CENTRE FOR CRIMINOLOGY
FACULTY OF LAW

Graduate Student Handbook

2022-23

Version 1

13 September 2022

This handbook applies to full and part time DPhil Criminology students and full and part time MSc Criminology and Criminal Justice students starting the course in Michaelmas term 2022. The information in this handbook may be different for students starting in other years.

An additional note for academic year 2022-23 about potential changes due to Covid-19 measures

Please note that what follows in this Graduate Handbook may be subject to variation during the year if any restrictions are put in place due to Covid-19 adaptations and requirements and changes in university, local, and government policy. Please check your Oxford email account daily, as this is how we will communicate with you, and ensure your phone number is correct on Student Self Service when you register or re-enrol at the start of your course in case we need to contact you at short notice. Any changes will be communicated via email and on Canvas.

Please keep up to date with university information on Covid-19 for students here: https://www.ox.ac.uk/coronavirus/students

This includes the following page on health and keeping safe and well:
https://www.ox.ac.uk/coronavirus/students/health

We will work together throughout the year, following the university guidance and adapting flexibly to any changes. It is vital you keep in regular contact with your academic supervisor and your course tutors and keep us informed of any changes in your circumstances, Graduate Administrator gsa@crim.ox.ac.uk, Professor Rachel Condry, Director of Graduate Studies rachel.condry@crim.ox.ac.uk and Dr Katrin Mueller-Johnson, Director of Graduate Studies for Research Students are available to answer any questions and should be contacted by email in the first instance.

Centre for Criminology
Graduate Student Handbook 2022-23

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Introduction to the Handbook

Welcome to the University of Oxford, the Faculty of Law and the Centre for Criminology. The Centre and the Law Faculty aim to provide a friendly and supportive environment in which to study, and we hope that you will enjoy your time living and studying in Oxford and that you will find it a rewarding experience.

This handbook supplements the Law Graduate Students' Handbook 2022-23 which is also now available online through the faculty intranet at http://www.law.ox.ac.uk (this will be an important point of reference for research students in particular[1]). It also supplements the University of Oxford *Examination Regulations 2022-23* (the definitive guide regarding examinations) available online at https://examregs.admin.ox.ac.uk/ (amendments to the Regulations are published from time to time in the University of Oxford *Gazette*).

A link to the Examination Regulations relating to this course are available on the Criminology Canvas site. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact Dr Joris de Henau gsa@crim.ox.ac.uk, the graduate studies administrator (GSA), or Professor Carolyn Hoyle carolyn.hoyle@crim.ox.ac.uk Chair of Examiners.

The information in this handbook is accurate as at September 2022 however, it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

However, most of the information needed to chart your way through the MSc Criminology and Criminal Justice and, for those who continue their studies in Oxford, the MPhil and DPhil in Criminology and Criminal Justice are contained here. If you spot any errors or inconsistencies in this document, please inform the Graduate Studies Administrator.

It is likely that the Student Handbook will provide the answers to most of your questions throughout the year. Please read it thoroughly and consult it during the year *before* contacting the Director of Graduate Studies, your Academic Supervisor, Course Tutor or Graduate Studies Administrator with queries.

1. Organisation of the University

1.1 The University

Oxford University came into existence over 800 years ago, with the first colleges dating from the 13th century. By the middle of the 17th century most of the undergraduate colleges (initially for men only) had been established, with the colleges for graduate students not being established until the 20th century.

The University of Oxford is an integral part of Oxford city. There is no central campus, only individual colleges and departments, and the administrative centre (University Offices) at Wellington Square.

Like all graduate students in Oxford, those admitted to the MSc Criminology and Criminal Justice are admitted both by the Department and Faculty (in your case the Centre for Criminology and the Law Faculty), and by one of the Colleges or Halls. Hence, students benefit from University facilities (such as the Bodleian Library and the University Computing Service), from the department (which takes prime responsibility for students' academic progress by appointing an Academic Supervisor and arranging teaching), and from their College.

Students working for higher degrees are an important and valued part of the University of Oxford, currently making up a quarter of the total student body. Oxford attracts scholars from all over the world, with approximately one third of graduate students coming from overseas. The University is committed to ensuring that graduate students find Oxford to be a stimulating environment academically and socially.

Like all universities, Oxford has an active Student Union. For information about the Union seehttps://www.oxfordsu.org

Student Experience

The University and colleges are working together to ensure students are introduced or welcomed back to Oxford life in as full a way as possible, taking the pandemic into account. Up to date information on student life including details of the Freshers' Fair can be found at the following link https://www.ox.ac.uk/coronavirus/students/student-life .

1.2 Colleges

Colleges are concerned with the academic success of their students. They aim to ensure that their students (particularly those new to Oxford and to the United Kingdom) are sufficiently well provided for in order to make the best academic use of their time; are properly housed; have adequate financial resources for their course of study; have opportunities to join in the social life of Oxford; and have access to cultural, sporting and leisure facilities. To these ends, Colleges generally appoint an advisor for each of their graduate students. You will normally be given the opportunity to meet your College Advisor at least once a term, but you should not hesitate to seek support at other times if needed. It is important to seek out your college advisor and utilize the resources and support your college makes available. You should generally look for advice from your College Advisor on all matters except those specifically connected with your course, further degrees or your career plans, when you should turn first to your Academic Supervisor. However, non-academic matters will sometimes impact on academic progress and vice versa. In such cases you should communicate with both College and Academic Supervisors, who may – with your agreement – wish to discuss the matter together. If you do not feel able to approach either College or Academic Supervisor, you should talk to the Director of Graduate Studies for Taught students, Professor Rachel Condry, the Director of Graduate Studies for Research students Dr Katrin Mueller-Johnson, or the Director of the Centre, Professor Ian Loader, who will offer advice and support and, if necessary, refer you to another source of help.

The University has various support services for matters which cannot adequately be dealt with by either College or the Centre (see Section 0).

1.3 Education Committee

The University's Education Committee shares with the divisions, faculties and departments, and with colleges, a range of responsibilities for the quality of teaching provided within the University and the standards of the degrees awarded by the University. These shared responsibilities should ensure that the institution has sound internal quality assurance systems and procedures for the assurance of quality and standards; that procedures are applied effectively at subject level to ensure the quality of individual programmes, and that both at institutional and subject level there are effective and regular means of reviewing the quality of programmes and the standards of awards and implementing any required changes and developments; and accurate, complete and reliable information about the quality of the University's programmes and the standards of its awards.

Central to the quality assurance process is the communication of information between departments/faculties and divisions, between divisions and the Education Committee, and, of course, between all three and colleges and college representative bodies.

1.4 Student Information: Support during your studies

Practical help, advice and support for graduates are provided by the Social Sciences Divisional Office and the Student Information Gateway . The Student Information Gateway should be the first port of call for any enquiries regarding examinations, fees, funding, welfare, graduation, administrative arrangements relating to a graduate student's academic career (e.g. transfers of status, extensions of time and supervision arrangements) and a host of other useful resources.

2. The Social Sciences Division

There are four academic divisions at the University of Oxford, with their main constituent units and (where applicable) sub-units: Humanities Division; Mathematical, Physical & Life Sciences Division; Medical Sciences Division; and the Social Sciences Division. The Faculty of Law is one of the units of the Social Sciences Division and has five sub-units: the Institute of European and Comparative Law, the Oxford Intellectual Property Research Centre, the Centre for Socio-Legal Studies, the Bonavero Institute for Human Rights and the Centre for Criminology. The Centre for Criminology is housed in the St Cross Building.

2.1 The Social Sciences Board

The Social Sciences Board has oversight of the organisation, development, and delivery of curricula in collaboration with the colleges, and oversight and development of the general context of research in the Social Sciences and in Law. It prepares five-year strategic plans and approves annually departmental budgets and operating statements. It is also responsible for the appointment and reappointment of academic staff, and the maintenance of educational quality and standards.

The Board has a membership drawn from across the division. Its work is supported by four committees: a Teaching Policy Committee and a Teaching Audit Committee, which approve new course proposals and changes to courses and ensure that educational standards are maintained; a Research Committee which co-ordinates funding and oversees research performance and facilities; and a Planning and Resources Committee which helps to support departments in sustaining their research effort. The interim Head of the Social Sciences division is Professor Margaret Stevens.

2.2 The Centre for Criminology and the Faculty of Law

As an independent Centre within the Faculty of Law, responsibility for the organisation and delivery of the Centre of Criminology's programmes is shared between the Centre's Board of Studies (hereinafter: "Board of Studies") and the two Directors of Graduate Studies, one for taught courses (DGS), who is

Chair of the Board, and one for the research programmes (DGS(R)). The Board meets in the ninth week of each term. The Law Faculty also carries out its responsibilities for graduate students through two Directors of Graduate Studies: the Director of Graduate Studies (research students), and the Director of Graduate Studies (taught courses). They report to the Faculty's Graduate Studies Committee, which meets in first and sixth week each term and in the third week of the summer vacation. Student representatives attend meetings of the Graduate Studies Committee (see section 10). In some cases the Graduate Studies Committee has power to act; in others it makes recommendations to the Law Board, which is the governing body of the Law Faculty. The Law Board includes the Directors of Graduate Studies; most other members are elected from the Faculty, and student representatives attend its meetings. Its Chair, who usually holds office for three years, is the Dean of the Faculty. 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 week, and once in the summer vacation.

3. The Centre for Criminology

3.1 History and Current Orientation

It is now over fifty years since criminological teaching and research was established in Oxford by the first Reader in Criminology, Dr Max Grünhut. His successor, Dr Nigel Walker, established a Penal Research Unit in 1966, and in 1971 it became a department of the University. Three years after Dr Roger Hood was appointed to the Readership in 1973, the Penal Research Unit moved to Bevington Road and changed its name to the Centre for Criminological Research to reflect the broader range of interests and research activities of its members. In 1991 the CCR became an integral department of the Law Faculty. Professor Hood retired in September 2003 and passed away in 2020. The Centre moved to Manor Road in August 2004 and to our present premises in the St Cross building in December 2016 and is now called the Centre for Criminology. In July 2005 Professor Ian Loader joined the Centre as its Director and as Professor of Criminology. In August 2012 Professor Hoyle took over as its Director and in August 2017 Professor Mary Bosworth took the role as Centre Director. In September 2022, when Professor Bosworth five-years tenure ended, the role of Director returned to Professor Ian Loader.

The work of the Centre is organized into seven clusters, or research themes, which its members are committed to building upon over the next several years, both in terms of research, writing and generating external income, and in terms of developing clusters of graduate students in these areas. The seven main research themes are:

- Security, rights and justice
- Penal culture, policy and practice
- Politics, legitimacy and criminal justice
- Crime and the Family
- Victims
- Criminal Justice, Citizenship and Migration
- Psychology, criminal justice and law

More details about research in the Centre can be found at:
https://www.law.ox.ac.uk/centres-institutes/centre-criminology/research

Doctoral students at the Centre have conducted research on a wide range of topics. For example, doctorates have been awarded for theses on policing; prosecution; probation; the death penalty; the policing of migration; the treatment and management of foreign nationals in prison; restorative justice; hate crime; domestic violence; crime and the media; resettlement regimes in prison; life imprisonment without parole; informal justice in Northern Ireland; surveillance; formal and informal dispute resolution in the contemporary Russian economy; prolific offenders; the impact of Police and Crime Commissioners; the death penalty in China; persistent young offenders' perceptions of

community punishment, police professionalism in South Africa; etc. Students at doctoral level often take empirical, theoretical, socio-legal, comparative or historical approaches to their topics.

Some of the topics currently being researched by our doctoral students include: penal power; immigration enforcement and non-citizens; policing of illicit antiquities; victims of conflict-related sexual violence; coercive control in intimate relationships; the punishment of Palestinian prisoners in Israel; mass incarceration at the global periphery; the experiences of women on death row in South East Asia; and collective punishment and systemic racism in joint enterprise. A full list of current DPhil students and their research interests can be found at https://www.law.ox.ac.uk/content/current-research-students

The Centre holds a regular seminar programme at All Souls College which all graduate students are expected to attend, and which attracts distinguished speakers from the international academic community, government and criminal justice agencies. Details are emailed at the start of each term, and can be found on the Centre's website (http://www.crim.ox.ac.uk/index.php).

3.2 The Centre for Criminology teaching staff

Professor Mary Bosworth BA (Hons) (UWA), MPhil, PhD (Cantab)
Professor in Criminology and Fellow of St Cross College
Chair of Admissions, Centre for Criminology
Professor Bosworth will be on sabbatical for the academic year 2022-23

Mary Bosworth is Director of Border Criminologies, an interdisciplinary research group focusing on the intersections between criminal justice and border control. Her research interests include gender, punishment, citizenship, race, prisons, and immigration detention.

Professor Rachel Condry BSc (Hons), PhD (LSE)
Professor of Criminology and Fellow of St. Hilda's College
Director of Graduate Studies (Taught Courses) and Assistant Director of the Centre for Criminology

Rachel Condry is Professor of Criminology and a Fellow of St Hilda's College. Her work focuses broadly on the intersections between crime and the family. She has carried out research projects on the families of serious offenders, prisoners' families, youth justice, filial violence , and school exclusion

Professor Carolyn Hoyle BA (Hons), MA, MSc, DPhil (Oxon)

Professor in Criminology and Fellow of Green Templeton College
Director of Graduate Studies (Research)

Carolyn Hoyle has been at the University of Oxford Centre for Criminology since 1991 and is and Director of the Death Penalty Research Unit. She has published empirical and theoretical research on a number of criminological topics including domestic violence, policing, restorative justice, hate crime, miscarriages of justice and the death penalty, with a particular focus on South and Southeast Asia and Caribbean Africa. She is the Chair of the Board of Examiners and Chair for Admissions.

Professor Ian Loader LLB (Sheffield), MSc, PhD (Edinburgh), FRSA
Centre Director
Professor of Criminology and Fellow of All Souls College

Ian Loader is Professor of Criminology and Professorial Fellow of All Souls College. Ian arrived in Oxford in July 2005 having previously taught at Keele University and the University of Edinburgh, from where he also obtained his PhD in 1993. He is a Fellow of the Royal Society for the Arts. His research interests include policing and security; penal policy and culture; public sensibilities towards

crime, order and justice; crime control and democratic politics; criminology and social and political theory.

Professor Julian Roberts MA, PhD
Emeritus Professor of Criminology and Fellow of Worcester College

Julian Roberts is currently Associate Editor of the *European Journal of Criminology and was a member of the Sentencing Council of England and Wales from 2008 - 2018*. His research interests include sentencing and sentencing guidelines; public opinion about crime and criminal justice; victims and the criminal justice system.

Professor Lucia Zedner MA, DPhil, FBA
Senior Research Fellow, All Souls College and Professor of Criminal Justice, Faculty of Law

Lucia became a member of the Centre for Criminology in 1988 when she was a Prize Research Fellow at Nuffield College. Her research interests include Criminal law and criminal justice; security and counter-terrorism; immigration and citizenship, penal theory and philosophy of criminal law.

Dr Katrin Mueller-Johnson MSt, PhD
Associate Professor of Criminology and a Research Fellow at Green Templeton College.

Previously Katrin was a lecturer and senior lecturer at the Institute of Criminology at the University of Cambridge. She holds a PhD in Human Development from Cornell University, an MSt in Legal Research from the Centre of Social Legal Studies, University of Oxford, and a Dipl. Psych. Degree in Psychology from the Free University of Berlin. Her research interests are centred around victimisation, investigative interviewing and police as well as legal decision-making.

Dr Leila Ullrich
Associate Professor in Criminology and Fellow at Worcester College

Leila works at the crossroads of international criminal justice, transitional justice, victimology, border criminology and counter-terrorism. She is particularly interested in how global criminal justice institutions create gendered and racialized subjects, and how these subjects (victims, refugees and racialized communities) engage with and resist these processes. She approaches these questions using feminist, decolonial, and critical political economy theories. She is also developing new bottom-up research methods such as qualitative WhatsApp surveying. Outside the academy, Leila worked as social stability analyst on the Syrian refugee crisis at the United Nations Development Programme (UNDP) in Lebanon. She was also the Convenor of the Oxford Transitional Justice Research (OTJR) network and worked for the International Criminal Court (ICC). She is a member of the editorial board of Feminist Legal Studies.

Dr Hindpal Singh Bhui - BA, MSc, PhD
Visiting Professor, Centre for Criminology

Hindpal is an Inspection Team Leader at HM Inspectorate of Prisons (HMIP). He leads inspections of prisons and other forms of custody in England and Wales, and heads inspection of the immigration detention estate in the UK. Hindpal has advised and trained prison staff and monitors in various countries in Europe, the Middle East, Far East and Africa. In 2022-23 Hindpal will be teaching the MSc Criminology and Criminal Justice option course Prisons.

Mr Samuel Singler
Departmental Lecturer in Criminology

Samuel completed his DPhil in Criminology at the Centre for Criminology, University of Oxford. His research focuses on border control technologies, asking how new digital tools contribute to the merging of criminal justice and migration control in the Global South. His research interests include crimmigration control; security and terrorism; citizenship and migration; decolonizing criminology; new materialism and pragmatism; and social and political theory.

