you have completed a PLTO seminar and are undertaking some teaching, then you may register for the Oxford *Developing Learning and Teaching* (DLT) programme. This one-term seminar series, available under the auspices of the Social Sciences Doctoral Training Centre's *Academic and Professional Development Programme* (APDP), encourages you to reflect upon and make the most of your first teaching experiences in higher education. If completed in full, it leads to an award that is recognised at universities across the UK: Associate Fellowship of the Higher Education Academy (HEA). The <u>Teaching Development</u> website provides further information on teaching and teaching development within the Social Sciences Division.

Finding and Signing-up for Graduate Training

During your time as a doctoral student, you are encouraged to draw on the process of Training Needs Analysis to think strategically about your ongoing development as a researcher and professional and to take advantage of the variety of training on offer. For details of current training opportunities and to sign-up for courses and workshops, you will need to visit the <u>Graduate Training</u> site in <u>WebLearn</u>, the University of Oxford's virtual learning environment (VLE). On the Weblearn Graduate Training site, you can search, browse and sign-up for courses on offer within Departments, at the Divisional level, and through other Services across the University. The Graduate Training site was previously known as the Student Enrolment System (SES). An Oxford Single Sign-On is required to access full information about courses, and all sign-ups must be made using an Oxford email address.

There are three ways to find courses in the Graduate Training site:

Search
Browse
By date

Use the **Search Modules** option if you know the training topic that interests you; for example, you might wish to search for *statistics* or *time management*. You can filter the results of a search in a variety of ways, including by department, skills category or timeframe.

Use the **Browse by Department** option to determine what courses are currently offered by Departments, the Social Sciences Division and other University Services. Clicking on any option will expand the list of choices, increasing the options available for you to browse. At times, the list of options can get quite long, so don't forget to scroll down!

The **Browse by Calendar** option lists all available training by date. This option is especially useful if you are looking for upcoming courses.

Useful Websites

Researcher Development Framework
(<u>http://www.vitae.ac.uk/CMS/files/upload/Vitae-Researcher-Development-Framework.pdf</u>)

Vitae (<u>http://www.vitae.ac.uk/</u>)

Doctoral Training and Researcher Development
University of Oxford's ESRC Doctoral Training Centre: *Doctoral Training in the Social Sciences* (<u>http://dtc.socsci.ox.ac.uk/</u>)

Information on the UK-wide network of 21 ESRC Doctoral Training Centres
(<u>http://www.esrc.ac.uk/funding-and-guidance/postgraduates/prospective-students/where-can-i-study/index.aspx</u>)

Version 1.0

***Academic and Professional Development Programme* (APDP)**
(http://dtc.socsci.ox.ac.uk/index.php/training/skills-training)

Information about the ESRC's Advanced Training Network
(http://www.esrc.ac.uk/funding-and-guidance/postgraduates/advanced-training/index.aspx)

Bodleian Library
(http://www.bodleian.ox.ac.uk/bodley)

Careers Service
(http://www.careers.ox.ac.uk/)

IT Services (http://www.it.ox.ac.uk/)

IT Learning Programme
(http://www.oucs.ox.ac.uk/itlp/)

Research Skills Toolkit
(https://weblearn.ox.ac.uk/portal/hierarchy/skills/res_skil_kit)

Research Integrity Online Course
(https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses)

Oxford Learning Institute
(http://www.learning.ox.ac.uk/)

Research Supervision
(http://www.learning.ox.ac.uk/supervision/)

Apprise (http://www.apprise.ox.ac.uk/)

Language Centre (http://www.lang.ox.ac.uk/)

Teaching Development
(https://weblearn.ox.ac.uk/portal/hierarchy/socsci/dtcssd/teaching/page/home)

Graduate Training
 https://weblearn.ox.ac.uk/portal/hierarchy/socsci/ses
OR https://weblearn.ox.ac.uk/portal/hierarchy/grad)   [Note: Both URLs work.]

WebLearn (https://weblearn.ox.ac.uk)

Law Faculty Statement 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. In your first term you should meet with your supervisor(s) not later than the second week of full Term; typically, you should then expect to have individual meetings with your supervisor for one hour one 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 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 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.

In addition, all students are invited to attend a Social Sciences Division induction event through the Social Sciences Doctoral Training Centre, which they are strongly encouraged to attend.

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 around 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 Support and Database Officer, and a Web Development and Support Officer. The Library Lecturer in Legal Research Skills also provides support in respect of IT-related research skills. 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 http://www.bodleian.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.

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 https://www.law.ox.ac.uk/admissions/graduate-scholarshipsThe 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. **Will there be any additional costs associated with the programme?**

DPhil Students who have reached the end of their standard period of fee liability may be required to pay a termly University continuation charge for full information can be found on http://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge However .in some instances, a student's chosen research topic will mean that fieldwork or a research trip or trips are necessary/desirable, in which case there are likely to be additional travel and maintenance costs. In such circumstances, students can apply to the Graduate Travel Grant scheme referred to under 6 above.

8. **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 https://weblearn.ox.ac.uk/portal/hierarchy/socsci/law/clrm

Students working in Criminology may, with the permission of the of Associate Dean for 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.

Under the auspices of the Social Sciences Doctoral Training Centre, there are also opportunities to access advanced and specialist research training provided elsewhere in the division and University. Further information on these opportunities is available on the Research Methods hub page of the DTC Website, and you can enroll via the Student Enrolment System. The Social Sciences Division organises an Academic and Professional Development Programme covering a range of relevant generic transferable skills and which research students are encouraged to attend. Details of the programme are available via the Student Enrolment System (SES) in WebLearn.
Information about training and other courses offered across the University is available through the University's Graduate Training WebLearn site. This site provides information about transferable skills development for research students and research staff at Oxford University

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

For advanced research students who are interested in teaching, the Faculty runs an annual teacher training seminar. 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 up to 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.

10. What opportunities exist for undertaking work experience or internships

There are no formal arrangements for work experience or internships though, depending on their research topics, students are often able to organise internships of one sort or another themselves.

11. 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.

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

Department:
Within the Faculty, your supervisor, Associate Dean for 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 Administrator, 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.

Central:

The University provides a Student Counselling Service http://www.ox.ac.uk/students/welfare/counselling/, a Disability Advice Service (http://www.ox.ac.uk/students/shw/das/) and a Careers Service http://www.careers.ox.ac.uk/

13. **What arrangements are in place for gaining the views of research students?**

The Faculty's Graduate Studies Committee (GSC) has up to eight postgraduate representatives: one BCL, one MLF, one MJur, one MSc, one first year research student, and one DPhil. The representatives are elected by the categories of students whom they represent. 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. Associate Dean for 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.

At divisional level, there is a PGR Discussion Forum, made up of student representatives from each department/faculty of the division. Issues raised by this body are reported to the division's Graduate Studies Committee. Research students in Law will be invited to elect a representative to this body. The views of research students are also sought by means of a centrally administered questionnaire, the Student Barometer, and the Faculty is also in the process of updating its research student questionnaire, by means of which research students will be able to comment on various aspects of research provision.

Code of practice on supervision

Note: Based on Education Committee requirements, this Social Sciences Division Code of Practice should be widely disseminated to PGR students and relevant staff in departments.

Appointment of supervisors for Graduate Research Students

The supervisory structure and sources of support

Patterns of supervision differ in the Social Sciences Division according to the nature of the subject or research project. In some subjects there is typically a sole supervisor; others may have two or more supervisors. Some research projects, particularly those with an interdisciplinary element, typically have more than one supervisor.

Where more than one supervisor is appointed, one of the supervisors may be designated the primary supervisor. In the case of joint supervision, the respective roles and responsibilities of the supervisors concerned should be clearly established from the outset, (for example, managing responsibility for fieldwork).

In all cases, the department or faculty shall ensure that each graduate student has access to one or more named persons to whom he/she can turn for support, such as a Department Adviser, the head of the relevant research group, or the Associate Dean for Graduate Studies -Research. Where there is a sole supervisor, these other sources of support, and the arrangements for providing cover during the absence of the supervisor referred to at 3 below, are especially important.

Departments and faculties should ensure that expectations with regard to the supervisor role, including regular meetings with students, are spelled out clearly and are understood by all supervisors.

In all cases students should also expect to be able to approach a college adviser, appointed by the student's college. The college may also have procedures in place to monitor the overall well-being of graduate research students. If the college identifies any concerns which might impact on the academic progress of the student concerned, and which may not already have been recognised in departmental/faculty reports, it may refer these in confidence to the Associate Dean for Graduate Studies -Research in the department/faculty concerned, who will take appropriate action.