3.3 Postdoctoral Research Fellows, Research Associates and Academic Visitors

The Centre includes a number of postdoctoral research fellows, Research Associates who retain active links with the work of the Centre, and scholars from other institutions who are visiting the Centre during 2021-22. They are as follows:

Post-doctoral Research Fellows and Researchers

Dr Shona Minson

Dr Lucy Harry

Dr Jocelyn Hutton

Daniel Cullen

Research Associates 2022-23

Jasmina Arnez, Lecturer in Criminology, Keele University

Irit Ballas, Postdoctoral Fellow, Hebrew University of Jerusalem

Diana Batchelor, Researcher on an ESRC project funded with Katrin Mueller-Johnson

Jamie Bennett - Chief strategy officer, Youth Justice Board

Ros Burnett - former Reader in Criminology, Oxford

Sophie Cartwright - Policy Officer, Jesuit Refugee Service UK

Francesca Esposito, University of Westminster & researcher on B.A funded project 'Gender of Margins'

Don Ferencz - Visiting Professor at Middlesex University School of Law and the Convenor of the Global Institute for the Prevention of Aggression

Andriani Fili, Managing Editor, Border Criminologies

Fernanda Fonseca Rosenblatt, Professor of Law at the Catholic University of Pernambuco (Brazil) & Assistant Professor at the International Institute for Restorative Practices (USA)

Alice Gerlach, Lecturer in Criminology in the School of History, Philosophy & Culture and Lecturer in Criminology, Brookes University

Sangeetha Iengar,–International Human Rights lawyer specialising in asylum, nationality, immigration & international human rights law, and Barrister, Goldsmith Chambers

Parvais Jabbar,- Co-executive director of The Death Penalty Project, the leading death penalty NGO and a partner of the Death Penalty Research Unit, Centre for Criminology, University of Oxford

Peter Mancina, Book Review editor, Border Criminologies

Marie Mankis, Associate Professor & William Dawson Chair, Faculty of Law, McGill University

Sanja Milivojevic, Associate Professor in Digital Futures at Bristol University and Research Fellow in Criminology at La Trobe University, Melbourne, and Co- Director, Border Criminologies

Alpa Parmar, Associate Director, Border Criminologies

Florence Seemungal - Trinidadian multi-disciplinary researcher & staff of University of the West Indies Open Campus

Sharon Shalev, Fellow of the Mannheim Centre for Criminology at the London School of Economics and an independent consultant

Claudia Stoicescu – Researcher on the Death Penalty Project, Jakarta (Indonesia), Associate Professor of Public Health in the School of Public Health & Preventative Medicine at Monash University; Associate Member of University of Oxford's Dept. of Social Policy & Intervention

Leanne Weber – Professor of Criminology at the University of Canberra, Australia and Convenor of the ANZSOC Crimmigration and Border Control Thematic Group

Sonja Wolf – Assistant Professor with the Drug Policy Programme at the Centre for Economic Research and Teaching (CIDE) Mexico

Estelle Zinsstag - Senior researcher at the Leuven Institute of Criminology, University of Leuven, Belgium & co-chair of both the Scottish Network of Restorative Justice Researchers and the Working Group on Restorative Justice at the European Society of Criminology

Academic Visitors

3.4 Administrative and IT staff

Dr Joris de Henau	Graduate Studies Administrator	gsa@crim.ox.ac.uk	274444
Angela Patterson	Criminology Centre Administrator and Events Coordinator	admin@crim.ox.ac.uk	274448
IT Support Team		itsupport@manor-road.ox.ac.uk	284240

MSc Criminology and Criminal Justice (Full time)	https://www.law.ox.ac.uk/admissions/postgraduate/master-science-criminology-and-criminal-justice
MSc Criminology and Criminal Justice (Part time)	https://www.law.ox.ac.uk/admissions/postgraduate-taught/part-time-msc-criminology-and-criminal-justice
MSc Criminology Canvas site	https://canvas.ox.ac.uk/courses/176544
Criminology Student Handbook	https://canvas.ox.ac.uk/courses/176544/modules/items/1869202 https://www.law.ox.ac.uk/admissions/postgraduate/master-science-criminology-and-criminal-justice
MSc Examination Conventions	
Law Faculty website	https://www.law.ox.ac.uk/
Oxford Students website	https://www.ox.ac.uk/students/
University Student Handbook	https://www.ox.ac.uk/students/academic/student-handbook/
University Regulations and Policies	https://www.ox.ac.uk/students/academic/regulations/
College Handbook	See your college website/hard copy

If you have IT queries, please log a service call with itsupport@manor-road.ox.ac.uk.

3.5 Departmental Administrative Roles

Board of Studies Chair - Professor Rachel Condry rachel.condry@crim.ox.ac.uk
Board of Examiners Chair - Professor Carolyn Hoyle carolyn.hoyle@crim.ox.ac.uk
External Examiner - Dr Caroline Lanskey, University of Cambridge

Students are strictly prohibited from contacting external examiners directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal (see section 19.4). Examiners

reports, including the External Examiner's reports are available at https://weblearn.ox.ac.uk/portal/site/:socsci:law:postgrad:crim

3.6 Access to the Centre

Access to the Centre for Criminology is by University Card. Up to date arrangements for visiting the Centre to take account of lockdown and/or social distancing restrictions will be communicated to you via the Criminology Canvas site. Under normal circumstances the Centre is open between the hours of 9.00am and 6.00pm, Monday to Friday, however, research students who have gone through the out of hours access training can access it at other hours as well. The Social Sciences Library is situated in the Manor Road Building, please check the library opening times which can be found at http://www.bodleian.ox.ac.uk/ssl.

The St Cross Building and the Centre operate a strict NO SMOKING policy. Students should note that some research staff, research associates, visiting fellows and DPhil students have their desks in the open plan area so please respect their need for a quiet working environment when you are in the Centre.

3.7 Graduate workspace

3.7.1 Workspace within the Centre

Desks are available for use by MPhil and DPhil students in the Open Plan area of the Centre, depending on availability, which may vary from year to year. For this purpose, MPhil and DPhil students are eligible if they are being supervised by a member of the Centre and are working on a criminological topic, whether admitted by the Centre for Criminology or the Faculty of Law.

3.7.2 Libraries

While there are over 100 libraries across the University as a whole, the Bodleian Social Science Library and the Bodleian Law Library will be the most useful libraries for you in Oxford. Together, these two libraries resource all MSc reading lists.

Bodleian Social Science Library
The Bodleian Social Science Library is housed on the ground floor of the Manor Road Building and holds material for Criminology, Economics, Politics and International Relations, Sociology, Social Policy and Social Work, and Socio-Legal Studies. The Bodleian Social Science Library is a lending library, although not all books can be taken out.

Up to date information on accessing Library resources can be found at the following link https://www.bodleian.ox.ac.uk/using/reading-rooms

Under normal circumstances the Bodleian Social Sciences Library offers over 300 reader desks, quiet study zones, group study rooms, study carrels, wireless networking and 56 PCs connected to the Bodleian Libraries network. Around 8 million volumes of Bodleian Libraries material is housed offsite, and can be ordered to the Social Science Library. Through the transfer of selected Bodleian Libraries material and the introduction of the Automated Stack Request system, the library provides access to significant, internationally recognized research collections in the social sciences. University members can also access online resources, including e-journals, and an extensive collection of databases and

archives. Inter-library loans are available. See http://www.bodleian.ox.ac.uk/ssl for further information on the opening times and services available at the Bodleian Social Science Library.

Students will be given an online introductory library session during induction but should they require further information during the year they can consult the resident library staff or the library web pages at http://www.bodleian.ox.ac.uk/ssl.

The Bodleian Law Library
Up to date information on visiting and accessing the resources of the Bodleian Law library can be found at this link https://www.bodleian.ox.ac.uk/law. The Bodleian Law Library is in the St Cross Building in St Cross Road and holds the Bodleian's collection of criminal law and the research collection for criminology. It receives UK material by copyright deposit and also purchases items of academic merit from other countries. The Bodleian Law Library also houses the Bodleian's collection of UK government publications. It therefore has an extensive collection of UK and Irish law, almost all on open shelves. The Law Library also provides access to extensive online legal databases and web resources. An online guide http://ox.libguides.com/law-crim is an introductory overview to all forms of resources. On the Ground Floor of the Law Library is the Bodleian's Official Papers Collection, an extensive holding of UK government publications, such as criminal statistics http://ox.libguides.com/crimstats

The Bodleian Law Library is not a lending library, no items may be taken out. Under normal circumstances the Law Library offers over 200 reader desks over four floors, accessible by both stairs and a lift. MSc students are also welcome to use the Graduate Reading Room, on the Ground Floor as a silent study area. Features of the area include Wi-Fi, power and Ethernet connections for those readers with laptops, a whiteboard, and a notice board. The Law Library also has a Seminar and 3 Discussion Rooms which students are welcome to book. For more details see http://www.bodleian.ox.ac.uk/law/using-this-library/new-library-spaces

On the Law Library's Ground Floor are two computer rooms which (when not in use for training sessions) are available for students wishing to use networked Bodleian Library PCs. The Bodleian Libraries Free WIFI network is available throughout the Library.
Information on how to access any of the IT facilities is provided online at: http://www.bodleian.ox.ac.uk/law/using-this-library/computing .

Students requiring further information during the year should consult the library web pages at http://www.bodleian.ox.ac.uk/law , contact law.ref@bodleian.ox.ac.uk , or simply speak to one of the librarians on duty.

No food is allowed anywhere in the Bodleian libraries; water in secure drink bottles or hot drinks in Bodleian Keepcups are the only liquids permitted.

4. Communication with students

4.1 Correspondence

Any correspondence about the course will be sent to students by email. Email addresses can be found via the Oxford University web site at http://www.ox.ac.uk/applications/contact_search/).

4.2 Email lists

Email is the most frequently used means of communication and it is expected that you will check your emails daily. You should use your Oxford (Nexus) account.

All graduate students will be automatically subscribed to the Law Faculty's graduate student email list (law-postgrads@maillist.ox.ac.uk) on arrival at Oxford. This is the Faculty's principal means of communication with graduate students, and information about lectures, visiting lecturers, discussion groups, IT training, library hours, student elections and so on are distributed on this list. We will also

automatically subscribe you to the Centre's student email lists (crim-mscs@maillist.ox.ac.uk; crim-research@maillist.ox.ac.uk) which will allow you to receive messages from the tutors and Graduate Studies Administrator.

5. Extracurricular activities

The Centre arranges several events throughout the year to which all MSc students, along with other members of the Centre, such as MSc course tutors, MPhil and DPhil students, research officers and associates, are invited.

Students will have an opportunity to broaden their knowledge via the great number of lectures in other courses and public seminars offered by both the Centre and other departments and colleges within the University. Of particular interest and significance are the All Souls Criminology Seminar Series held on alternate Thursday afternoons from 3.00 – 5.00 in term time at All Soul's college. Information about the seminars, as well as additional seminars which may be of interest, will be circulated via email and posted on the Centre Website.

5.1 Applied experiences

The Centre is currently developing a range of opportunities for students to engage with groups and institutions outside the University working in areas related to criminal justice. These are listed on the website under Student Volunteering Opportunities and are covered in paragraph 16(10) below. In previous years up to 10 students have been invited to the Grendon Prison University day which runs in third term, and we hope this opportunity will be available again this year. Grendon is run as a 'therapeutic' prison. The inmates are not only confronted with their crimes but are encouraged to seek other, more positive, ways to deal with their behavioural problems that have led them to repeat offences.

Over the course of the year other opportunities may arise for hands-on experience with outside organisations (e.g. The Howard League or Thames Valley Police). Details will be made available in the induction week, or through the year as appropriate. The outside organisation will take sole responsibility for the recruitment process for any positions available and for the students during their time with them. They will also, where necessary, undertake a criminal record bureau check.
(see also opportunities for internships at paragraph 16(10))

Blogging

The Centre for Criminology and Border Criminologies both run active blogs. MSc, MPhil and DPhil students are all encouraged to contribute posts on their research. In the first instance, please contact the Centre Administrator, Ms Angela Patterson if you are interested in doing this.

6. The MSc Criminology and Criminal Justice

6.1 Structure and expectations of the MSc

The compulsory and optional elements for the MSc course are as follows:

Full time MSc Students

Michaelmas Term	Hilary Term	Trinity Term
Core Course - Criminological Theories and Criminal Justice **(Compulsory)**	Core Course - Criminological Theories and Criminal Justice **(Compulsory)**	Dissertation **(Compulsory)**
Research Design and Data Collection **(Compulsory)**	Option course	Academic Communication Skills

	Option course	**(Compulsory**)
Option course	Option course	
Option course		

Part Time MSc Students

Year 1

Michaelmas Term	**Hilary Term**	**Trinity Term**
Core Course - Criminological Theories and Criminal Justice **(Compulsory)**	Core Course - Criminological Theories and Criminal Justice **(Compulsory)**	
Research Design and Data Collection (**Compulsory)**	Option course	Academic Communication Skills (**Compulsory)**

Year 2

Michaelmas Term	**Hilary Term**	**Trinity Term**
Option course	Option course	Dissertation **(Compulsory)**
Option course	Option course	Academic Communication Skills (**Recommended)**

Educational aims of the programme

To provide students with the ability to:

- evaluate the major theories and fundamental concepts in criminology and criminal justice;
- develop an advanced understanding of particular fields within criminology and criminal justice, relevant to their further careers or academic studies;
- analyse critically the inferences that can be drawn from empirical and historical observations of crime and the operation of the criminal justice and penal systems;
- develop analytical skills required for critical appraisal of criminological research;
- develop methodological skills to conduct criminological research.

Programme outcomes

On completing the degree satisfactorily, students should:

- have a systematic understanding of the key theories and debates, and a critical awareness of current problems and new insights, at the forefront of criminology and criminal justice;
- be well equipped for critical analysis of crime, criminal justice and the development of criminal justice policy;
- have learnt how to assess critically the contribution of research to understandings of crime and justice;
- have demonstrated originality in the application of criminological and criminal justice knowledge, together with a practical understanding of how the established techniques of criminological and criminal justice research and enquiry are used to create and interpret knowledge about offenders, offending, and the criminal justice response;
- have acquired basic methodological skills;
- have learnt how to produce substantial pieces of written work after researching particular topics for their options and for their dissertation.

Each student will develop a detailed knowledge and understanding of six particular areas of criminological enquiry (i.e. those areas studied through options and the dissertation), whilst all students will have acquired a solid understanding (through the compulsory courses) of:

- the importance of methodical inquiry in criminology;
- historical, sociological and philosophical perspectives on criminal justice, punishment and the role of victims;
- different theoretical perspectives on deviance, crime and criminal justice;
- competing perspectives on the intersection of criminal policy, social policy, politics and academic research (particularly in the context of debates about the relationship between social stratification and crime and criminal justice);
- the role of discretion in the criminal process;
- social scientific research design and data collection.

Those students who have taken further optional courses in research methods will also be able to critically evaluate existing sources of data, choose and develop appropriate research methodologies and analyse research data at a more advanced level.

Students are expected to spend around 40 hours studying each week during term (and they will also need to do some study during vacations). During Michaelmas and Hilary Term students are advised to divide their time between their courses in the following way:

- At least 10 hours preparation a week for the Core course Criminological Theories and Criminal Justice;
- At least 8 hours preparation a week for each other optional course;
- 6-10 hours a week in seminars (ninety minutes for each course), depending on which options are taken.

In Trinity term students work on their dissertation and attend the weekly Academic Communication Skills sessions.

You will note that this leaves very little time during the week for any paid employment. Whilst we appreciate that some students will have to work a few hours a week in the evenings or at the weekends, perhaps in a shop or a bar, students on a taught course (such as the MSc) or on the MPhil are not allowed to teach (or provide research assistance) within the university and colleges (see Section 24.1). Please see the Paid Work guidelines at www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork

6.2 Outline of the course

6.2.1 Compulsory Courses

Compulsory courses run weekly during the first two terms: The Core course - Criminological Theories and Criminal Justice in Michaelmas and Hilary terms - and Research Design and Data Collection in Michaelmas Term. A further compulsory (but non-examined) course is run weekly in the third term.

Criminological Theories and Criminal Justice

This course takes a global point of departure to explore important theoretical criminological contributions as well as implications for criminal justice practice. The course will lead students to consider the approach to criminology from a variety of perspectives or lenses. This is situated within a context that recognises that certain positionalities have historically been centred and over-represented internationally. This course challenges students to contemplate how to address this imbalance.

The course will equip students to recognise problems, questions, dichotomies and ideas that have shaped modern criminological thought, to understand the nature of 'theory' and 'explanation' within criminology, and to both appreciate and critique the history and development of criminological thought. Acknowledging the increasing effects of globalisation, students will consider the nature of comparative and transnational criminology and come to question normative assumptions related to human rights and development. Finally, students will investigate approaches to decolonisation and criminology.

Part-time students take this course in their first year of study.

Research Design and Data Collection
This compulsory course, which runs in the first term, is focused on the challenges and the opportunities that different methods of data collection have for criminological research. During the course, we will critically situate the production of criminological knowledge within broader social power dynamics, foregrounding the relationship between academic scholarship and ethical and social concerns. We will discuss the relationship between theories, concepts, methods, and empirical findings. We will then examine specific research methods, including experiments and quasi-experiments; questionnaires and survey research; field research, and the collection of written documents. Finally, we will apply this methodological knowledge to evaluate published research and discuss best practices for designing original research projects. Part-time students take this course in the first term of their first year of study.

Academic Skills for Criminologists
In this compulsory course, various academics will present to the students on academic skills that are directly relevant to conducting criminological research and writing the MSc dissertation. Students will learn about academic writing, how to research and read academic texts selectively, and how to formulate a viable dissertation research plan, among other topics. In the final two weeks of the course,

students will present on their dissertation research, receiving helpful feedback and questions from the rest of the cohort and from the tutors.

6.2.2 Options

Full time MSc students take two optional modules in Michaelmas term and three in Hilary Term.

Part time MSc students take one optional module in Hilary term of their first year, and two optional modules in both Michaelmas and Hilary terms in their second year

Attendance at the weekly classes is **compulsory** and students are expected to be well prepared to be able to contribute fully to the discussion. Preparation for classes is directed by detailed reading lists distributed to students at the end of the preceding term. In these classes, students should develop a detailed knowledge and understanding of their chosen option through their own reading in preparation for classes (reading the required and suggested materials, digesting them and making preparatory notes should take no longer than eight hours a week for each option), and through discussing the readings with the course teacher and their fellow students on that option. Student learning is then consolidated through the preparation of an assessed essay in relation to each of their chosen options.