The person(s) appointed to supervise

The supervisor shall normally be:

1. *Someone of sufficient standing to be able to operate with credibility on behalf of the responsible body*

   The main supervisor shall normally be a member of academic staff of the University, or a college fellow, with appropriate standing and expertise.

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Where specialist supervision is needed that is not available from a member of academic staff or college fellow, or a person holding, in the department, a substantial external fellowship or equivalent, a senior member of research staff (Grade 8 or above) may be appointed as a subject specialist supervisor, OR, in appropriate cases, a supervisor may be appointed who is external to the University of Oxford. In either of these circumstances, an experienced member of academic staff shall always be appointed as joint supervisor from within the department.

2. *Someone who has sufficient experience to be able to provide appropriate guidance to the student about the necessary procedures and, in particular, the academic expectations associated with an Oxford doctorate in their subject area.*

At least one supervisor will currently be engaged in research in the relevant discipline(s) or subject area so as to ensure that the direction and monitoring of the student's progress is informed by up to date subject knowledge and research developments.

Appropriate support and training will be given to new supervisors.

Each new member of academic staff may take advantage of support in developing their teaching by arranging a one-to-one consultation with the Division's Educational Development Adviser shortly after starting in Oxford. This consultation will provide an opportunity for individuals to explore their own professional development needs and what aspects of the educational development programme of the Oxford Learning Institute (OLI) might be of help. In addition, all appointees new to supervision are encouraged to use the extensive online materials on the Oxford Learning Institute's Research Supervision Website http://supervision.learning.ox.ac.uk and to take part in the seminar on Supervising DPhil students http://www.learning.ox.ac.uk/seminars.php?page=3&cat=az available in Hilary Term. All contract research staff undertaking supervision are required to attend the OLI seminar. The Learning Institute can also provide a customised, department-specific seminar on graduate supervision for groups of six more; two or more smaller departments can combine if preferred. Further details are available from the Education Development Administrator: edadministrator@learning.ox.ac.uk.

For members of academic staff in their first period of office, departments will appoint an adviser who will, amongst his/her other duties, provide advice, support, and guidance on teaching, and supervision of research students. New academic staff will also have access to general support and advice from the Associate Dean for Graduate Studies -Research in their department/faculty. The supervision record of a new member of academic staff is included in the review prior to appointment to retiring age, and a high standard of supervision is expected.

A candidate should not be admitted if there is no suitable specialist supervision available.

3. *Someone who is able to undertake the tasks assigned to the supervisor in Section 4.4 of the Education Committee "Policy on Research Degrees" http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/ including integrating them into the national and international network in their subject.*

In terms of academic standing and experience, this is dealt with above.

Departments should put in place mechanisms to ensure that the quality of supervision is not put at risk as a result of the excessive volume and range of other duties assigned to individual supervisors. In respect of supervision of research students the norm is for Associate Professors to supervise four students, and Associate Professors with Tutorial Fellowships and joint (cross-departmental) post-holders three (notional maxima being eight and six respectively). These norms and notional maxima are based on sole supervision and, where staff are engaged in joint supervision, would be adjusted to reflect the level of commitment involved. The division typically expects a research student to have individual meetings with his/her supervisor for one hour not less than two to three times per term. However, the frequency may vary according to the stage of the research programme. It follows that, alongside their other duties, a supervisor should be able to provide this typical level of support for each of their research students.

Departments shall make appropriate arrangements to cover for a supervisor's absence on leave or for other reasons, and should ensure that students are not disadvantaged by appointing a supervisor who is about to go on leave.

Change of supervisor

Where a student's research changes focus such that their current supervisor may no longer be the most appropriate person to provide guidance on the revised topic, the department/faculty, in consultation with the supervisor concerned, should consider whether or not an additional or alternative supervisor should be appointed. It should be noted that such a change of research focus is unusual, and requires prior permission from the department or faculty concerned.

Where a student feels that there are good grounds for contemplating a change of supervisor, this should first be discussed with the supervisor concerned, or if this seems difficult, with the appropriate head of department, Associate Dean for Graduate Studies -Research or their deputies, or the college adviser.

If this involves concerns over the quality of supervision, students should be encouraged to seek to resolve the matter by informal means where possible, but should be made aware of the University's formal complaint procedures. The procedures adopted by the Proctors for the formal consideration of complaints and appeals are described .in the University Student Handbook (Proctors and Assessor's Memorandum) https://www.ox.ac.uk/students/academic/student-handbook?wssl=1 and the relevant Council regulations http://www.admin.ox.ac.uk/statutes/regulations/.