Entering for university examinations

You will be automatically entered for the MSc Criminology and Criminal Justice core assessment units (i.e. Core Course: Criminological Theories and Criminal Justice, Research Design and Data Collection and the Dissertation), and these will be displayed in Student Self-Service when you login. Your options for Michaelmas term should be chosen before the start of Michaelmas term using the form emailed to you and you should also make your selection of option courses for Hilary term on this form. It may be possible to change your choice for Hilary during Michaelmas term, depending on the number of students already on the course. Towards the end of Michaelmas Term, you will be required to have chosen and to enter formally for the optional courses for both Michaelmas and Hilary terms. You will receive an email invitation to login to Student Self Service to complete your optional course assessment selections by a given date. If you change options after the registration deadline, you will be charged a fee by Examination Schools. It may be possible to change your option choices for Hilary term, but this must be approved by Week 0 of Hilary and can only be done ONCE you have consulted the course tutors, your academic supervisor, and your college, who will help you apply for a change of exam entry. The Centre reserves the right to disallow transfers to popular courses that are oversubscribed and cancel courses with very few students. An administration fee for transfers may be incurred (currently this is £40). You will need to consult the Examination Regulations for full details on how to apply for a change of entry (see http://www.ox.ac.uk/students/exams/entry/.

Please note that changes of course after the Friday of the First Week of Hilary Term are prohibited

Examination timetables are published on the University website at http://www.ox.ac.uk/students/academic/exams/timetables. Timetables are published as early as possible, and no later than five weeks before the start of the examination.

Personal timetable

Your personal timetable showing your papers and the dates, times and location at which your examination will take place will be published online at least two weeks before your first examination. It is your responsibility to ensure that you sit the correct examination and misreading of information will not be considered an acceptable reason for non-attendance. If you have not received your timetable, or discover any problems with it, contact your college as soon as possible. More information can be found at: https://www.ox.ac.uk/students/academic/exams/timetables

6.2.3 Overlap between options

Occasionally there will be some overlap between two or more options (perhaps one seminar in an option will touch on, or deal more thoroughly, with a topic covered in another option). Students should note, however, that they cannot use material in an assessed essay that they have used for another essay. Nor can they use material for their dissertation which they have submitted for an assessed essay. They should consult their dissertation supervisor or option tutor if they are in any doubt about this so-called 'autoplagiarism'.

Candidates make a declaration upon submitting the assessed essays and dissertation, as follows: 'No part of it has already been accepted, nor has it been currently submitted, for a degree of this University or elsewhere.'

This does not preclude the development of themes and concepts between one piece of assessed work and another, particularly where these relate to a candidate's specific research interests; however, reproducing work in one piece of assessed work which closely resembles that of another, or simply cutting and pasting paragraphs between essays, is not permitted.

Students who intend to continue to MPhil level, are encouraged to produce an MPhil thesis which builds further on the topic of their MSc dissertation but are warned that they must not copy significant amounts of text from their MSc dissertation, as 'autoplagiarism' is not allowed within the same degree.

6.2.4 The MSc dissertation

In addition to the option courses and the compulsory Trinity Term Academic Communication Skills sessions, students write a dissertation on a topic of their own choice, subject to the agreement of the Board of Studies, of between 12,000 and 15,000 words (inclusive of footnotes, but excluding abstract, appendices bibliography, table of cases, headers, footers and index). Students will be expected to pursue dissertations along one of the following lines: i) an extended research design for further doctoral or MPhil study; ii) a critical literature review of conceptual, methodological and/or substantive issues relevant to their chosen topic; iii) a small empirical study that might serve as a pilot project for later doctoral or MPhil work. Students are expected to carry out the research independently, with only minimum guidance from their dissertation supervisor. In order to ensure that students achieve a rough equality of access to supervision, a guideline of six hours supervision time has been stipulated, which should only be exceeded in exceptional cases. This time is to include both contact with the supervisor and time taken to read through and comment on a draft. Ordinarily the following supervision structure will be followed:

- A preliminary meeting, to discuss and set the research question and devise a timeline for work to be submitted.
- An intermediate meeting, checking on the student's progress.
- One draft will be read (either chapter by chapter or a complete document).

Most students will choose to research an area close to one of their option or core course topics, although a few pursue intellectual interests which have not been specifically developed by this course.

6.3 The 'Oxford Style' of teaching

Teaching at Oxford University is unique. Oxford is probably the only leading Law School in the world where the main means by which graduate teaching is done is through group discussion in seminars, alongside a series of lectures given by some of the world's leading scholars.

Teaching on the MSc in Criminology and Criminal Justice programmes is seminar based, with groups of usually no more than 15 and often, for option classes, with smaller groups although subject to the agreement of the Director of Graduate studies, classes will usually be no smaller than 4 students. One-to-one teaching takes place when the students prepare their MSc dissertation and/ or MPhil thesis,

when students are assigned a supervisor to guide them. Clinics to support students in the Methods courses, for example in preparing weekly assignments, are available and are also based on one-to-one teaching.

Under the 'Oxford system', students are expected to take responsibility for preparing well for classes, and should:

- read academic texts, mostly books (learned journals, monographs, textbooks) in libraries, but increasingly also texts accessed electronically. This reading is for the most part guided by a list provided by your core course or option tutor;
- think about the results of their reading in relation to any pre-seminar questions set alongside the reading list;
- attend all core course seminars, where the tutor will normally set out to portray a topic in such a way as to add value to the treatments of it which you can read for yourself, and will expect students to contribute fully to the discussion;
- attend option seminars, which might be even more interactive than core course seminars, normally requiring substantial active participation by the students. They normally aim to review and develop the understanding of a topic which the students have gained from their own reading, thinking and writing, and/or attendance at other classes;
- give presentations, as directed by the course tutor. Such presentations should last no longer than 5-10 minutes and serve to introduce the group to a particular area of study, before leading into a wider discussion. Students should 'talk to' concise handouts, and not read aloud from a set of prepared notes.

This teaching system works satisfactorily only when students take responsibility for preparing well for classes, by reading extensively from the reading lists, and by contributing to class discussions. Much of the time students will learn under their own direction and so need to be motivated to read the relevant literature and explore their critical responses to it in seminars.

It is important to realise that you do not learn simply from things said and done in the seminars themselves. By far the greatest part of your learning comes from the reading, thinking and writing which you do for yourself. But whilst you do this reading, thinking and writing by your own efforts, you do not do it unaided. It is the function of seminars and supervision sessions whilst you are preparing your dissertation in Trinity Term (plus to a lesser extent faculty lectures you may opt to attend), and of interaction between students themselves, to provide intensive orientation in your study, and feedback on your efforts and ideas.

Study in the vacations is also important, whether it involves preparing for the options and core seminars for the following term, revising for the course exams, or writing assessed essays or the dissertation. Many students find that by going back over the subject which they have just finished, they can consolidate and deepen their understanding of it considerably. This has great benefits not only for their grasp of that particular subject, but also for the development of their intellectual skills generally.

In all specific, academic and course-related matters, students are encouraged to seek guidance from tutors, and/ or the Director of Graduate Studies. Further guidance on academic writing is provided in a series of workshops.

6.4 Further information about the course

6.4.1 Induction

A two-week induction programme is run in Weeks –1 and 0 of Michaelmas Term. Induction sessions introduce students to the use of relevant bibliographical, legal and social science databases. Students

are also offered introductory lectures on criminological theory, the criminal justice system, and an introduction to research methods session. A 'What to expect' session will be held by former MSc students giving further insight on the MSc courses and offering tips on time management.

6.4.2 'Oxford Minds' series for ALL Social Science graduate students

Oxford Minds will continue in Michaelmas Term 2022, with fortnightly online discussions and debates and then also made available on the SSD website. The series will provide an opportunity for the Social Sciences Division to convene conversations that transcend departments and lie at the core of the social sciences.

Overview

Oxford is built on people, and the way they engage with pressing global issues within and across disciplines. People matter more than ever. This new series will convene the great minds of Oxford and beyond to discuss the issues that matter to our graduate students. It aims to provide all our graduates with an educational experience that transcends disciplinary boundaries. Serving as a graduate enrichment programme during extraordinary times, Oxford Minds is based upon inter-disciplinary panel discussions curated to create an interdisciplinary space in which we can collectively rethink social science for a changing world.

Schedule

When? Tuesdays 5-6pm (weeks 2, 4, 6, and 8)
Where? Manor Road Building (and recorded and uploaded to the SSD website)

Further Information

All information on speakers and how to sign-up for session will be available on http://www.socsci.ox.ac.uk/oxford-minds .

Past talks and panel sessions covered themes (race, sustainability, justice, protection), theory (power, space, identity, and belonging), and methods (numbers, interviews, ethnography, archives) are available on the website.

For enquiries, please contact the series convenors, Professor Alexander Betts and Professor Susan James Relly

6.4.3 Resources for Courses: Reading Lists, Key Texts and Photocopying

Reading lists for each of the compulsory courses and MSc options are made available through the University Online Reading Lists ORLO https://oxford.rl.talis.com/index.html

As a rule of thumb, if you wish to buy key texts, please budget at least £100 per course. If you plan on photocopying or scanning large amounts from the reading lists, you may wish to work with your fellow students on sharing the workload and the cost – at the time of writing, A4 black and white photocopies in the Social Science Library are 6 pence per page and scanning documents are 2 pence per page (more details including costs for double-sided, A3 and colour printing, can be found on http://www.bodleian.ox.ac.uk/ssl/services/print-copy-scan) and the cost of an entire reading list could amount to between £70 - £100.

The Bodleian Libraries offer scan and deliver an electronic document delivery service for items held in our Book Storage Facility. Instead of requesting the physical item to a reading room, you can request scans of sections (articles, chapters) directly to your desktop.

6.4.4 Residency Requirement

Full time students are required to be 'in residence' during University terms (the residence limit for graduate students is twenty-five miles from the Carfax tower, which is in the centre of town). If you need to leave Oxford for a short period during term which will result in you missing a class you should inform both the class teacher and the Graduate Studies Administrator. You should consult your college advisor if you need temporary exemption from the residency requirement. You cannot obtain your degree unless your college certifies you have fulfilled the residency requirement. Part-time students are not subject to residency requirements.

6.5 Pastoral support for MSc Students

Students receive support on any non-academic matters from their college advisors and can discuss with these advisors their academic progress.

The Centre for Criminology appoints an Academic Supervisor to each student. Whilst specifically concerned with their academic progress, academic supervisors can also offer support on a range of welfare matters. Students are expected to meet their academic supervisors at the beginning and end of the first term (Michaelmas Term), and at the end of the second and third terms, although students can contact their supervisor at any time during term if they have problems or concerns which they feel cannot wait until the next scheduled meeting. Likewise, supervisors might proactively arrange an additional meeting during term if they have pressing concerns about a student's progress. The Academic Supervisor is required to write a termly report on each student's academic progress and the content of this report is communicated to the student, the student's college and the Graduate Studies Office.

In addition, students can receive support from college or department specialist advisors, such as the Welfare Officer or Harassment Officer, Advisor to Women Students, or even the Head of Department. Many colleges have extensive 'Welfare Teams' of fellow students, academic and other staff (for example, nurse, doctor, and chaplain).

If students experience personal problems which they would prefer not to discuss with their academic or college supervisor, they can contact the University Counselling Service.

If you have any issues with teaching or supervision please raise them as soon as possible so that they can be addressed promptly. Details of who to contact are provided in Section 21 Complaints and Appeals.

6.6 Timetables and Key Dates 2022-23

Introductory lectures will be held in Weeks -1 and 0 of Michaelmas Term. The MSc timetable is available via your Outlook Calendar.

In addition to those courses listed below, students may be able to audit optional courses (student numbers permitting) which are of academic interest and use to their studies, by prior arrangement with the course tutor. 'Auditing' will not require the completion of assessments for the course, though the tutor expects the student to prepare for the seminars. As such, students should devote most of their time to their chosen options. Any student auditing an MSc option can request to submit an assessed essay as a practice essay for marking and feedback. Requests will be considered on their individual merits.

Students are also encouraged to attend the lectures offered by the Law Faculty and are welcome to attend those in the Departments of Sociology or Politics and International Relations, if of use and interest. Please consult the Graduate Studies Administrator if you would like to arrange this, as the Centre will be charged a fee for this. You will receive a Law Faculty and Social Sciences lecture list from your college, and you can view a complete list of lectures at: https://www.law.ox.ac.uk/current-students/lecture-list.

6.7 Course outlines

6.7.1 Compulsory courses

Criminological Theories and Criminal Justice
Professor Rachel Condry and Dr Leila Ullrich

This course takes a global point of departure to explore important theoretical criminological contributions as well as implications for criminal justice practice. The course will lead students to consider the approach to criminology from a variety of perspectives or lenses. This is situated within a context that recognises that certain positionalities have historically been centred and over-represented internationally. This course challenges students to contemplate how to address this imbalance.
The course will equip students to recognise problems, questions, dichotomies and ideas that have shaped modern criminological thought, to understand the nature of 'theory' and 'explanation' within criminology, and to both appreciate and critique the history and development of criminological thought. Acknowledging the increasing effects of globalisation, students will consider the nature of comparative and transnational criminology and come to question normative assumptions related to human rights and development. Finally, students will investigate approaches to decolonisation and criminology.

Research Design and Data Collection
Mr Samuel Singler

This compulsory course, which runs in the first term, is focused on the challenges and the opportunities that different methods of data collection have for criminological research. During the course, we will critically situate the production of criminological knowledge within broader social power dynamics, foregrounding the relationship between academic scholarship and ethical and social concerns. We will discuss the relationship between theories, concepts, methods, and empirical findings. We will then examine specific research methods, including experiments and quasi-experiments; questionnaires and survey research; field research, and the collection of written documents. Finally, we will apply this methodological knowledge to evaluate published research and discuss best practices for designing original research projects. Part-time students take this course in the first term of their first year of study.

6.7.2 Optional courses

Crime and the Family
Professor Rachel Condry

Death Penalty
Professor Carolyn Hoyle

Public and Private Policing
Professor Ian Loader

Criminal Justice, Migration and Citizenship

Professor Lucia Zedner and Mr Samuel Singler

Psychology, Law and Criminal Justice
Dr Katrin Mueller-Johnson

Transitional Justice
Dr Leila Ullrich

Prisons
Dr Hindpal Singh Bhui

Hilary Term

Theorizing Punishment
Professor Ian Loader, Professor Lucia Zedner & Mr Samuel Singler

Quantitative Analysis for Social Scientists
Dr Katrin Mueller-Johnson

Qualitative Methods
Mr Samuel Singler

Politics of Crime Control
Professor Ian Loader

Race and Gender
Dr Leila Ullrich

Risk, Security and Criminal Justice
Professor Lucia Zedner

Youth Justice
Professor Rachel Condry

Sentencing
Professor Julian Roberts

Academic Writing Skills workshops
There will be further Academic Writing and Referencing sessions in Michaelmas Term for students to improve their academic writing. It is highly recommended that all students attend these sessions.

Trinity Term

Academic Communication Skills
Mr Samuel Singler

In this compulsory course, various academics will present to the students on academic skills that are directly relevant to conducting criminological research and writing the MSc dissertation. Students will learn about academic writing, how to research and read academic texts selectively, and how to formulate a viable dissertation research plan, among other topics. In the final two weeks of the course, students will present on their dissertation research, receiving helpful feedback and questions from the rest of the cohort and from the tutors.

7. Assessment procedures

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work. The MSc Criminology and Criminal Justice Examination Conventions can be accessed here https://weblearn.ox.ac.uk/portal/site/:socsci:law:postgrad:crim

7.1 Assessment procedure for the MSc

The degree of MSc shall be awarded to any candidate who achieves a mark of at least 50 per cent in each of (*a*) the five options and the 'Research Design and Data Collection' course, (*b*) the examined paper ('Criminological Theories and Criminal Justice'), and (*c*) the dissertation, as well as satisfactorily completes the continuous assessment element of, where relevant, 'Quantitative Analysis for Social Scientists' and/or 'Qualitative Methods'.

The examiners award a Merit to any candidate who achieves marks of 60% or higher on all papers, and either marks of at least 65% on at least 6 of the papers, or an overall weighted average of 65%, AND satisfactory completion of the continuous assessment element where relevant for 'Quantitative Analysis for Social Scientists' and/or Qualitative Methods'. In this calculation the dissertation and core course assessment shall count as two papers and each assessed essay shall count as one.

The examiners award a Distinction to any candidate who achieves either marks of at least 70 per cent on at least six of the papers, or an overall weighted average of 70 per cent, provided all marks are 60% or above, AND satisfactory completion of the continuous assessment element where relevant for 'Quantitative Analysis for Social Scientists' and/or 'Qualitative Methods'. In this calculation the dissertation and core course assessment shall count as two papers and each assessed essay shall count as one.

Students should be aware that unlike some other academic institutions, Oxford does not operate a quota system of distinctions, nor is there a Bell curve used on degree awards.

7.1.1 Summative assessment

Formal, 'summative' assessment is conducted by the following means over the 9-month period for full time students, and over the 21-month period for part time students:

- Completion of an examination for the core course, to be taken in Week Nought of Trinity Term (provisional, date to be confirmed).
- Production of six assessed essays (one for each substantive option and one for 'Research Design and Data Collection') written unsupervised and unaided during the last three weeks of term. Students may not approach course tutors for clarification on essay questions or help with or feedback on essays. Students are expected to draw on the course readings in their options papers. While they may be rewarded for doing this and going beyond them to draw in additional work, examiners may reduce the mark of those who fail to cite course readings. **Note**: Candidates should take seriously the word limits imposed (both upper and lower). If a candidate exceeds the word limit, the examiners may decide not to proceed with the examination of the work. If they do proceed, they may reduce the mark. See further Examination Regulations 2020, pp. 44 para. 16.6. Those who write less than the lower word limit may likewise be penalised.
- Production of a dissertation.
- In the case of candidates who have taken 'Qualitative Methods' and/or 'Quantitative Analysis for Social Scientists', a series of practical assignments are required for the relevant option.
- Students receive written feedback on all their end-of-term assessed essays and their dissertation.

7.1.2 Formative assessment

In Michaelmas Term, full and part time students are required to complete a compulsory 1,500-word practice essay related to 'Criminological Theories and Criminal Justice' or, for full time students either of their two option courses, for formative assessment purposes, to be submitted by the end of Week 3. In addition, in Week 5 of the first term the students attend a seminar at which advice is given on the expectations of the examiners and written feedback provided on their practice essays. A dissertation writing session takes place in week 1 of Trinity Term.

Formative assessment includes feedback through termly sessions for each student with their academic supervisor and (limited) feedback from dissertation supervisors.

7.2 Previous Examination Performance

Students may wish to know how previous cohorts have fared in the examinations process. Copies of the Examiners' Reports for the MSc programme is Law Faculty Intranet for postgraduate students at: https://www.law.ox.ac.uk/document-archive. Copies are also available on the MSC Criminology and Criminal Justice Canvas site.

Students may want to consult the examination questions set in previous years, to have an indication of what to expect. These are also available on the MSc Criminology and Criminal Justice Canvas site.

7.3 The Notice to Candidates

Important information regarding assessment will be provided in the Notice to Candidates (traditionally referred to as the 'Examiners' Edict') circulated to students during Michaelmas Term.

7.4 Examined papers

There is a **three question** examination for the 'Criminological Theories and Criminal Justice' course (based on the topics covered in Michaelmas and Hilary term), taken Week 0 of Trinity Term, **date, time and details to be confirmed**.

Treatment of absent answers and part answers, short answers, weak answers, and misunderstood questions: the mark for a completely absent answer in any script will be zero. The mark for a part answer, or a "skimped", "rushed final", "short" or "weak" answer will be such a mark above zero as is appropriate, relative to more successful answers, in terms of the quality of what has been written, and the extent to which it covers the question. The overall mark for a script will be arrived at by averaging the number of marks, including zeros, over the number of questions that should have been answered on the paper.

7.5 MSc options

7.5.1 Form of assessed essays for the MSc options

Options (other than the Methods courses – see Sections 7.5.3) are examined by means of an assessed essay of 3,500–4,500 words, including footnotes but excluding bibliography and appendices, written during weeks seven to ten of Michaelmas and Hilary terms. A selection of three titles shall be posted on the Criminology Canvas site by noon on the Friday of Week 7 of the relevant term (titles will also be emailed to students at this time).

Your assessed essays must be typed with a margin of 3 to 3.5 centimetres on the left-hand side of each page. You should use font size 12 for the main text and font size 10 for footnotes. The text should be double-spaced and the footnotes and quotations should be single-spaced. Footnotes should normally be placed at the bottom of each page. Pages should be numbered and **EACH page should record your candidate number and the option title in a header or footer box**. Essays should be submitted online

as detailed in section 7.5.2 below. All written work must be submitted in English. All assessed essays should include a bibliography.

Note**: Candidates should take seriously the word limits imposed (both upper and lower).**
Candidates should take seriously the word limits imposed (both upper and lower). If a candidate exceeds the word limit, the examiners may decide not to proceed with the examination of the work. If they do proceed, they may reduce the mark by up to 10%. Those who write less than the lower limit may likewise be penalized.
See further Examination Regulations 2019, http://www.admin.ox.ac.uk/examregs/ . Those who write less than the lower word limit may likewise be penalised.

7.5.2 Submission of assessed essays

Candidates shall be required to submit each essay online, no later than noon, on Thursday of Week 10 of the relevant term onto the Inspera submissions site. The essays will automatically be checked for plagiarism using the *Turnitin* software. Assignments must be submitted by the deadline time according to the time in the UK**. For each essay submitted candidates must read and confirm the Declaration of Authorship**. You cannot submit your essay until you have ticked this Declaration.

7.5.3 Research Methods Courses

For 'Research Design and Data Collection' candidates will be required to submit an essay of 2,500 to 3,000 words at the end of Michaelmas term. A choice from three titles will be offered.

There are two sorts of assessment for the two other Research Methods courses, 'Quantitative Analysis for Social Scientists' and 'Qualitative Methods', and both must be satisfactorily completed by all candidates.

Firstly, each candidate will be required to complete assignments during the term which will be marked on a pass/fail basis. Candidates who fail any of these assignments may be required to re-submit the assignment, normally within 7 days.

Secondly, at the end of each of the two terms each candidate will be required to submit an essay of 2,500 to 3,000 words. A choice from three titles will be offered.

Details of preparation (other than the word count), timing and submission of assignments for these courses are included in Section 7.5.1.

7.6 Dissertation

7.6.1 Form and timing of the dissertation

The MSc dissertation shall be between 12,000 and 15,000 words long, inclusive of footnotes, but excluding abstract, appendices, bibliography, table of cases, headers, footers and index (when using OSCOLA, footnotes that are purely citations do not count toward the word limit). The dissertation shall be on a topic of the student's choice, subject to the agreement of the Board of Studies. Candidates should choose a topic broadly within the general remit of criminology and/or criminal justice and email this, with a working title, to the Graduate Studies Administrator by noon on Wednesday of Week 7 of Hilary term, 1 March 2023. In Week 9 of Hilary Term the Board of Studies (without the student representatives) will appoint a supervisor for each student for the purpose of guiding the student's work on the dissertation. The Board of Examiners will subsequently meet in order to appoint two assessors for each dissertation.

Part time MSc students will choose and submit their proposed topic by Friday of Week 4 Michaelmas term of their second year.

The exercise of identifying a topic for research and a working title enables students to do preliminary work in choosing an area of interest, with an eye to both viability and the availability of appropriate supervisors. A Dissertation Supervisor will be assigned to each student by the Board of Studies (this may be your academic supervisor, if your chosen topic fits their expertise). Students are not expected to ask tutors to pre-approve working titles before submission to the Board of Studies, as such advice might unfairly prejudice the review process and creates, in practice, an unnecessarily time-consuming double assessment process.

Working titles will only be refused approval if they do not fall within Criminology or Criminal Justice (broadly conceived), if there is no appropriate supervisor available to provide expert guidance, or if the Board of Studies believes the student would have difficulty in successfully completing their proposed dissertation in the time available (please note that students should avoid criminal law topics as it is unlikely that a supervisor will be found).

Full time students are not usually expected to start working on their dissertations until Trinity Term. However, it is often advisable to start preliminary work before then, particularly if the Student has chosen to undertake empirical research. It is also imperative that Students who are engaging in empirical research apply for ethics approval at the earliest possible juncture. Securing ethics approval can be a time-consuming process that can interfere with research plans, as research cannot start until approval has been granted. Details on how to apply for ethics approval can be found here: https://researchsupport.admin.ox.ac.uk/governance/ethics/apply/sshidrec. Students who want to engage in empirical research for their dissertation should discuss the ethics process with their academic supervisors in early Hilary Term.

Part time MSc students are expected to work on their dissertations throughout their second year of study.

7.6.2 Choosing a dissertation title

Students are not normally allowed to change the substantive area of study for their dissertation approved and supervisors and assessors appointed. Working with their supervisors, they will narrow down the focus of their research and finalise a title.

When you and your supervisor have agreed a final title, you should email the GSA gsa@crim.ox.ac.uk and the Chair of Examiners, Professor Carolyn Hoyle, carolyn.hoyle@crim.ox.ac.uk for approval **by Wednesday of Week 6 of Trinity term** to allow the Chair of Examinations time to consider your request and respond.

Once you have been appointed a supervisor, you should not seek further help with your dissertation from any of the other MSc teachers. If you have problems in relation to your dissertation supervision you should consult the Director of Graduate Studies, Professor Rachel Condry or the Centre's Director, Professor Ian Loader.

7.6.3 Preparation of the dissertation

Your dissertation must be typed with a margin of 3 to 3.5 centimetres on the left-hand side of each page. You should use font size 12 for the main text and font size 10 for footnotes. The text should be double-spaced and the footnotes and quotations should be single-spaced. Footnotes should normally be placed at the bottom of each page. Pages should be numbered and **EACH page should record your candidate number and the dissertation title in a header or footer box**. All written work must be submitted in English. All dissertations should include a bibliography.

Note: Candidates should take seriously the word limits imposed (both upper and lower). If a candidate exceeds the word limit, the examiners may decide not to proceed with the examination of the work. If they do proceed, they may reduce the mark. See further Examination Regulations

https://examregs.admin.ox.ac.uk/ Those who write less than the lower word limit may likewise be penalised.

Each dissertation should have a cover sheet attached to it containing the title, subtitle (if any) and candidate number. It should also state the Oxford term and year of submission and the number of words of the dissertation.

The dissertation should be accompanied by an **abstract** and a table of contents. The **abstract** should summarise the scope and main arguments of the dissertation in approximately 300 words. It should be one side only of A4-sized paper and should include the title of the dissertation, the candidate's number, the title of the degree (MSc in Criminology and Criminal Justice) and the term and year of submission. The abstract should **NOT** be included as part of the word limit.

7.6.4 Submission of dissertations

Candidates shall be required to submit their dissertation online, no later than noon, on Wednesday of Week 8 of Trinity term onto the Inspera submissions site. The dissertation will automatically be checked for plagiarism using the *Turnitin* software.

Students may wish to upload their dissertation onto the Oxford Research Archive (ORA). For further details on this, do go to the ORA website: http://www.bodleian.ox.ac.uk/ora.

7.7 Referencing and Plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.
Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence

The University definition of plagiarism and a link to the Oxford Student's website guidance on plagiarism can be found here: (www.ox.ac.uk/students/academic/guidance/skills/plagiarism). Specific guidance on academic good practice and topics such as time management, note-taking, referencing, research and library skills and information literacy and a link to the Oxford Students skills webpage (www.ox.ac.uk/students/academic/guidance/skills)

Two systems of referencing are acceptable, the so-called Harvard system, and the OSCOLA system (Oxford Standard for the Citation of Legal Authorities). Broadly speaking, the Harvard system is better suited for social sciences papers, while OSCOLA is more appropriate for essays making significant references to legal cases. Guidelines on referencing can be found on the following Bodleian Library weblink https://libguides.bodleian.ox.ac.uk/reference-management/referencing-styles

The Oxford Handbook of Criminology (Oxford University Press) adopts a version of the Harvard system, and students are encouraged to follow that model. Guidelines for OSCOLA can be found on the Law Faculty website: https://www.law.ox.ac.uk/research-subject-groups/publications/oscola.

You should consult your Option Tutor on the type of referencing system most appropriate for your written work.

The Academic Writing Skills workshops in Michaelmas term cover the topic of referencing, and all students are highly recommended to attend it.

7.8 Notification of results

We do not post results of the assessed essays on the Graduate Studies Noticeboard and nor do we disclose marks to other students in any other way. Marks will be emailed to students individually. The

results for the dissertation, exams and for the course as a whole will also be available online via Student System, generally within a few days of the Final Examiners' Meeting (see key dates). Colleges will receive notification of results at the same time, and you should also receive a letter detailing your marks from your college. An official University transcript will automatically be generated and will be forwarded to whichever address you have specified as your 'home address' on the Student System. It is therefore important to update the Student System and inform the Graduate Studies Administrator with the address you will be residing at when you leave Oxford to ensure that your transcript and results arrive at the correct address.

7.9 Assessment standards

70-100: Distinction level

Papers which are awarded a distinction will be well structured, well-argued and comprehensive. They will be analytical, rather than merely descriptive and will go beyond the most obvious sources of knowledge. The candidate will have demonstrated an unusually clear grasp of most of the issues (including all the more important ones), used an unusually wide range of material, and displayed very good skills in evaluating the material and using it to construct arguments which deal with the issues.
80-100: Superb work showing fine command of intellectual debates and making a creative contribution to them.
75-79 Excellent work, intellectually stimulating argument.
70-74:Fine work showing powerful analysis, a distinctive argument, and full awareness of the secondary literature and critical engagement with it.

65 – 69: Merit level

Papers awarded a merit will have strong and well-developed independent critical analysis that moves beyond issues discussed in seminars. The candidate will have demonstrated clear and logical arguments with an awareness of nuances and complexities in debates. The paper will have strong evidence of independent research drawing on a wide range of literature. There will be some indication of distinction potential; no significant errors of fact or interpretation.

50-64: Pass

Papers which are awarded a pass mark will demonstrate a competent grasp of most of the more important issues, a familiarity with and understanding of a reasonable range of relevant materials, and good skills in evaluating the material and using it to construct arguments which deal with the issues.

55-64: Higher pass: Sound analytical standard with most points developed rather than stated. Some evidence of independent critical analysis and evaluation and synthesis of material. Addresses the question and provides a reasonably focused answer. Some awareness of nuances and complexities in debates.

50-54: Pass: Basic analytical skills apparent from identification of intellectual problems with some structured discussion of them. Partially addresses the question but lacks focus. Broadly satisfactory grasp of key issues. Arguments appropriate, but underdeveloped.

0-49: Fail

An unsatisfactory piece of work. At best, the answer will simply describe the most relevant research and debates but will not demonstrate any skill at analysis or argumentation. It is likely that this candidate will not have clearly demonstrated much understanding of the question or the issues it raises. Some of the most relevant material is likely to have been ignored and irrelevant material included.
45-49: Marginal fail: inadequate development of points made.

0-44:Outright fail: inadequate coverage and inadequate analysis.

Candidates are expected to pay attention to academic style, grammar, use of referencing and citation conventions and clarity of expression, as these will be taken into account in the assessment process.

8. Arrangements for reassessment

No-one may gain the degree of MSc in Criminology and Criminal Justice without having attained pass marks in all components of the degree, namely the examined courses, the options, and the dissertation. Arrangements for reassessment shall be as follows:

(i) *Examined courses*: Candidates who fail, or with permission from the University Proctors withdraw from, the examination for the Core Course in week 0 of Trinity Term may resit the examination in the relevant term of the following academic year. Such candidates who have completed successfully either or both of (*a*) the options and Research Design and Data Collection (i.e. have obtained an aggregate mark of 50 per cent or more) and (*b*) the dissertation, may carry forward the marks gained for the successfully completed components. Candidates may also carry forward their certificate of satisfactory completion of the continuous assessment element of any Research Methods course(s) which they have taken.

(ii) *Options:* Candidates who have failed to obtain an aggregate mark of 50 per cent for all assignments for the options and Research Design and Data Collection together, or who have withdrawn with permission from the Proctors from any assessment, may resubmit assessments for which they obtained a mark of 49 per cent or less. Candidates may resubmit those assessed essays in which they have obtained a mark of 49 per cent or less to the Examination Schools, High Street, Oxford, according to the standard timetable for submitting essays in the following academic year. Such candidates who have completed successfully (*a*) the core course examination, (*b*) the dissertation, and (*c*) any assessment for which they have received a mark of 50 per cent or more, may carry forward the marks gained for the successfully completed components. Candidates may also, where relevant, carry forward their certificate of satisfactory completion of the continuous assessment element of any Research Methods course(s) which they have taken.

(iii) *Continuous assessment element of Research Design and Data Collection and Quantitative Analysis for Social Scientists and/or Qualitative Methods*: Candidates who fail to complete an assignment which forms part of the continuous assessment element of any of these courses to the satisfaction of the relevant Course Tutor may be required to resubmit that assignment by noon on Wednesday of Week 10 of the relevant term.

(iv) *Dissertation*: Candidates who fail or withdraw with permission from the Proctors from the dissertation may resubmit the dissertation by the required date in Trinity Term of the following academic year. Such candidates who have completed successfully (*a*) the examined courses and/or (*b*) the options and/or *(c)* Research Design and Data Collection, may carry forward the marks gained for the successfully completed components to the following academic year. Candidates may also, where relevant, carry forward their certificate of satisfactory completion of the continuous assessment element of any Research Methods course(s) which they have taken.

The details above pertain if a student has failed just component of the course. If a candidate fails more than one component (the option essays; the dissertation; the examinations) it will still be possible to retake each of the failed components in the following academic year. However, in these circumstances, it would be necessary to attend classes in the relevant terms and to pay fees. Students get only one chance to retake papers; if they fail a second time they will leave the course.

9. Prizes

Professor Roger Hood CBE, QC (Hon), PhD, DCL, LLD (Hon), FBA, 1936 – 2020, was Professor Emeritus of Criminology, Emeritus Fellow of All Souls College, and Director of the Oxford Centre for Criminology 1973 – 2003. More on his contribution to the Centre and to the discipline of criminology can be found here

Professor Hood endowed a prize for the best overall performance each year in the MSc in Criminology and Criminal Justice. The Roger Hood Prize (£500) was awarded for the first time at the end of the 2003-04 academic year to the best MSc student. The prize will only be awarded if the student receives an overall distinction.

There is also a Prize of £350 for the best dissertation, awarded at the discretion of the Board of Examiners.

10. Course evaluation

The Director of Graduate Studies for Criminology and course tutors are committed to making a thorough evaluation to assess whether the aims and objectives of the course (see Appendix A) are being achieved and to improve the course by identifying its strengths and weaknesses. There are various methods by which we seek to obtain feedback from students about their experiences. There are informal means by which students can communicate their experiences of this course: through the meetings with their (Academic) Supervisor and through direct communication with the course teachers. Rather more formal is the role of the **Student Representative**. Students have the opportunity to elect a representative amongst their cohort in Week 0 of Michaelmas term, one representative for each of the full time and part time courses. MSc and research students' reps will attend termly meetings (normally Tuesdays of Week 9) with the Board of Studies to represent the students' needs and interests. The Board of Studies feeds back to the students, via the Student Representative, their responses to students' comments and concerns. The Board makes clear which of the suggestions for change they feel able to act upon. In some cases, change might not be possible until the following academic year.

As part of the wider Law Faculty students also have the opportunity to elect a student representative to sit on the **Law Faculty's Graduate Studies Committee**. This student representative will be chosen amongst the year's MSc and MPhil students together (see the Law Faculty Graduate Student handbook for more information). These elections are overseen by the Law Students' Association and are conducted over the Faculty's postgraduate email list. The Centre strongly encourages students to nominate someone for this position and to participate fully in the elections. The person nominated can be the same or different to the representative on the Board of Studies.