4. *Someone who has sufficient security of tenure to make it likely that they will see the student's research through to successful conclusion.*

Normally, nobody should be appointed as supervisor if it is known at the time of the appointment that he or she will not be in post at the time the student is due to complete the programme in question.

Supervisor checklist

This document provides a checklist of the main areas of responsibility of supervisors:

General responsibilities

- provide academic leadership to the student, and clarification of expectations;

- advise the student about all aspects of the research programme: standards, planning, literature, sources, attendance at classes/ lectures, techniques and skills*;*

- undertake a regular Training Needs Analysis/Skills Review with the student;

- (where acting as a co-supervisor or part of a supervisory team) co-ordinate advice and guidance, and ensure that respective responsibilities (such as managing fieldwork etc) are clear both to academic colleagues and to the student;

- avoid absence on leave without appropriate temporary supervision having been arranged for the student. [Leave will not normally be approved without such arrangements being in place.]

- have reasonable familiarity with institutional, national and international expectations relating to research environments, research supervision and research training (see the section B11 of the UK Quality Code http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code).

Meetings and feedback

- agree with the student expected frequency and duration of meetings, and arrangements for contact when either the supervisor or student is away from Oxford, and the expected speed of feedback on student's written work;

- meet with the student regularly (typically, for one hour one to three times per term) and return submitted work with constructive criticism within a reasonable time;

- keep written records of the meetings to ensure both student and supervisor are clear on action to be taken and to help in monitoring progress;

Student Research

- assist the student in defining the topic of research which can be completed and written up within the prescribed period;

- advise at an early stage on research design and the effective collection and storage of data;

- provide an overview and guidance on the structure of the completed thesis and guide the student through to completion;

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- give guidance on:

  (i)   the nature of research and the standard expected (including advice on presentation and writing style);

  (ii)   the planning of the research, literature and sources;

  (iii)   attendance on appropriate research training and professional skills training courses, including fieldwork safety courses;

  (iv)   techniques that may be needed;

  (v)   other sources of advice and expertise;

  (vi)   ethical issues, and the procedures for seeking ethical approval through the Social Sciences and Humanities Inter-Divisional Research Ethics Committee (IDREC), where appropriate;

- ensure that the student is aware of, and has taken appropriate action with respect to:

  (i)   any ethical and legal issues connected with the research and data storage;

  (ii)   any health and safety issues connected with the research, including lab-based research and/or fieldwork (see Annexe C – Supervisors' responsibilities for students undertaking fieldwork). This includes identifying and ensuring appropriate risk assessment and training;

  (iii)   issues concerning intellectual property;

  (iv)   issues related to third party copyright for the hard copy and digital thesis

  (v)   the need to avoid plagiarism and to be aware of University guidance on plagiarism (see also https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1)

Student progress, monitoring and performance

- assist the student to work within a planned framework and timetable;

- monitor the student's ability to write a coherent account of his or her work in good English;

- review student feedback and make termly reports on the student's work using the Graduate Supervision System (GSS), including reviewing and updating training requirements. The supervisor should discuss the contents of the report with the student;

- provide the student with regular information as to the student's progress, and, where problems arise, provide guidance and assistance in relation to necessary, corrective action;

- provide relevant information on students' attendance, academic progression, and performance to the department;

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- assist the student with the preparation, time-table and submission of material relating to applications for transfer of status, and for confirmation of status, and to provide appropriate feed-back, especially where the student has failed to meet the required standards;

- ensure the student is familiar with all examination procedures and requirements;

- advise the student on the timing of submission of the thesis and consult with the student in order to make recommendations for the appointment of examiners

Resources

- ensure that the student is familiar with the research facilities and activities of a department or faculty;

- advise as appropriate on financial support available, for example, funding for conferences, field trips, or other research travel;

- encourage the student to obtain knowledge and information about career opportunities

- alert the student, where necessary to other services provided within the University, for example, health, disabilities, and counselling

Development and training

- assist the student during the course of the first term, and at least annually thereafter, with the identification and subsequent development of skills for subject specific research training and for personal and professional purposes, including advice on teaching opportunities and appropriate training and ensure that the Training Needs Analysis/Skills Review is uploaded onto GSS;

- encourage the student to attend the Divisional student induction event provided through the Social Sciences DTC and the appropriate courses offered through Divisional Skills Training Programme;

- pursue opportunities for the student to take part in the intellectual life of the department and to discuss his or her work with peers and others in the wider academic community (including the presentation, and possible publication, of research outcomes where relevant) at divisional, university, national and international level.