Students who are enthusiastic to serve their fellow students (and incidentally gain an insight into how Oxford's academic governance operates) might consider standing for these positions in the Michaelmas Term, and student interest in these positions is warmly welcomed. Over the course of the year students who have suggestions they wish to make to the Centre and the Faculty, who have issues to raise, or who seek advice may wish to do so through these committee representatives.

Students are encouraged to consult their student representatives about the course and criminology centre (e.g. core course, options, tutors, administration, supervision) and consult the representatives for the Law Faculty Graduate Studies Committee about any problems related to the law faculty more widely (for example, database support, the law library, and other facilities).

Subject to the requirements of data protection legislation, the Graduate Studies Administrator maintains a database on its alumni to track how our students fare in the employment or higher education market, to help students keep in touch with each other, to send out job opportunities and

relevant events (e.g. conferences, seminars, calls for papers) and to provide new students with ideas about possible career choices.

10.1 MSc student feedback

There is a more structured method for conducting course evaluation, namely the use of an anonymous questionnaire administered in Week 7 of each term for each course taken.

In Trinity Term further evaluation is collated from students on the following areas:

- Core course (content, methods of teaching);
- Research Design and Data Collection (content, methods of teaching);
- Options (content, methods of teaching);
- Academic supervision;
- Library services and IT provision;
- Teaching environment and facilities;
- Quality of teaching and learning;
- Assessment arrangements;
- Academic support;
- Dissertation.

The questionnaires are administered anonymously online by the Graduate Studies Administrator. The feedback is then collated, and the findings presented to the Board of Studies.

10.2 MPhil student feedback

In addition to the feedback gathered by the MPhil representative, students attending MSc classes as part of the MPhil programme would be asked to respond to the standard MSc course evaluation questionnaires.

The Board of Studies and Graduate Studies Committee feeds back to the students, via the Student Representative, their responses to students' comments and concerns. The Committee makes clear which of the suggestions for change they feel able to act upon. In some cases, change might not be possible until the following academic year.

10.3 Graduate Student Reporting (GSR)

In addition to feedback forms and questionnaires aimed at collecting student feedback on their course and the learning environment, students also have the opportunity to comment on their progress and related matters on the Graduate Student Reporting (GSR) system. This is the University of Oxford's automated system designed to report on student progress. All students are strongly encouraged to take full advantage of this feedback opportunity.

The Academic Supervisor is required to write a report on each student's academic progress each term, on the University's online Graduate Supervision Reporting System (GSR). The contents of this report are communicated to the student, and the student's college. You are encouraged to take part in this process. Access to GSR for students will be via Student Self Service https://www.ox.ac.uk/students/selfservice . Students will be sent a GSR automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries
It is strongly recommended that you complete a self-assessment report every reporting period. If you have any difficulty completing this you must speak to your supervisor or Director of Graduate Studies. Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the requirements and agreed timetable for your programme of study
- Identify skills developed and training undertaken or required (taught programmes only)
- List your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)

11. The MPhil Programme

The Master of Philosophy (MPhil) in Criminology and Criminal Justice is a one-year full-time taught course, available only to those who have completed the MSc programme. Students must normally take up their MPhil place straight after the MSc. The first year of study (the MSc) acts as the Qualifying Test for entry to the MPhil. Students must obtain a 67% weighted average mark in the first year of study in order to be admitted to the second year. In addition, the student's MPhil research proposal would need to be accepted by the Board of Studies and appropriate supervisory arrangements found within the Faculty. Admission to the MPhil Criminology is handled by the Centre's Board of Admissions. If you want to go on to the MPhil you must submit your research proposal, supporting documents and the appropriate application by the admission deadline of Friday of Week 1 Hilary term 2022. For the MPhil, please submit form GSO28 plus Criminology 1, which are available on the MSc Criminology Canvas Site

An MSc student who intends to stay on for the MPhil, does NOT graduate from the MSc – the MPhil is, in effect, the second year of a degree in its own right. Such a student should, therefore, not book a graduation at the end of the MSc year as any costs incurred cannot be refunded.

MPhil students write a supervised thesis of between 25,000 and 30,000 words on a topic of their choice within the field of criminology, broadly conceived. They have the opportunity to undertake fieldwork in order to test theoretical ideas or to conduct sophisticated statistical analysis and thus to complete a major investigation. Alternatively, they may choose to conduct library-based research. One academic year (October-June) is allowed for the completion of the degree. The thesis must be submitted by the Friday of Week 8 of the Trinity Term at the end of the MPhil year.

MPhil students who wish to progress to the DPhil must apply via the Graduate Admissions website by the late January deadline.

11.1 MPhil teaching and learning methods

Students are required to submit a thesis which must not exceed 30,000 words and should not normally be less than 25,000 words on a topic of the student's choice, subject to the agreement of the Board of Studies.

Teaching and learning on this course is primarily self-directed. However, the student will have the opportunity to refine their thinking and to consider competing perspectives through regular meetings with their appointed supervisor and can choose to 'audit' relevant MSc options if they and their supervisor think it might be helpful to their research.

Students are also expected to attend All Souls criminology seminars organized by the Centre for Criminology to enhance their appreciation of the latest developments in criminological research. Students will also be directed toward research seminars, workshops and conferences offered by the Faculty of Law and other Departments in the University of Oxford (especially Socio-Legal Studies, Politics, Sociology, Social Policy, and Economics), if considered relevant for their chosen area of specialization within criminology or for their research methods.

In addition, the Law Faculty organizes self-sustaining discussion groups that all Faculty graduate students are encouraged to attend. These groups are advertised on the Faculty's postgraduate email list and can help to accelerate research for those who participate in them.

Basic library and IT training, as well as a plagiarism seminar, are all offered during Weeks -1 and 0 of Michaelmas Term (induction weeks).

Empirical Research Methods component

As part of the MPhil course requirements, candidates are required to take either Quantitative Analysis for Social Scientists or Qualitative Methods. Students will have undertaken 'Research Design and Data Collection' as part of their first (MSc) year. If they also undertook either Quantitative Analysis for Social Scientists and/or Qualitative Methods as part their first year, they will not be required to take it a second time.

11.2 Education aims and learning outcomes

The MPhil programme has the following educational aims and learning outcomes:

Educational aims of the programme

The MPhil programme aims to:

- give students experience in conducting a major piece of criminological investigation that builds on the skills learned throughout the MSc through the production of a substantial thesis;
- give students a comprehensive understanding of research techniques applicable to criminological enquiry and empirical research;
- provide students with the skills to integrate theoretical, substantive and technical principles in their analysis of criminological issues;
- develop the students' ability to report research findings; and
- prepare students for doctoral work in criminology and for research careers in academia, government and the private sector.

Programme outcomes

On successful completion of the MPhil programme, students should:

- have developed (through the research methods component of the course and the process of designing a research project and producing a substantial thesis) an advanced understanding of:
- the fundamental concepts, techniques, principles and theories of data collection (both qualitative and quantitative) and data analysis;
- the key concepts, techniques, principles, facts and theories relevant to the student's chosen area of specialization;
- the integration of theoretical, substantive and technical principles in criminological research; and
- the ethical, philosophical and epistemological problems associated with criminological research.
- be well equipped for critical analysis of crime, criminal justice and the development of criminal justice policy;
- have successfully applied criminological and criminal justice knowledge through the design and completion of a substantial research project; and
- have learnt how to produce a substantial and scholarly piece of written work based on empirical evidence or library-based research.

11.3 Residency requirement and fee liability

The minimum residence requirement for the MPhil Criminology is three terms of full-time supervised research in Oxford after the 3 terms of the MSc have been completed. 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 six weeks of each such term. Being 'in residence' for research students also means being engaged in full-time supervised research in Oxford. Various forms of employment may be compatible with this

requirement, as long as they do not hinder your research, but you must discuss any substantial employment with your supervisor and the DGS (R). This is the University's policy on paid work undertaken by graduate students

Students who are still registered for a research degree *after* they have reached the end of the standard period of fee liability for their course will be expected to pay a continuation charge (currently £548 per term) that remains payable until you have submitted your thesis. This charge will be the same for all students regardless of qualification, course, fee status or prior Oxford study. Continuation fees will start in the term following the last term of normal fee liability, so for an MPhil student, in Term 7.

11.4 Funding

Both home and international students should seek guidance on funding as soon as possible, preferably early in Michaelmas Term. Information is available on https://www.ox.ac.uk/students/fees-funding

International students should contact the International Student Advisory Service for information on fees and funding opportunities. Their offices are at the Examination Schools on the High Street and are open between 8.30 -5.00, Monday to Friday. Further information can be accessed at student.information@admin.ox.ac.uk).

11.5 MPhil Supervision

Students are appointed a supervisor to respond seriously and critically to their work and advise them on their topic and how to develop it. They will meet regularly with their supervisor, although this may be more frequent as they are defining their project and in the period immediately before submission. Supervisors will:

- 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 timetable;
- 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; and
- arrange appropriate temporary supervision for the student during periods of leave.

Whilst specifically concerned with the academic progress of their thesis, academic supervisors can also offer support on a range of welfare matters.

The Academic Supervisor will write a report on each student's academic progress each term, on the University's online Graduate Supervision Reporting System (GSR). The contents of this report are communicated to the student, and to the student's college. You are encouraged to take part in this process. The GSR will invite you to logon near the end of term and create a self-assessment report. You will be prompted to list completed training and training which is still required, as well as provide a comprehensive overview of your progress. You will also be able to set a flag to indicate if you have concerns with your progress, and this will be highlighted to your Supervisor, Director of Graduate Studies, and College Adviser. Your supervisor will then complete a report on your progress, and this will be available for you to view, as well as your Director of Graduate Studies, your College Adviser and the appropriate administrators. Whilst it is not mandatory for students to complete a self-assessment report, it is a useful tool to reflect on your achievements and provides an opportunity to communicate any concerns to your teaching staff.

11.6 Title

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. Do not make the title too long. It is the business of your first few pages, not of the title, 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. Thesis titles are approved by the Board of Studies (closed business) during the academic year preceding the student's commencement of the MPhil programme, in line with the admissions cycle for that year.

Preparation and presentation

- Every thesis must have a title page, containing your candidate number, college and department, the title and any sub-title, and the degree for which the thesis is being submitted.
- 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.
- Every thesis must contain a table of contents. The table of contents must state the titles of the chapters and their principal sub-divisions. It must be indexed to the pages where the chapters and first-level sub-headings begin.
- Every thesis which mentions cases and statutes must contain separate tables of cases and statutes. Those tables must be indexed, so that each entry shows on what pages the case or statute in question is mentioned. The tables must appear at the beginning of the thesis, after the title page, the abstract, and the table of contents (in that order).
- A bibliography must appear at the end of the thesis. It need not be indexed.
- An index is not required. If there is one, it must come after the bibliography.
- 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.
- The thesis must be written in English.
- 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.
- The lines in the main text must be double spaced (8mm).
- The first line of every paragraph must be indented unless the paragraph immediately follows a heading or sub-heading, or an indented footnote.
- Quotations must use single inverted commas, saving double inverted commas for use for quotes within quotes. Quotations longer than two 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.
- Endnotes must not be used. Footnotes must be internally single spaced with double spacing between the notes.
- The thesis would ordinarily be expected to use the Harvard referencing system if it is based on empirical research and is more broadly sociological. In contrast, if it is based on library research or frequently cites case and legislation it should comply with OSCOLA (the Oxford Standard for Citation of Legal Authorities; https://www.law.ox.ac.uk/oscola)
- As 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.
- The word limit for the thesis is 30,000 words.
- To facilitate the cataloguing of your thesis, your thesis should be accompanied by a filled in and signed copy of Form GSO.26b.

11.7 Submission

The completed thesis should be submitted by noon on the Friday of Week 8 of the Trinity Term in the year in which the exam is to be taken via the Inspera submission site**.**

11.8 Assessment of the MPhil thesis

The thesis is double blind marked by two assessors. The supervisor for the thesis, appointed by the Board of Studies, has no responsibility for marking the thesis.

The degree of MPhil is awarded to any candidate who has achieved a weighted average of 67 per cent for the first year of the course and who achieves a mark of at least 50 per cent for their thesis. The examiners award a distinction to any candidate who achieves marks of 70 per cent or above on at least seven components of the MPhil. In this calculation, each MSc option and each methods course counts as one component; both the MSc core course and the (end-of-first-year) dissertation count as two components; the MPhil thesis counts as three components.

The examiners award a merit to any candidate who achieves marks of 65 per cent or above on at least seven components of the MPhil. In this calculation, each MSc option and each methods course counts as one component; both the MSc core course and the (end-of-first-year) dissertation count as two components; the MPhil thesis counts as three components

11.9 Assessment standards for the MPhil thesis

70-100: Distinction level

Papers which are awarded a distinction will be well structured, well argued and comprehensive. They will be analytical, rather than merely descriptive and will go beyond the most obvious sources of knowledge. The candidate will have demonstrated an unusually clear grasp of most of the issues (including all the more important ones), used an unusually wide range of material, and displayed very good skills in evaluating the material and using it to construct arguments which deal with the issues.

80-100: Superb work showing fine command of intellectual debates and making a creative contribution to them.

75-79: Excellent work, intellectually stimulating argument.

70-74: Fine work showing powerful analysis, a distinctive argument, and full awareness of the secondary literature and critical engagement with it.

65 – 69: Merit level

Papers awarded a merit will have strong and well-developed independent critical analysis that moves beyond issues discussed in seminars. The candidate will have demonstrated clear and logical arguments with an awareness of nuances and complexities in debates. The paper will have strong evidence of independent research drawing on a wide range of literature. There will be some indication of distinction potential; no significant errors of fact or interpretation.

50-64: Pass

Papers which are awarded a pass mark will demonstrate a competent grasp of most of the more important issues, a familiarity with and understanding of a reasonable range of relevant materials, and good skills in evaluating the material and using it to construct arguments which deal with the issues.

55-64: Higher pass: Sound analytical standard with most points developed rather than stated. Some evidence of independent critical analysis and evaluation and synthesis of material. Addresses the question and provides a reasonably focused answer. Some awareness of nuances and complexities in debates.

50-54:Pass: Basic analytical skills apparent from identification of intellectual problems with some structured discussion of them. Partially addresses the question but lacks focus. Broadly satisfactory grasp of key issues. Arguments appropriate, but underdeveloped.
Candidates are expected to pay attention to academic style, grammar, use of referencing and citation conventions as these will be taken into account in the assessment process.

0-49: Fail
An unsatisfactory piece of work. At best, the answer will simply describe the most relevant research and debates but will not demonstrate any skill at analysis or argumentation. It is likely that this candidate will not have clearly demonstrated much understanding of the question or the issues it raises. Some of the most relevant material is likely to have been ignored and irrelevant material included.
45-49: Marginal fail: inadequate development of points made.
0-44: Outright fail: inadequate coverage and inadequate analysis.

11.10 Reassessment of the thesis

Candidates who fail the MPhil thesis, that is obtain a mark of 49% or less, may resubmit the thesis by the required date by Week 8 of the term following notification of their thesis results. Candidates who have completed successfully the components of the MSc and the Empirical Research Methods, may carry forward the marks gained for the successfully completed parts of the course. Candidates can resubmit the thesis only once.

No one may gain the degree of MPhil in Criminology and Criminal Justice without having attained a 67% average weighted mark for the first year of the degree, and a pass mark in the second year of the degree (the MPhil thesis).

12. Research Degrees at the Centre for Criminology

Whether students would like to stay in Oxford for further study, or attend another university, they should in the first instance discuss their plans with their Academic Supervisor. Further guidance can be sought from the Director of Graduate Studies (Research). These discussions should preferably take place by the end of Michaelmas Term to allow time for the development of a research proposal and applications for funding.

12.1 The DPhil

The doctorate requires the submission of 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.”

If you're currently studying for an Oxford graduate taught course (e.g. the MSc Criminology and Criminal Justice) and applying for a research course with no break in your studies, you may be eligible to apply for readmission. You must apply through the Graduate Admissions website, meet the same deadlines and requirements as other applicants, but you won't be required to pay an application fee. The deadline is Friday of Week 1 of Hilary Term (20 January 2023). Applications are considered in line with the University’s application deadlines for admissions, and the proposals are considered by the Centre for Criminology’s Board of Admissions.

Students applying to the DPhil after the MSc are not admitted directly to the full status of DPhil student, but to Probationer Research Student (PRS) status. A student intending to study for an Oxford DPhil must spend a year as a 'Probationer Research Student' and then successfully complete a Transfer of Status assessment to become a full DPhil student (see below for more details).

Admission to the DPhil **Law** at the end of the MSc is handled by the Faculty of Law, in conjunction with the Centre for Criminology. Detailed guidance on the admissions process is provided in the Faculty of Law Handbook. Geraldine Malloy is the Graduate Studies Administrator for Law. She can be contacted by email at geraldine.malloy@law.ox.ac.uk.

If you are offered a place on one of the further degrees, it will normally be conditional on achieving at least a 67% weighted average in the MSc degree, and subject to a suitable research proposal and adequate supervision facilities within the Faculty. Some exceptionally good students will be refused a place at Oxford because their area of interest is outside of the expertise of faculty staff or because faculty have no supervision capacity.

The DPhil Criminology is offered as either a full-time 3-4 year degree, or a part-time 6-8 year degree. The DPhil entails researching and writing a thesis of between 75,000 and 100,000 words under the guidance of at least one supervisor who will be an acknowledged authority on the topic.

12.2 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.

12.3 Pathways to the DPhil

Most students will register as PRS students (having applied to the DPhil or MLitt in Criminology or Law).

12.3.1 The PRS to DPhil/MLitt Route

Year 1:	1st Term:	Admitted as PRS.
	3rd Term:	By the end of Week 4: Submit an application for transfer to DPhil/MLitt status. This application is known as the 'Transfer of Status' and successful applicants are then admitted to DPhil or MLitt status.
Year 2:	4th Term:	Transfer of Status to DPhil/ MLitt must be achieved by the end of this term, or students will lose PRS status and will no longer be registered at the University.
	6th Term:	DPhil students should normally submit an application for Confirmation of Status
Year 3:	9th Term:	MLitt students must submit their thesis by the end of this term.
	9th Term:	DPhil Confirmation must be achieved by the end of this term, or students will no longer be registered at the University.
	10th Term:	Termly continuation fees will be charged from this term onwards.
Year 4:	12th Term:	DPhil students must submit the final thesis before the end of this term. Students may, under exceptional circumstances, apply for extensions of registration of no more than one term at a time.