Discussion prompts for first meetings with students

To help clarify mutual expectations and establish good communication between supervisors and students, it may be useful to consider the following questions:

Research Direction

- How much direction do you expect to provide as a supervisor?

- How much direction does your student expect you to provide?

Knowledge and skills

- What skills do you expect your student to have or to acquire? (Use the Training Needs Analysis/Skills Review document to support this discussion.)

Time management and meetings

- How often do you expect to meet with your students?

- How much time do they expect from you?

Feedback and constructive criticism

- How often do you expect to receive work from students?

- What sort of feedback will you provide?

- What are your student's expectations?

Turnaround times

- How quickly do you expect to provide feedback on work that students have submitted for review?

- How quickly does your student anticipate you being able to provide feedback?

Communication between meetings

- What medium do you prefer to communicate with students: by phone, e-mail, in writing?

- How quickly do you expect to respond to messages from students?

- What do they prefer and expect?

Expectations for written work

- Do you expect to receive students' work all at once, or in smaller chunks?

- Do you expect their drafts to be 'works in progress' or more polished pieces?

- At what intervals do you expect students to submit work?

- Would you prefer to receive documents in hard copy or electronically?

Research student checklist

This document provides a checklist of the main areas of responsibility of research students:

General responsibilities

- an obligation to act as a responsible member of the University's academic community*;*

- responsibility for his or her own research activity, for satisfying the requirements of the D.Phil. programme, and for giving the necessary time and effort to the programme;

- responsibility for the direction of and innovation in the research project as it develops, with the support of the supervisor(s);

- responsibility for reviewing skills and training needs on a regular basis with the support of the supervisor(s), undertaking any training agreed with the supervisor and department(s) concerned, and uploading completed Training Needs Analysis/Skills Review documents on GSS;

- responsibility for working with his or her supervisor(s), other staff and colleagues to maximise progress in his/her research degree.

Meetings and feedback

- initiate arrangements for meetings with the supervisor and agree a schedule of meetings, and agree arrangements to maintain regular contact when the student or the supervisor is away from Oxford;

- discuss and agree with the supervisor the most appropriate model of supervision and the type of guidance/comment he/she finds most helpful;

- recognize the demands made on a supervisor's time and the need to prepare adequately for meetings and to observe deadlines;

- accept the importance of constructive criticism within the supervisory relationship, and seek a full assessment of the strengths and weaknesses of any work;

- keep a written record of discussions with the supervisor, and give full weight to any suggested guidance and corrective action proposed;

Research

- define the area of research, complete the literature review, acquaint him/herself with the background knowledge needed, and produce a timetable for the completion of the research project;

- write a clear and detailed research proposal prior to embarking on the research for the thesis;

- abide by the University's requirements with regard to plagiarism, and the legal, ethical, and health and safety guidelines related to her/his research;

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- prior to embarking on empirical work or fieldwork (data collection):

    (i)   seek approval from the supervisor;

    (ii)   where research involves human subjects, seek ethical approval via her/his department/faculty and complete the University ethical approval form(s) for submission to the Social Sciences and Humanities Inter-divisional Research Ethics Committee (IDREC) prior to undertaking data collection;

    (iii)   Undertake any necessary risk assessments and obtain travel insurance, and agree a plan to remain in contact with the supervisor;

    (iv)   where necessary, apply in good time for a disclosure through the Disclosure and Barring Service (DBS) if the research involves working with children and/or vulnerable adults.

Progress, monitoring and performance

- in consultation with the supervisor, establish a clear timetable and programme work which is kept under regular review, and keep relevant records of all aspects of the work;

- submit written material in sufficient time to allow for comments and discussion;

- engage actively in the review process and play an active role in planning and reviewing progress;

- seek out and follow the regulations applying to the research programme, and seek clarification, where necessary;

- provide regular reports on progress where these are required (and at least once a year for the supervisor), and to inform the supervisor immediately of any circumstance which might lead to interruption of study;

- with the support of the supervisor, complete the assessed written assignments required as part of the research training programme and submit them by the dates specified;

- ensure that the standard of his or her written and spoken English is of the necessary standard for the submission of a thesis;

- allow sufficient time for writing up and pay particular attention to final proof reading;

- decide when he or she wishes to submit the thesis for examination, having provided the supervisor with sufficient time to comment on the final draft and having taken account of the supervisor's opinion;

- (where the student feels that there are good grounds for contemplating a change of supervision arrangements) discuss this with the existing supervisor, or, if this presents difficulty, with another appropriate officer in the department, faculty or with a college adviser.