12.3.2 The MPhil to DPhil route

The route MSc (1 year) to MPhil (1 year) then applying to the DPhil creates an ideal platform from which to launch into serious research. Those who follow this route tend to reach their doctoral goal more expeditiously than others and often with less anxiety. MPhil students who wish to progress to the DPhil must apply via the Graduate Admissions website by the late January deadline.

12.4 Empirical Research Methods courses

Those students who have completed the Research Design and Data Collection course as part of their Oxford Criminology MSc should complete a further methods course (either Quantitative Analysis for Social Sciences or Qualitative Methods) during their first two years as a PRS/DPhil candidate. Those who have not studied for the Oxford MSc or another ESRC recognised Master's course, should complete the Research Design and Data Collection course as well either Quantitative Analysis for Social Sciences or Qualitative Methods, under advice from their supervisor. For these methods courses, assignments are marked on a pass/fail basis for DPhil students.

12.5 Training Needs Analysis (TNA)

Each year - doctoral students should, with their supervisor, complete a Training Needs Analysis (TNA) form, The TNA gives the student and their supervisor an opportunity to consider whether the student requires additional training in research methods or professional development. It also records how the student is progressing through the pathways towards completion.

12.6 Oxford Minds' series for ALL Social Science graduate students

Launched during the 2020-21 academic year, Oxford Minds is an online curriculum enrichment programme run by the Social Sciences Division for our graduate students. It aims to cover the issues that matter for Oxford, for the social sciences, and for the wider world -- that we 'mind'. It includes themes, theory, and methods.

Oxford Minds will continue in Michaelmas Term 2022, with fortnightly online discussions and debates and then also made available on the SSD website. The series will provide an opportunity for the Social Sciences Division to convene conversations that transcend departments and lie at the core of the social sciences. Further information is on page 22 of this handbook and at https://www.socsci.ox.ac.uk/oxford-minds

13. Key Stages of Research Degree – The Transfer of Status

In this and the following sections the key stages that you must pass through during your research degree are outlined. Depending on the type and structure of your research course, these will include transfer of status, confirmation of status, and submission. These three milestones provide structure to the DPhil programme. It is your responsibility to submit applications within the deadline. If you are unclear on any part of the submission/approval process, please contact the Graduate Studies Administrator gsa@crim.ox.ac.uk .

13.1 Transfer from Probationer Research Student Status to DPhil

The first milestone is the 'Transfer of Status': by the end of Week 4 of your third term as a PRS, and by Week 4 of your sixth term for part-time students you need to apply to transfer to full DPhil status. This requires successful completion of the Qualifying Test in which your project and your achievements so far are assessed by two faculty assessors (at least one of whom will be from the Centre for Criminology) 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 completing form GSO2b which can be found at https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional and submitting it to your supervisor and college for approval. In no case may the materials for the Qualifying Test be submitted after the end of the fourth term for full time and eighth term for part time from admission as a PRS.

13.2 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 DPhil. 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 as far as possible and must therefore be as rigorous as 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".

13.3 The Timing of Transfer of Status

The Examination Regulations state that PRS status can be held for a maximum of four terms for full time and eight terms for part time PRS. However, Departments and Faculties are strongly encouraged by the University's Education Committee to require students to transfer status sooner, and in the Centre for Criminology transfer of status is normally required by the end your third term for full time PRS and by the end of your sixth term as a part time PRS.

13.4 How to Apply for Transfer of Status

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 PRS. Students are also required to indicate whether their work requires research ethics approval and to provide evidence that they have successfully completed the University's online researcher integrity training course. Both the student's supervisor and College should then sign the form. Students in the Centre for Criminology 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 required Research Methods training (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 full time PRS student and by the end of week four of your sixth term as part time PRS student.

Your transfer of status (QT) application should comprise the following items: Thesis Title; Thesis Outline; Research Proposal (Part A - no more than 2,000 words); Written Work (Part B – no more than 10,000 words); Timetable for Completion; and, if applicable, Research Ethics Application. Digital copies should be sent to gsa@crim.ox.ac.uk

***Advice on the Materials you Submit for the* Transfer of Status'**

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 a general description of their proposed thesis, saying in connected prose what they hope to achieve and why it matters, making clear what your key research questions or aims are. 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. Another section should deal with your planned methodological approach: how you will answer the research questions. If you are planning on conducting empirical research, you should state what you will do, when, where and how you will gain access to the data you will need to answer your research questions, and any ethical issues raised by your proposed methods. 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 describe 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 This essay of under 10,000 words should be a substantial piece of written work which will generally be intended to form part of the proposed thesis. It is typically a literature review and/or a theoretical framework for the thesis and should be written using the format for theses in the Faculty of Law (OSCOLA) if it is a legal thesis, or using the Harvard system if it is more criminological). Your crucial task in the essay 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 criminological 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 criminological or legal theory and practice but not an insider within your own particular field.

13.5 The Transfer Assessment

The *Director of Graduate Studies (Research)* will appoint two assessors neither of whom will be the student's supervisor (they will normally be academic staff working in the University of Oxford; only in exceptional circumstances will external assessors be appointed) to read the transfer application materials and to interview the candidate (for both the first, and if required, second attempt). 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 4 to 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 4 weeks, though this may be longer during the vacation periods.

13.6 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 find it an anxious wait, and may have good reasons for wanting the assessment completed as soon as possible (please 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 to present 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 for part time students). However, the assessors should judge the submissions in the light of the fact that they usually reflect just 2 or 3 terms work (and just 6 or 7 terms for part-time students) and are made at the early stages of the research project. The written work will not necessarily be, or 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 a permanent 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.

Significant differences of opinion between the assessors will be adjudicated by the DGS(R) and/or Graduate Studies Committee, in consultation with the assessors and supervisors.

13.7 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. In addition, the assessors will judge the application against the following criteria:

- All required coursework materials have been submitted
- The candidate has attended of all required methods courses and submitted all required methods coursework (and passed, if this is a requirement of the course)
- Competence in both written and spoken English
- The aims of the research are realistic and focused
- Evidence of wide reading and critical analysis
- Appropriate methodology and research techniques are proposed

- Limitations to the research are addressed
- It is clear how the research will develop for a D.Phil.
- There is a suitable timetable for the research
- The candidate demonstrates the progression of an argument
- The candidate shows a scholarly and rigorous approach to research issues
- The research topic and treatment meet the Division's ethical standards
- The written work and interview show that the candidate has a good overall knowledge and understanding of the subject
- The University has adequate facilities (including supervision) to enable the research to progress
- The student is capable of carrying out advanced research
- The proposed schedule of work can be completed within three or at most four years (six to eight for part time students) for the D.Phil.

13.8 Outcomes of Transfer of Status

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

(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. This would typically not involve another interview.

(iii) Referral for a second attempt at transfer (with or without a further interview) – 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 should not necessarily be seen as a failure, it may simply represent attempts to ensure that the student's work is enhanced so that it is set on the best possible course.

(iv) Transfer to the MLitt . - 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 DPhil status or the lower award.

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 they 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, they shall cease to hold the status of a PRS student and their 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.

13.9 Deferral of Transfer of Status

A full-time student who has not applied to transfer status by the end of their fourth term or end of their eighth for part time will be required to attend a formal academic review meeting involving their supervisor(s) and DGS(R) (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 https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional .Students are required to complete the form, which should then be signed by the student's supervisor and College and be approved by the DGS (R)

In exceptional cases only, an extension of PRS status may be granted beyond six terms (or eight terms for part time students). Applications for such extensions should be again made using the form GSO.2b and would require the same approvals as above and, in addition, approval of the University's Education Committee as it requires formal dispensation from the *Examination Regulations*. Students should contact the Graduate Studies 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.

14. Confirmation of DPhil Status

The next milestone in a DPhil comes with the Confirmation of Status. The Confirmation of Status process allows the student to have an assessment of their work by two assessors, other than the supervisor(s). If confirmation of status is approved, this is an indication that, if the work on the thesis continues to develop satisfactorily, submission within the course of three further terms (six for part time students) might reasonably be expected. It should be noted that a successful completion of confirmation of status provides an indicator only of readiness for submission, not of 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. 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 their work and should receive authoritative comments and suggestions on problems and how to address them. The assessors may be able to 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 the thesis. 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 is often painful, and it may take some weeks to come to terms with them. Finally, the interview is a good opportunity to prepare for the *viva 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 https://academic.admin.ox.ac.uk/research-degrees

14.1 The Timing of Confirmation of Status

The Examination Regulations state that students must have their status confirmed within nine (eighteen for part-time) terms of their admission as a graduate student and not normally earlier than the sixth term (twelfth for part-time). Students should also normally achieve confirmation of status no less than three months before submission of their thesis.

The confirmation of status process enables the student to have an assessment of his or her work by one or more assessors, other than the supervisor(s). For this to be of benefit, sufficient time should be allowed for assimilation of the experience and feedback from confirmation before submission takes place. For this reason, there should be a gap between completion of confirmation of status and submission, normally of not less than three months.

14.2 How to Apply for Confirmation of Status

Applications for confirmation of status should be made using forms GSO.14 and LAW5, available from https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1 Students are required to complete the form, which should then be signed by the student's supervisor and College. This form 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 (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 are also required to provide evidence that they have successfully completed the University's online researcher integrity training course at https://weblearn.ox.ac.uk/portal/site/:skills:ricourses (unless already provided when applying for Transfer of Status). Supervisors are asked, having consulted 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, students will also be required to submit/complete the following:

1. A statement giving the title of the thesis, and summarising each component chapter in approximately 100 words per chapter;
2. 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);
3. A piece of written work, which shall normally be two chapters together comprising 20,000-30,000 words in length and intended to form part of the thesis;
4. A timetable for completion;

The complete application for confirmation of status should be submitted to the Graduate Studies Administrator in the Centre for Criminology.

14.3 The Confirmation Assessment

The *Director of Graduate Studies (Research)* will appoint two assessors neither of whom will normally be the student's supervisor to read the confirmation assessment and interview the candidate. Assessors will normally be academic members of staff working in the University of Oxford. Where appropriate expertise is not available internally, one or more external assessors may 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 DPhil viva voce examination.

Students should normally expect to be interviewed within four to six weeks of submitting their application, though this may be longer during the vacation periods due to availability of the assessors. Students may sometimes find it an anxious wait, and may have good reasons for wanting

the assessment completed as soon as possible. While the Confirmation assessment is a formal requirement, the interview is not an official examination and so *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 four weeks, though this may be longer during the vacation periods.

14.4 Criteria for Success

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 complete thesis chapters. In contrast to the transfer assessment, omissions and missing perspectives are much more serious at this stage, however if at interview the student can satisfy the assessors that matters will improve, this might 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 DPhil thesis in the final examination, though it is not expected that every footnote and cross-reference should yet be in place.

In conducting the assessment, the assessors should bear in mind the criteria for successful completion of a D.Phil., and consider whether the candidate's progress to date provides evidence that they may reasonably be expected to meet these criteria within a further three terms. 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 of the thesis' likely contribution to the existing literature and field.

Significance of contribution: a successful D.Phil. thesis must make "a significant and substantial contribution in the particular field of learning within which the subject of the thesis falls". In this regard, assessors are asked to consider whether the submitted materials evidence the potential for the thesis to make a significant and substantial contribution to its field of study, and also to comment on how clearly this is evidenced: how clearly-stated are the thesis' goals? Does the thesis clearly define its contribution by reference to a thorough review of the prior literature? In so doing, assessors should bear in mind that for DPhil purposes, a judgement as to whether a thesis makes a "significant and substantial contribution ... should take into account what may reasonably be expected of a capable and diligent student after three or at most four years of full-time study in the case of a full-time student, or eight years in the case of a part-time student."

Presentation: a successful D.Phil. thesis must be "presented in a lucid and scholarly manner". In this regard, assessors should consider whether the submitted materials provide evidence of a clearly-developed argument, and are written in a clear and coherent manner with appropriate attention to presentation.

General knowledge of the field. A successful D.Phil. candidate must satisfy their examiners that they possess "a good general knowledge of the particular field of learning within which the subject of the thesis falls." To this end, assessors should consider whether the student has developed a systematic acquisition and understanding of the body of knowledge at the forefront of their field and a thorough understanding of the techniques for research needed for advanced academic enquiry.

English language: for students who are non-native English speakers, the assessors should also give an indication of their view of the student's ability to present and defend the work in English.

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.

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.

Significant differences of opinion between the assessors will be adjudicated by the DGS(R) and/or Graduate Studies Committee, in consultation with the assessors and supervisors.

14.5 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 DPhil, however if the student has already been registered on the DPhil 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 prior to the second attempt at confirmation 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 been seen as a failure. However, a referral will of course be very 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 DPhil see the comments in retrospect as helpful, having given them the opportunity and incentive to make substantial improvements to the thesis and to avoid the risk of a more time-consuming referral of the final thesis.

(iv) *Transfer to M.Litt.* - Although the work presented was not suitable for confirmation of DPhil 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 DGS(R)/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 their student status will lapse and their 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.

14.6 Deferral of Confirmation of Status

If a student is unable to apply for 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 Register of Graduate Students. It is possible to apply for a deferral of confirmation of status for up to three terms, as long as the total number of terms from admission as a graduate research 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 (Research) (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/graduates/forms. Students are required to complete the form, which should then be signed by the student's supervisor and College. The Director of Graduate Studies (Research) will then assess the application for deferral, taking into account any recommendations from the academic review meeting. For students admitted from 1 October 2010 onwards, 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, their 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 Studies Administrator for details of the application process.

14.7 Appeals against unsuccessful applications to transfer or confirm status

If you wish to contest the outcome of your transfer or confirmation application and process, either on procedural or academic grounds, you should firstly discuss the matter with your DGS(R). If this is not satisfactorily resolved, you, your college or your supervisor should put an appeal directly to the Proctors who can decide whether procedures were correctly followed – but cannot challenge the academic judgment of assessors.

14.8 Submission of the DPhil Thesis

The final milestone in the DPhil journey is, of course, submission and examination of the thesis. This is a process, rather than an event, and students should be aware that the process described below can take some months.

14.9 Preparation and Presentation of Thesis

- Every thesis must have a title page, containing your name, college and department, the title and any sub-title, and the degree for which the thesis is being submitted.
- 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.

- The word limit of the thesis is 100,000 words. The number of words to the nearest 100 must be stated on the cover the thesis, and this number must be less than the prescribed limit.
- 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.
- Every thesis which mentions cases and statutes must contain separate tables of cases and statutes. Those tables must be indexed, so that each entry shows on what pages the case or statute in question is mentioned. The tables must appear at the beginning of the thesis, after the title page, the abstract, and the table of contents (in that order).
- A bibliography must appear at the end of the thesis. It need not be indexed.
- An index is not required. If there is one, it must come after the bibliography.
- 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.
- The thesis must be written in English.
- The thesis must be formatted to A4 paper size.
- The thesis must be word-processed using size 12 font, 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.
- The lines in the main text must be double spaced (8mm).
- The first line of every paragraph must be indented unless the paragraph immediately follows a heading or sub-heading, or an indented footnote.
- Quotations must use single inverted commas, saving double inverted commas for use for quotes within quotes. Quotations longer than two 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.
- Endnotes must not be used. Footnotes must be internally single spaced with double spacing between the notes.
- The thesis would ordinarily be expected to comply with OSCOLA (the Oxford Standard for Citation of Legal Authorities; https://www.law.ox.ac.uk/oscola) if it is based on library research and frequently cites case and legislation. A criminology thesis that is based on empirical research and more broadly sociological can use Harvard or another standard for citation. You should consult your supervisor on which standard to use.
- Where the thesis is offered as part of an examination which is assessed anonymously (such as the MSc), it must not at any point divulge the identity of the candidate or the candidate's college.

14.10 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 (form GSO.6 available on http://www.ox.ac.uk/students/academic/graduates/forms/) 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.

15. Submission of the Thesis

15.1 Stage 1: Application for Appointment of Examiners

As you approach completion of your thesis you have to apply for the appointment of examiners with the online form GSO.3 using the following link.
https://www.ox.ac.uk/students/academic/guidance/graduate/progression The system will automatically advise your supervisor, and then your college that you have submitted the application. You and your supervisor have a say in the choice of the examiners. In all cases, two examiners will be

needed, one from Oxford and one external. The form asks for suggestions, and for alternative suggestions for both the internal and external examiners. It would be a rare case in which those suggestions were not accepted, and the Board of Graduate Studies 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 complete in the process at the earliest opportunity and at least four weeks before you submit your thesis. Where possible, 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 by email during this phase, 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.

15.2 Stage 2: Submission of the Thesis

The deadline for submissions is the last day of the vacation which follows the term in which the thesis is due to be submitted.

- You will be required to submit the official copy of your thesis for examination digitally via Research Thesis Digital Submission (RTDS). The typewritten part(s) of any thesis must be saved in pdf format.
- Examiners may still request a hard copy of the thesis from the Examination Schools and this will be arranged and paid for centrally by the Submissions and Research Degrees Team. The minimum time between both examiners receiving the official copy of the thesis via RTDS and a viva date remains at 4 weeks (as referred to under 'the oral examination or viva' section of the Research examinations web page).
- All students following the DPhil who registered for the DPhil from 1 October 2007 onwards, are required to deposit both 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.