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Resources

- make positive use of University, departmental/faculty, and college teaching and learning facilities;

- make appropriate use of any guidance available relating to the student's career after successful completion of a research degree.

Development and training

- attend the required courses/training, and other appropriate courses and research training as agreed with the supervisor;

- make full use of opportunities to engage in the intellectual life of the department/faculty and the wider academic community;

- make appropriate use of opportunities for personal and professional development.

Supervisors' responsibilities for students undertaking fieldwork

Overview

Fieldwork

The University has a legal duty of care to its students undertaking fieldwork. University Policies and Procedures are in place to set out how this duty of care is to be discharged. These procedures require that risks are assessed and proportionate measures and arrangements put in place to mitigate those risks to an acceptable level.

Responsibility

Supervisors play a key role in this process in terms of a) ensuring risk assessments are carried out b) ensuring their students are properly prepared for their fieldwork, as well as c) bringing their own experience and knowledge to guide, advise, assess and check arrangements. All University employees have a legal duty to take reasonable care for the safety of those affected by their [the employees] acts or omissions. Employees, and students, are therefore expected to comply with the University's health and safety policies. A key requirement for field trips is careful planning to reduce the likelihood or impact of something going wrong. Supervisors must therefore be able to demonstrate this planning by ensuring assessments are in place, appropriately prepared, documented where necessary, reviewed and authorised.

Specific duties of Supervisors are to:
- ➢ **Be aware of relevant University Safety Policies and Departmental procedures.**
- ➢ **Consider the health and safety implications of any research proposal.**
- ➢ **Ensure their students have received training appropriate to their needs.**
- ➢ **Ensure that risk assessments have been made and the safety provisions relating to the work exist and have been discussed with those doing it.**
- ➢ **Ensure that suitable arrangements are in place for regular contact to provide support and checks on the student's welfare while they are away.**
- ➢ **Review arrangements with the student after the fieldwork to identify any problems and learn any lessons**

Relevant university policies, training courses and further information /resources can be found at

http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork

http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork-more-information

http://www.admin.ox.ac.uk/safety/policy-statements/s1-09/

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Glossary of Oxford Terminology

Some words and phrases used at Oxford are explained below, but the list will be incomplete because anyone who has been here for a while forgets which words are strange. If you don't know what something means, just ask someone!

Associate Professor: the standard tenure-track career academic post at Oxford. Some Associate Professors hold the title of full Professor in recognition of their distinction
.

Battels: college bills, payable each term. Non-payment is the only really quick and effective way for a student to get suspended.

BCL: (Bachelor of Civil Law): So called, but it is actually a *postgraduate* degree in *English* law. Its history and name are medieval, like the MA. But it evolved after World War I into a demanding postgraduate course taught by the professors of the University, as well as college tutors, in a combination of seminars and tutorials. In 1927, the exams for the BCL were in Common Law, Conflict of Laws, Equity, Evidence, Jurisprudence, Roman Law: Ownership and Possession, Roman Law: Locatio Conductio and Societas, Real and Personal Property, and Public International Law. There are some 35 to 40 options available in the BCL
.

Common Room: in a College, a name for the organization of the academic staff (Senior Common Room), the undergraduates (Junior Common Room) or the graduate students (Middle Common Room; members of the MCR are typically given membership of the JCR as well). These names are used because along with other facilities, those organizations usually provide a room where you might find coffee and newspapers, or at least comfy seats. The Senior Common Room in the St. Cross Building is only a room, not an organization.

Collection: (1) A mock examination held by colleges (typically just before the beginning of term, based on work done in the previous term); (2) a College meeting between a student and the head of college, and or tutors, held at the end of each term to discuss the student's work (also called a 'handshaking' in some colleges).

College: A self-governing society of fellows. Colleges admit undergraduate students (who are then admitted to the University), and admit graduate students after they are admitted by the University. Colleges provide accommodation, meals, common rooms, libraries, sports and social facilities, and pastoral care for their students and faculty. Crucially, they provide tutorial teaching for undergraduates. That makes them more than just student residences; they are residential communities whose focal purposes are teaching and learning.

DGSR: the Law Faculty's Associate Dean for Graduate Studies (Research).

DGST: the Law Faculty's D Associate Dean for Graduate Studies (Taught Courses).

DPhil (Doctor of Philosophy): a recent (1914) innovation, the University's highest research degree.

Examination Schools: grandiose, scary Victorian building on the High Street where most undergraduate and BCL, MJur, and MSc examinations are held, as well as some oral examinations for research degrees.

Fellow: member of the governing body of a College. Most of the tutors in a college are fellows
.
Final Honour School ['FHS']: the course leading to the second public examination (i.e., the University examination for the BA). The course for the BA in law is the Honour School of Jurisprudence.

Finals: the final examination in the Final Honour School, sometimes called 'Schools'.

First Public Examination: see Law Moderations.

Graduate: a person who has received a university degree.

GSC: Graduate Studies Committee (a committee of the Law Board).

Head of a college: the chief officer in a college, with various responsibilities including chairing meetings of the governing body. 'Head' is a generic term; they are called President (Corpus Christi, Kellogg, Magdalene, St. John's, Trinity, Wolfson), Principal (Brasenose, Harris Manchester, Hertford, Jesus, Lady Margaret Hall, Linacre, Mansfield, Regent's Park, St. Anne's, St. Edmund Hall, St. Hilda's, St. Hugh's, Somerville), Master (Balliol, Pembroke, St. Catherine's, St. Cross, St. Peter's, University), Rector (Exeter, Lincoln), Warden (All Souls, Green, Keble, Merton, New, Nuffield, St. Antony's, Wadham), Provost (Oriel, Queen's, Worcester), or Dean (Christ Church).

Isis: The Thames, while running through Oxford
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Junior member (of a college, or of the University): student.

Law Board: the governing body of the Law Faculty, chaired by the Dean. Faculty officers (the Chair and Vice-Chair of the Law Board, the Directors of Graduate and Undergraduate Studies) are members *ex officio*; other members are elected from among Faculty members. The Graduate Studies Committee, like other Faculty committees, reports to Law Board and acts subject to the approval of Law Board. The Law Faculty sometimes meets as a Faculty to discuss policies, but decisions are made by the Law Board.

Law Moderations (**Law Mods)**: the first University examination taken by undergraduate law students. The result is a Fail, a Pass, or a Distinction, and students must pass to proceed to Finals. Marks awarded are supplied to students' colleges, but do not count to the final classification of degrees. First Public Examinations in other subjects may be called Preliminary Examinations or Prelims.

Lecture: an exercise in which one teacher addresses an audience of students (a few students, or a few hundred). Students are allowed to ask questions!

MA (Master of Arts): a degree awarded to a student who completes the BA, and then survives for 21 terms (7 years) after matriculating without going to prison. MAs outrank any person who

does not have the degree of MA, other than doctors of divinity, medicine and civil law.

MJur (Magister Juris): a taught postgraduate degree introduced in 1991, and designed as a counterpart to the BCL for students who have been trained in law outside the common law jurisdictions. MJur candidates may take one of the Oxford undergraduate common-law courses, and are eligible for most of the BCL subjects
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MLitt (Master of Letters): A two- to three-year research degree
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MPhil (Master of Philosophy): a limited-entry, one-year research degree, which is only open to students who have completed the BCL or the MJur and met special grade requirements
.

MSc in Criminology and Criminal Justice: a one-year taught postgraduate course, which involves a combination of coursework and a dissertation.

MSc in Law and Finance (MLF), a one year taught postgraduate degree which is taught jointly by the Faculty of Law and the Saïd Business School.

a one-year taught postgraduate course, which involves a combination of coursework and a **MSt** (Master of Studies): a research degree designed to be completed in one year.

Matriculation: ceremony in the Sheldonian Theatre for admission to the University of Oxford as a student
.

Pigeonhole: your mailbox, usually in an array of mailboxes in a porter's lodge
.

Porter: gatekeeper, receptionist, and postal worker at the front entrance ('porters' lodge') of each college. Porters are helpful.

Postgraduate: a graduate who is a student
.

Proctors: two senior university officers, nominated by colleges in rotation for a period of one year, with responsibility for (among other things) some matters of student discipline, overseeing the conduct of examinations, and investigating student complaints about the University. The extent of their jurisdiction is indeterminate.