All research students submitting for the first time are required to submit their thesis electronically through RTDS. Students submitting a thesis following major corrections should also submit through RTDS. To graduate at a degree ceremony you will need to submit an electronic copy to the Oxford University Research Archive (ORA) a minimum of five working days prior to your graduation date. If access to your thesis needs to be restricted, a hard copy of your thesis will still need to submitted to the Exam Schools. Further details are available on the Research Examinations website (https://www.ox.ac.uk/students/academic/exams/research)

In order to have your degree conferred at a graduation ceremony you must submit one hard-bound copy of the final version of your thesis (including any approved minor corrections) for deposit in the Bodleian Library.

15.3 Examination

15.3.1 Timing

The internal examiner from Oxford will contact you to arrange the date of the viva. In the normal course of events you might expect the examiners to have fixed the date for the viva within four weeks from submission. The viva usually takes place within eight to ten weeks of submission, though this could be longer if you submit at the end of Trinity term. Do not hesitate to contact the Research Degree Office (ResearchExams@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. Please provide accurate contact information and this should include email and phone numbers. If examiners cannot contact you, a very long delay can ensue.

Examining a thesis is hard work and requires the examiners to clear a substantial amount of time. You cannot reasonably expect to have your viva within a month of the examiners receiving your thesis, 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.

15.3.2 The Viva: A Public and Inescapable Event

The viva is a public event. You have to wear *sub fusc*, and so also does the internal (Oxford)examiner and any members of the University who come to spectate. Occasionally people do come. They are usually people who expect to go through the same process themselves and want to see what it is like. The final viva is inescapable, in the sense that, however clear the examiners think they are as to their likely recommendation, they are obliged to conduct the oral examination. And you cannot get your degree unless you have undertaken your viva. Your supervisor can advise you on preparing for the viva.

The purpose of the oral examination is three-fold;

(i) to enable the examiners to assure themselves that the thesis is the candidate's own work.
(ii) to give the candidate an opportunity to defend the thesis and to clarify any obscurities in it;
(iii) to enable the examiners to assess the candidate's general knowledge in their particular field of learning.

Take your own copy of your thesis with you to your viva (this can be a digital copy on a laptop). 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.

15.3.3 The Recommendation of the Examiners

The final decision lies with the Board of Studies. The examiners do not decide, they recommend the outcome. 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 judgement. 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 DGS(R) 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 Board of Studies. Hence you may have to wait for the final result.

The Examination Regulations are available https://examregs.admin.ox.ac.uk/

15.3.4 Outcomes of the examination

Here is a detailed account of the recommendations and of related regulations for DPhil Examinations

There are several possible outcomes of the DPhil viva:

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 1 - 6

The recommendations are:

1. Award of the D.Phil. [possibly with minor or major corrections]
2. Reference back [for revision] for D.Phil. or award of the M.Litt./ M.Sc. (as the thesis stands or subject to minor corrections) as the student may choose
3. Reference back [for revision] for M.Litt./ M.Sc. only
4. Reference back [for revision] for D.Phil. or [for revision] for the degree of M.Litt./M.Sc. as the student may choose
5. Award of M.Litt./ M.Sc. (possibly with minor corrections)
6. Outright failure

For a first D.Phil. examination, examiners may only select from recommendations 1, 2 or 4;
for a subsequent examination, examiners may select any one of 1-6. Examiners shall bear in mind that their judgement of the substantial significance of the work should take into account what may reasonably be expected of a capable and diligent student after three or at most four years of full-time study in the case of a full-time student, or eight years in the case of a part-time student.

15.3.5 Minor corrections

https://www.ox.ac.uk/students/academic/exams/researchIf 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), the candidate must correct the thesis to the assessors satisfaction before they submit their report. The candidate has one calendar month from the date of receipt of the list of minor corrections from the examiners to complete and submit the corrections.

15.3.6 Major corrections

https://www.ox.ac.uk/students/academic/exams/research If the examiners are satisfied that the candidate's thesis is of sufficient potential merit to qualify for the degree but consider 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), the candidate has six calendar months from the date of receipt of the list of major corrections from the examiners, to complete and submit the corrected thesis. To satisfy the examiners on resubmission it is vital that the candidate read their report carefully and follow their recommendations as closely as possible. The examiners will tell the candidate, in writing, exactly what parts of the thesis require to be rewritten and why. After resubmission there may or may not be a second viva.

Where a recommendation of approval subject to major corrections has been made, the examiners, on receipt of the corrected thesis on the first occasion, may conclude and report one of the following:

(a) the original recommendation is now fully substantiated;

(b) the work as submitted still requires minor corrections prior to confirmation of the original recommendation and a further one month may be allowed for this from that date;

(c) the work as now submitted still requires major corrections prior to confirmation of the original recommendation and a further six months may be allowed for this from that date.

15.4 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 materials including theses created in fulfilment of Oxford awards, produced by graduate students at the University of Oxford.

Students will not need to submit a hardbound copy of their DPhil thesis to the Examination Schools in order to graduate, following being granted leave to supplicate. However, all candidates will still need to submit an electronic copy to the Oxford University Research Archive (ORA) a minimum of five working days prior to their graduation date. Students will not be able to attend a degree ceremony (even in absentia) without doing so. The most up to date information can be found on our website: https://www.ox.ac.uk/students/academic/exams/research

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 www.bodleian.ox.ac.uk/ora/oxford_etheses and includes:

- Legal requirements and author responsibilities
- When to deposit the digital copy of your thesis
- How to deposit the digital copy of your thesis
- Open and embargoed access (for reasons such as sensitive content, material that would affect commercial interests, pre-publication or legal reasons) to all of part(s) of your thesis
- 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://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues/copyright_held_by_third_parties__and__other_rights (and see below)

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://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues/copyright_held_by_third_parties__and__other_rights
Further information or queries about depositing digital theses should be addressed to ORA@bodleian.ox.ac.uk.

15.5 Restricted access to the thesis following completion

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 can be restricted unless requirements of funding bodies require open access to be provided earlier (see below). When completing the ORA online deposit form authors should therefore indicate whether they would like an embargo (currently a choice of one year or three years) or to make their thesis available immediately. 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.

If an embargo is chosen at the time of deposit, only the following information from your thesis will be available in ORA for the duration of the embargo:

(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 any requested embargo and make their thesis open access, either at the time of deposit or at any time during the embargo. Authors who wish to make their thesis freely available on deposit should indicate this 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 when it expires, and it is the responsibility of the author to apply for an extension, prior to expiry, 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. Where there are discrepancies, the funding body's requirements should supersede any embargo selected by the student at the point of deposit.

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

(i) Authors may apply for dispensation from consultation beyond the end of an 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 Intellectual Property considerations: 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 Studies Assistant at gsa@crim.ox.ac.uk

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://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues/copyright_held_by_third_parties__and__other_rights/wording_-_thesis-_seeking_permission_for_3rd_party_materials

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 of your DPhil thesis

In the immediate aftermath of your examination, you may find it difficult 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, tutors in your college or your examiners may 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 amending chapters or adding a new chapter, 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 Centre for Criminology through the DGS(R). We do not lose interest in you or in your work when you have completed your DPhil.

16. Suspensions, Extensions and Dispensations

The Criminology Board of Studies has power to 'stop the clock' on the DPhil by granting a suspension of status. If for any good reason you are temporarily not able to study, you may apply by completing the relevant forms at https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional. The Board can grant a maximum of six terms' suspension. Suspension is different from extension. Extension allows more time. Suspension stops the clock. Students in receipt of scholarships (particularly ESRC scholarships) should ensure that they also secure the permission of the scholarship body for the suspension of time.

In exceptional circumstances, DPhil students may also apply for extensions of time for anything up to six terms. No 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-ESRC scholarships should ensure that they also secure the permission of the scholarship body for the extension. Students in receipt of ESRC scholarships should note that the ESRC does not approve extensions of time other than in the most exceptional circumstances, and failure to submit by the prescribed four year deadline for full time DPhil students and eight year deadline for part time DPhil students may lead the ESRC to withdraw future funding for Criminology students.

For those who feel they require a suspension or extension 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 rules governing these processes come into play. 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 Director of Graduate Studies (Research) Professor Katrin Mueller-Johnson.

17. Research Environment

17.1 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 Centre. 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, usually for about 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. (for a full account of a supervisor's responsibilities and those of the student, (see Section.21.1 and 21.2 below).

17.2 What induction arrangements will be made?

You will have student induction arranged by the Centre for Criminology, before the beginning of your first term, when you will receive essential information and guidance.

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.

17.3 What workspace will be provided?

You will be advised of the procedure for booking workspace in the Centre on arrival.

17.4 What IT support is available?

The Centre and the wider law faculty share IT provision and specialist IT support staff with the Social Sciences building. 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). 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

17.5 Which research seminars will be available?

You will have access to the seminars that the Centre and wider 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. If you wish to attend MSc in Criminology and Criminal Justice seminars please speak to the Graduate Studies Administrator before the start of the term in which the seminars will take place.

Criminology and 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 also participate in subject specific discussion groups that are organized by graduate students and Faculty members and meet regularly each term.

17.6 What access to research funds will be available?

The Faculty has a number of studentships and other small grants for research students, including those in Criminology (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-scholarships

The Law Faculty also runs a Graduate Travel Grant scheme, which is open only to research students who are either conducting empirical or archival research elsewhere in order to complete their degree, or who are presenting a chapter of their thesis at an academic conference. A small grant is typically available during the course of the academic year.

17.7 Will there be any additional costs associated with the programme?

An MPhil student whose thesis has been referred for re-submission will be liable for fees (tuition and college) for the addition term. DPhil Students who have reached the end of their standard period of fee liability may be required to pay a termly University 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 17.6 above.

17.8 What formal graduate skills training will be provided?

The Department offers research methods training on the following courses: Qualitative Methods, Quantitative Analysis for Social Sciences and Research Design and Data Collection

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.

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 enrol 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).

Information about training and other courses offered across the University is available through the University's Graduate Training site. This site provides information about transferable skills development for research students and research staff at Oxford University

17.9 The Centre for Criminology DPhil Programme

The Criminology DPhil programme is offered by the Centre for Criminology to develop academic and transferable skills. It is mandatory to complete both modules during your DPhil and you can choose which term/academic year it would be most useful for you to take each.

Module 1, Intellectual foundations, will help you think theoretically about criminological research and engage with the intellectual foundations of criminology in order to assist you in developing theoretical and conceptual frameworks for your own projects.
Module 2, Professional Development, will help you with your professional development and to give you opportunities to present your own work 'in progress' and learn to critique the work of your peers.

The Faculty of Law and Social Sciences Division offer skills training as appropriate to different stages of the graduate career. There are also opportunities to access advanced and specialist research methods training.

17.10 Researcher Integrity Training

The UK Concordat to Support Research emphasises the need for researchers to undertake appropriate training in research integrity. In Hilary term 2020 the University's Research and Innovation Committee agreed introductory research integrity training should be made compulsory for all University researchers, including postgraduate research students. Successful completion of the course requires

a mark of 90% in a test. Upon successful completion, researchers receive an emailed certificate of completion as evidence of having taken this.

All postgraduate research students admitted from Michaelmas term 2021 are required to successfully complete the online Research Integrity training course and are asked to provide evidence when applying for Transfer of Status (if applicable). Students are also required by regulation to have successfully completed the training before Confirmation of DPhil Status can be approved, and must submit their certificate as part of their application for before Confirmation of DPhil Status (unless already provided as part of their application for Transfer of Status).

All postgraduate research students admitted before October 2021 are also very strongly encouraged to undertake the training.

17.11 What opportunities exist for undertaking work experience or internships

The Centre currently offers a number of opportunities for student internships.

17.12 What arrangements are in place for gaining the views of research students?

The Centre's Board of Studies, which meets once a term, has student representatives from the MSc and the DPhil programme. These representatives will also be invited to attend the Law Faculty's Graduate Studies Committee, which also has representatives for all of its taught courses; and one first year research student representative and one DPhil representative. The representatives are elected by the categories of students whom they represent. They are active participants on the Board and consult with their respective constituencies on issues of interest.

18. Appointment of supervisors for Graduate Research Students

18.1 The supervisory structure and sources of support

All students will have one or two academic supervisors to guide their work. The majority of students in Criminology have only one supervisor as this is a small department. However, some will have a second supervisors and others (such as those on ESRC funding) might have a departmental advisor as well as their supervisor. Students can also draw on the Director of Graduate Studies (Research) as a source of advice or support.

Students should also expect to be able to approach a college adviser, appointed by the student's college (the college advisor must not be the same person as the department supervisor). The college may also have procedures in place to monitor the overall well-being of graduate research student, including a discussion of academic reports. 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 the departmental reports, it may refer these in confidence to the Director of Graduate Studies (Research) in the department, who will take appropriate action.

The primary supervisor shall normally be:

- A member of staff based in the Centre for Criminology on a permanent contract
  The primary supervisor will be currently engaged in research in the relevant discipline(s) so as to ensure the direction and monitoring of the student's progress is informed by up to date subject knowledge, methods, and research developments.

  Nobody should be appointed as the primary supervisor if it is known at the time of appointment that they will not be in post for the normal duration of the student's programme.

A person appointed to supervise alongside the primary supervisor shall normally be:

- An associate professor, reader or professor.
- A member of research staff who is grade 8 or above.
- An independent research fellow (those with fellowships secured from an external learned society, research council or equivalent). The fellow should have at least three years' experience as a post-doctoral researcher before becoming a supervisor.
- A postdoctoral researcher with at least three years of experience of research.
- A Department Lecturer at grade 8 or above who is research-active and has at least three years of experience of research.
- An employee of an external organisation who has both a relevant doctorate (or equivalent research expertise) in the subject of the student's DPhil, and who has at least three years of experience of working in research and development.

  A postdoctoral researcher who has done less than three years' postdoctoral research should not normally be appointed as a supervisor, however, this should not preclude informal support as part of a supervisory team.

  For a student following an interdisciplinary DPhil who has two equally senior supervisors in two different departments, there should still be a single primary supervisor, who will be based in the Centre for Criminology. For the purposes of signing off transfer, confirmation and submission forms, the primary supervisor should liaise with their counterpart in the other department, and where this is any disagreement between the two, the DGS(R) in Criminology will make the final decision.

18.2 Frequency of meetings

We normally expect a research student to have between three and nine one-hour meetings (or equivalent) per year.

In addition, students with more than one supervisor may request at least one meeting with their supervisors together per year.

The frequency of meetings may vary according to the stage of the research programme and while the student is away from Oxford–on fieldwork, for example–meetings can be virtual, by Teams or Zoom, and other communication can be by email.

Appropriate arrangements to cover for a supervisor's absence on leave or for other reasons should be made by the supervisor in advance of any leave in order that students are not disadvantaged by having a supervisor who is on leave. Where such plans cannot be made in advance, the DGS(R) will make the necessary arrangements.

18.3 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 Centre, in consultation with the supervisor concerned, will 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 Board of Studies.

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 Director of Graduate Studies (Research) or, if this is difficult, with the Director of Graduate Studies (Taught). Students considering this may also wish to seek support from their 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.

18.4 Supervisors' Responsibilities

The following is 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) 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

- arrange an initial meeting with the student as soon as possible at the beginning of the degree, and agree with the student expected frequency and duration of future meetings, and arrangements for contact when either the supervisor or student is away from Oxford;
- meet with the student regularly (normally a minimum of nine one-hour meetings (or equivalent per year)) and agree the expected speed for the return submitted work with feedback and constructive criticism;
- where students have more than one supervisor, they may request at least one meeting with all of their supervisors together per year;
- contact the student ahead of return from suspension and arrange to formally meet as soon as possible upon the student's return to study;
- always arrange a meeting with the student as soon as possible upon their return from fieldwork;
- 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;
- 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 .

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 Graduate Supervision Reporting (GSR), 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;
- 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 GSR;

- encourage the student to attend the Divisional student induction event provided through the Grand Union Doctoral Training Partnership 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.

18.5 Research students' responsibilities

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

Meetings and feedback

Attend an initial meeting with the supervisor as soon as possible at the beginning of the degree, and agree with the supervisor the expected frequency and duration for future meetings, and arrangements for contact when either the supervisor or student is away from Oxford

- where more than one supervisor is appointed, request to meet with all supervisors together at least once per year;
- arrange to meet with the supervisor as soon as possible upon return from fieldwork or suspension;
- discuss and agree with the supervisor the most appropriate model of supervision, the type of guidance/comment which is most helpful, and the expected speed for feedback on written work;
- 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;
- 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 Centre (see above) or with a college adviser.

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.

18.6 Supervisors' responsibilities for students undertaking fieldwork

Overview

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:
https://www.socsci.ox.ac.uk/research-fieldwork

18.7 Research Supervision Website

The Research Supervision Web Site (https://www.ox.ac.uk/research/support-researchers/teaching-and-supervision) is a useful source of information for research students and research supervisors alike, providing information re:

DPhil students
Being a supervisor
Stages of the doctorate
Examination
Research environment
National and international context

As part of these sections, explanations are provided of Oxford's policies and practice with links to University policy documents, downloadable tools and ideas for both supervisors and students, links to further national and international websites, examples of good practice, listings and links to some of the research literature on doctoral study, including links to journal articles which the University has on subscription.

Please find below a selection of links which may be of particular interest:
https://www.ctl.ox.ac.uk/
https://www.ctl.ox.ac.uk/oxford-essentials

19. Academic integrity: good practice in citation, and the avoidance of plagiarism

Section 7.7 of the University Student Handbook sets put the University policy on plagiarism.

You should also read the Proctors' Disciplinary Regulations for University Examinations, which make clear that:

- you must indicate to the examiners when you have drawn on the work of others, using quotation marks and references in accordance with the conventions of your subject area;
- other people's original ideas and methods should be clearly distinguished from your own;
- the use of other people's words, illustrations, diagrams etc. should be clearly indicated regardless of whether they are copied exactly, paraphrased or adapted;
- material you have previously submitted for examination, at this University or elsewhere, or published, cannot be re-used – including by drawing on it without referencing it, which constitutes 'autoplagiarism' – unless specifically permitted in the special Subject Regulation.

The University employs a series of sophisticated software applications to detect plagiarism in submitted examination work, both in terms of copying and collusion. It regularly monitors on-line essay banks, essay-writing services, and other potential sources of material. It reserves the right to check samples of submitted essays for plagiarism. Although the University strongly encourages the use of electronic resources by students in their academic work, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions.