Professor: the holder of a senior academic post with responsibilities to teach for the University but not for a College, or an academic holding another post on whom the title has been conferred in recognition of their distinction.

PRS (Probationer Research Student): the term used for a student admitted to work toward the DPhil or the MLitt, before completion of the Qualifying Test for DPhil or MLitt status.

Punt: a boat with a pole. When it comes to a choice, stay with the boat and let go of the pole
.

Reader: the holder of an academic post intermediate between a university lectureship and a professorship, or an academic holding another post on whom the title has been conferred as a sign of distinction. The University no longer creates new Readerships
.

Rustication: a temporary sending down, i.e. a suspension from the University, usually for a major disciplinary offence.

Schools: see **Examination Schools**. Also a name for the undergraduate examinations (see Finals).

Scout: a member of a college's staff who cleans rooms and keeps an eye on students.

Second Public Examination: see Finals
.
Seminar: an exercise, typically held around a table, in which one or more teachers discuss their subject with a group of students. Different from a lecture because the teacher is usually sitting down, and there is often more than one teacher. A common procedure is that one teacher (sometimes a visiting speaker) presents a paper, or less formally explains their view on a problem, and another teacher responds, with open discussion following.

Sending down: requiring a student to leave the University
.
Senior Member (of a college or the University): roughly, a member of the Faculty or a college fellow. So, professors, lecturers (whether of a college or of the University) and research fellows of colleges may all be termed senior members. The contrast is with junior members (students).

Senior Status: the status of a student who has already taken a degree, and is reading for another undergraduate degree (a second BA) with dispensation from the First Public Examination.

Senior Tutor: the officer in a college who has overall responsibility for academic affairs. The fellow who has been at the college the longest is usually called the 'senior fellow'. The tutor in a particular subject who has been at the college longest is usually called the 'senior subject tutor' (so the law tutor who has been there longest is the Senior Law Tutor).

Subfusc (from the Latin for 'dark brown'): for women, black trousers and black socks or a black skirt with dark tights, black shoes, white blouse, a black ribbon worn as a bow-tie, and mortarboard and gown. For men, a dark suit, black shoes and socks, a white shirt and white bow-tie, and mortarboard and gown. Wear subfusc for matriculation, examinations (written and oral) and degree ceremonies. Avoid wearing it on other occasions.

Term: The 8 weeks (Sunday of week 1 to Saturday of week 8) of the three Oxford academic terms: Michaelmas Term (MT) (early October to early December, named after the feast of St. Michael on September 29), Hilary Term (HT) (mid-January to mid-March, named after the festival (January 13) of Hilarius, the bishop of Poitiers, who died in 367), and Trinity Term (TT) (mid-April to mid-June, named after the festival of the Holy Trinity). Strictly speaking, those periods are known as 'full terms' and extended terms are about three weeks longer. Faculty teaching, including lectures and seminars, is conducted during full terms.

Tutor: a teacher who gives tutorials. Most undergraduate students have a tutorial at least once a week in term time. Tutorials are more important in the BCL/MJur than in any other graduate degree in Oxford (or in the whole world).

Tutorial: a meeting to discuss the student's work, and the subject that the student is studying. Tutorials vary widely, depending on the tutor's methods and the subject matter; the core features are that (i) there is one teacher present, (ii) there are very few students (typically two, sometimes one or sometimes three for an undergraduate tutorial; anywhere from one to four for a BCL/MJur tutorial), (ii) one or more of the students has written an essay. The students' own work is usually the focus of discussion in the tutorial; most tutors try not to turn the tutorial into a small lecture.

The University: the oldest English-speaking degree-granting institution in the world, and older than any of the colleges. It was already in some sort of operation before 1100, but it started to grow in 1167 when Henry II stopped English students going to Paris. The University has had a Chancellor since 1214. The University decides the content of courses, organizes lectures, seminars, and graduate supervision, provides libraries, laboratories, museums, computing facilities, etc.; admits graduate students, conducts all degree examinations, and awards degrees. The Law Faculty is part of the University's Division of Social Sciences (www.socsci.ox.ac.uk). The University's first overseas student was Emo the Friesian, in 1190. For the University's legal status, see www.admin.ox.ac.uk/statutes/375-092.shtml. The University is not to be confused with University College, which is a college.

Viva (short for `Viva Voce'): oral examination. There used to be vivas for the BA and for the BCL, but now we only use them in examining research degrees, for which purpose the viva serves as an opportunity for the student to defend the thesis.