Students will be asked to submit their assessed essays electronically to the Graduate Studies Administrator, at the same time that they submit a hard copy to Examination Schools. Each term a random sample of essays will be checked for plagiarism.

If, during the academic year, you are in any doubt about what constitutes plagiarism please seek further advice from the Director of Graduate Studies.

20. Researcher Development

20.1 Your Development as a Researcher

As a doctoral student at Oxford you will need to combine detailed subject knowledge with thorough training in relevant quantitative and qualitative 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:

- Research methods training within your department.
- Training open to doctoral students across the social sciences via the Research Methods Hub.
- An Academic and Professional Development Programme (APDP) organised by the Social Sciences Division and aimed at doctoral students and early career researchers.
- Training offered by University providers such as the Careers Service, IT Services and Bodleian Library.
- Advanced and specialist research methods training offered at other UK universities via the ESRC's Advanced Training Network (ATN).

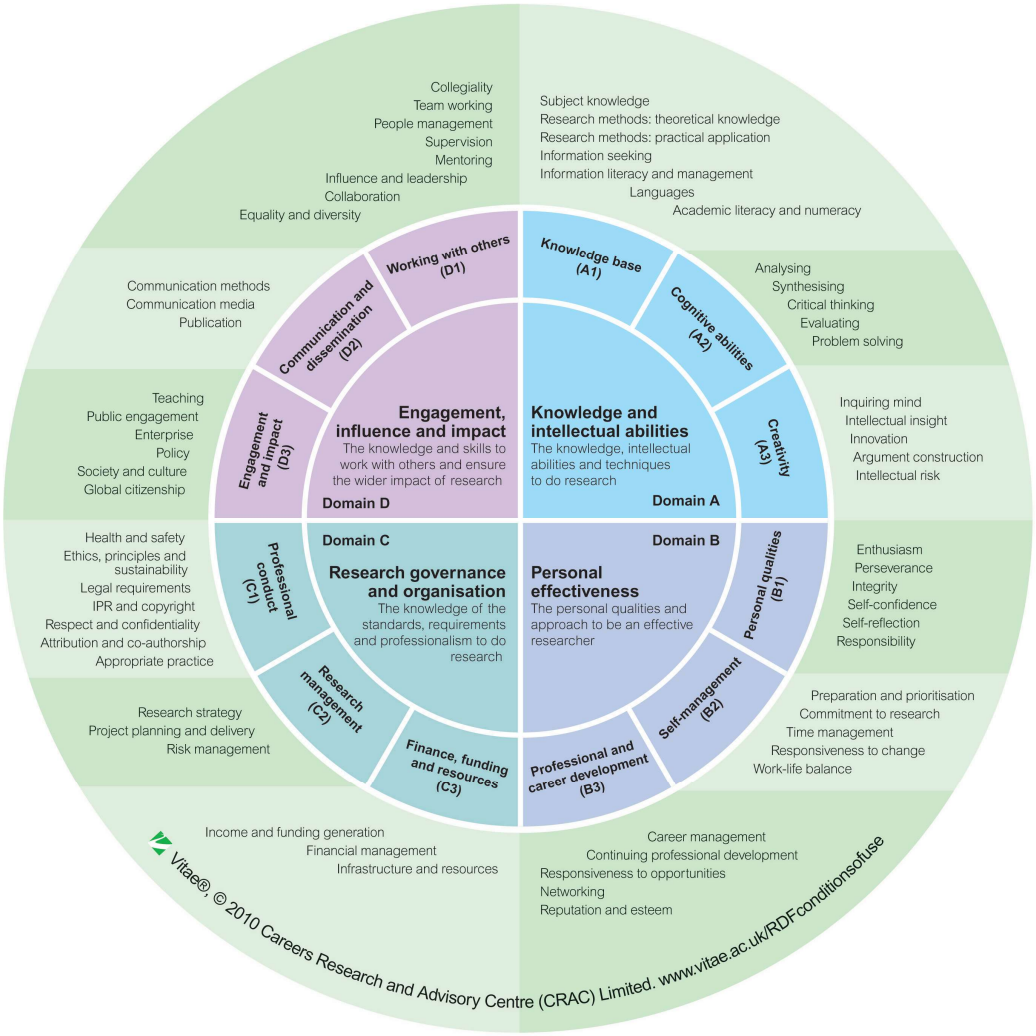
20.2 The Researcher Development Framework

Early in your career at Oxford, you should aim to familiarise yourself with the Researcher Development Framework (RDF). The RDF, created by Vitae from interviews with researchers, is used by universities across the UK to guide researcher learning and development (see Figure 2). The RDF brings together key skills, knowledge, behaviours and attitudes relevant to researchers. You can use the RDF to reflect on the multifaceted nature of research and to help you think strategically about your developmental aims, needs and aspirations as a researcher, and plan your steps towards them by assessing and developing the skills and attributes you will need.

The RDF has four Domains, each of which incorporates three Subdomains. Each Subdomain is broken down further into Descriptors. Descriptors are the key skills, knowledge, behaviours and attitudes that researchers learn, develop or improve as they progress in their work.

At Oxford, our researcher development training is tagged with RDF Domains and Subdomains to make it clear how the training relates to specific parts of the Framework. It is important to recognise that the RDF is holistic. Over time, you should aim to develop across all four Domains and to integrate your experience, development and learning.

Figure 2: The Vitae Researcher Development Framework (www.vitae.ac.uk/rdf)

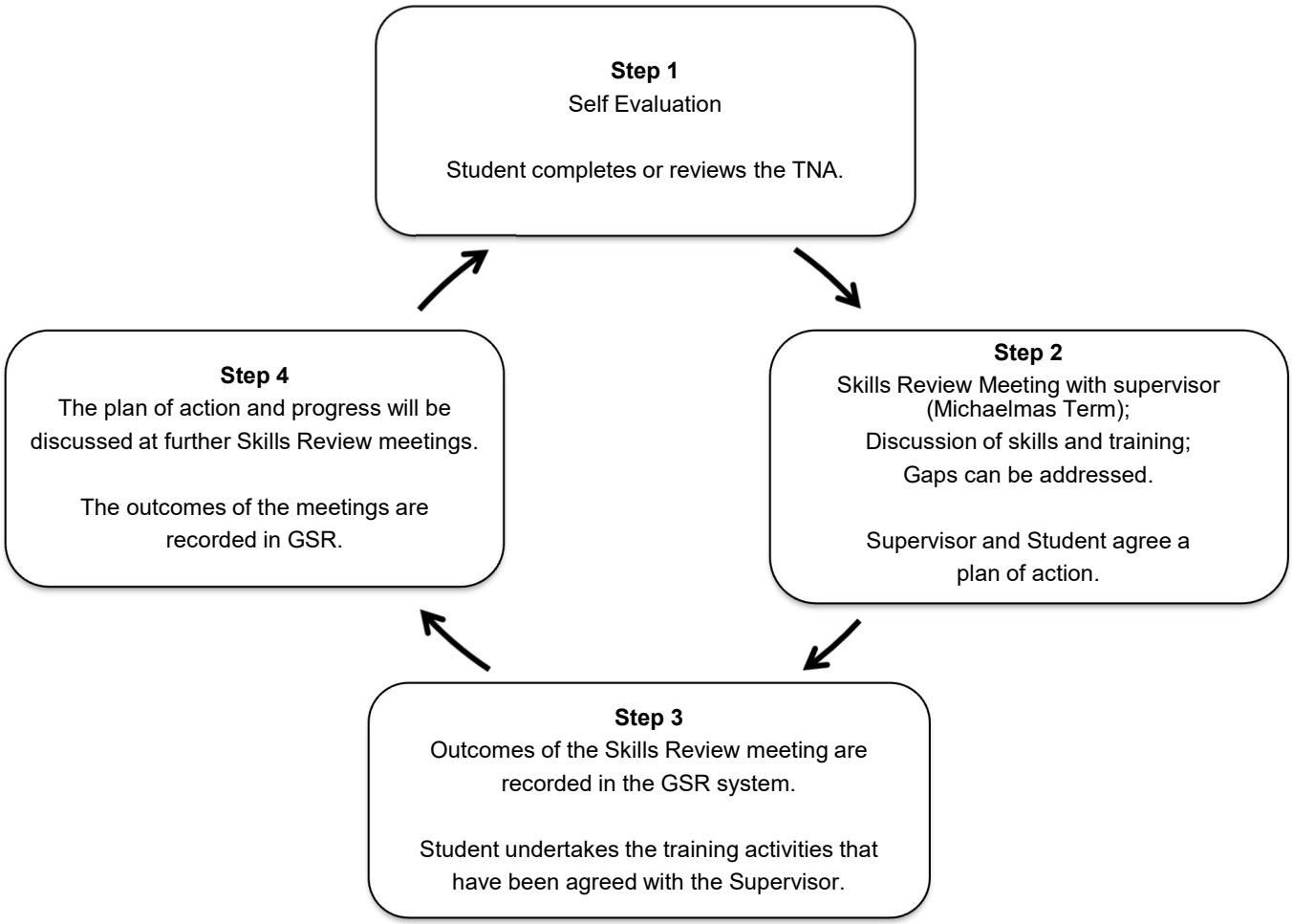


20.3 Skills Review and Training Needs Analysis

As a doctoral student, you will have the opportunity to engage with a variety of research and skills training as appropriate to different stages of your graduate career. During your time as a research student, you are encouraged to draw on a process known as 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.

As Figure 3 shows, training needs analysis is an iterative process:

Figure 3: The iterative process of Skills Review and Training Needs Analysis



Working together, you and your supervisor will formalise your bespoke researcher development plan through yearly Training Needs Analyses. The Training Needs Analysis (TNA) form used by the Grand Union Doctoral Training Partnership, of which Oxford is part, can be found here: https://canvas.ox.ac.uk/courses/22105/pages/training-needs-analysis and it is strongly recommended that all research students, including those not funded by the ESRC, maintain an up to date TNA throughout their programme of study.

A full list of courses within the Social Science Division are available on the Student Enrolment System (SES) on Weblearn [https://weblearn.ox.ac.uk/portal/hierarchy/socsci/ses]. N.B. Students should note that attendance on courses is subject to funding application approval by the Head of Department.

Students may also wish to consult Vitae [http://www.vitae.ac.uk/] which is a site funded by the UK Research Councils dedicated to the professional development of doctoral researchers and research staff. It provides useful information on courses, publications as well as other online resources.

Alternatively—or, perhaps alongside your departmental TNA—you and your supervisor may wish to use Vitae's interactive downloadable RDF Planner to plan your development as a researcher. This planner (an Excel document) is structured according to the Domains, Subdomains and Descriptors of the RDF and lets you chart your development across different phases in each of the skills, knowledge, behaviours and attitudes that are characteristic of excellent researchers.

Whichever document you choose to use to record your training needs and development as a researcher—departmental TNA, RDF Planner, or both—you are encouraged to upload your document(s) to the Graduate Supervision Reporting System (GSR) on a regular basis, and at least once a year. In addition, you can also enter comments about your training directly into the relevant free text boxes supplied within GSR. This will allow both you and your supervisor to have a record of your changing training needs and your development over time.

20.4 Doctoral Training in the Social Sciences

Doctoral Training in the Social Sciences is synonymous with the Grand Union Doctoral Training Partnership (DTP). The DTP is part of a UK-wide network funded by the Economic and Social Research Council (ESRC). The DTP is not a single physical place, but rather a coordinating hub for training in research methods and academic and professional development across the University of Oxford, the Open University, and Brunel University. All social sciences doctoral students have access to the training on offer. See http://www.granduniondtp.ac.uk/home for more details.

20.5 Fieldwork Safety and Training

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 also 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.

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.

Fieldwork courses

- Fieldwork safety, Managing Vicarious Trauma in Social Science Research and safety Office courses are all available to book via the Social Sciences training website. https://socsci.web.ox.ac.uk/research-methods
- Fieldwork Safety Training courses https://safety.admin.ox.ac.uk/training

20.6 Academic and Professional Development - Developing Teaching and Learning

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 APDP page of the Doctoral Training in the Social Sciences website https://socsci.web.ox.ac.uk/welcome-to-researcher-development

16.1 Other University Services

Bodleian Library
The Bodleian Library 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. https://libguides.bodleian.ox.ac.uk/workshops/skills-toolkit

Careers Service
The Careers Service has a range of events and resources for doctoral students. https://www.careers.ox.ac.uk/researchers/

IT Services
Through its IT Learning Programme, IT Services offers a range of computing courses. https://www.it.ox.ac.uk/

Online Courses
Several online courses are available, including the Research Skills Toolkit and a Research Integrity course for social science researchers. http://www.skillstoolkit.ox.ac.uk/

Centre for Teaching and Learning
The Centre for Teaching and Learning has a useful set of resources on research supervision and its Apprise website is aimed at doctoral students. https://www.ctl.ox.ac.uk/

Language Centre
The Language centre offers specialist and difficult languages training. Please note that you should discuss attending courses run by the Language Centre with your supervisor and departmental graduate administrator BEFORE signing up for or attending any course. https://www.lang.ox.ac.uk/

The Vitae Researcher Development Framework (RDF)
The Vitae Researcher Development Framework is for you if you are doing a doctorate, are a member of research staff, pursuing an academic career or thinking about applying the skills developed during your DPhil in another career.
https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework

- **DTC courses:**
https://weblearn.ox.ac.uk/portal/site/6939a387-2945-437f-8f0a-1afc61604698/page/2832334d-a036-49dc-a296-b79a103cebf5?toolstate-9dc8f288-6d71-4850-8167-efbcd2aa0b24=%2Fstatic%2Findex.jsp%3FopenCourse%3D3C00D30023

Safety Office courses: https://safety.admin.ox.ac.uk/training

- **University insurance** https://finance.admin.ox.ac.uk/how-to-arrange-insurance
- **University Policies:** https://safety.web.ox.ac.uk/health-and-safety-at-oxford
- **Travel clinic:** https://occupationalhealth.admin.ox.ac.uk/travel-service
- FCO country information: https://www.gov.uk/foreign-travel-advice
- **Women travellers:** https://www.gov.uk/government/publications/2010-to-2015-government-policy-british-nationals-overseas/2010-to-2015-government-policy-british-nationals-overseas#appendix-2-advice-for-women-travellers

21. Appendix: University Policy Statements and Codes of Practice

21.1 Supervision

The role of the Academic Supervisor or Doctoral Supervisor is to guide and advise the student throughout his or her course of study. However, postgraduate students are expected to work independently most of the time and not seek help from supervisors at every juncture.

Students do not normally seek help or advice from their Academic Supervisors on matters concerning fees, accommodation, child care, or other personal issues not directly related to academic/course matters. They seek support from their College Advisors for these 'domestic' matters (see Section 0).

Students will normally meet their Academic Supervisors at the beginning and end of Michaelmas, and at the end of Hilary and Trinity Terms. This will usually be a fairly short meeting, unless the student has problems which he or she wishes to discuss. In addition to these meetings, students can contact their supervisor at any time during term if they have problems or concerns which they feel cannot wait until the next scheduled meeting. Likewise, supervisors might proactively arrange an additional meeting during term if they have pressing concerns about a student's progress. Supervisors are only available during vacation time (when they have research commitments, and when many are out of Oxford) to respond to serious academic problems.

University procedure for complaints and appeals
within the Centre for Criminology

The Complaints and academic appeals procedures adopted by the Proctors for the consideration of appeals are set out in the following websites
Proctors' webpage https://academic.web.ox.ac.uk/complaints
Student Handbook https://www.ox.ac.uk/students/academic/student-handbook?wssl=1
Council regulations (https://governance.admin.ox.ac.uk/legislation/regulations#collapse1377791)

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.

21.2 Policy on free speech

It enables the pursuit of knowledge.

It helps us approach truth. It allows students, teachers and researchers to become better acquainted with the variety of beliefs, theories and opinions in the world. Recognising the vital importance of free expression for the life of the mind, a university may make rules concerning the conduct of debate but should never prevent speech that is lawful.

Inevitably, this will mean that members of the University are confronted with views that some find unsettling, extreme or offensive. The University must therefore foster freedom of expression within a framework of robust civility. Not all theories deserve equal respect. A university values expertise and intellectual achievement as well as openness. But, within the bounds set by law, all voices or views which any member of our community considers relevant should be given the chance of a hearing. Wherever possible, they should also be exposed to evidence, questioning and argument. As an integral part of this commitment to freedom of expression, we will take steps to ensure that all such exchanges happen peacefully. With appropriate regulation of the time, place and manner of events, neither speakers nor listeners should have any reasonable grounds to feel intimidated or censored.

It is this understanding of the central importance and specific roles of free speech in a university that underlies the detailed procedures of the University of Oxford.
https://compliance.admin.ox.ac.uk/prevent/freedom-of-speech

21.3 Academic appeals

Please remember in connection with all academic appeals that:

- The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.
- On no account should you contact your examiners or assessors directly.

22. Dispensation from study requirements

22.1 Extension of time

Taught courses

Students working for a taught graduate course are expected to complete the course within the normal time-scale for the course in question. Permission to defer taking an examination, other than for serious personal reasons, e.g. ill health, is therefore rarely given. Computer failure is not acceptable as an excuse. Students will understand that the time allowed for the completion of the course is a significant element in the nature of the examination as a whole, and therefore requests for an extension to that time for particular individuals are bound to be treated with particular care. Students who wish to apply for an extension of a deadline must apply to the Proctors through their College.

Research courses

DPhil students are expected to submit their thesis within 3-4 years of starting their doctoral research. DPhil status will be lost if the thesis is not submitted within twelve terms of admission as a research students, and the student will no longer be a registered student at the University (that is, twelve terms net of any suspensions of status). MLitt students are expected to submit within 2-3 years of starting the course', and their 'time limit' for submission is nine terms, net of any suspensions permitted. In exceptional circumstances, and with the approval of both college and supervisor, students may apply for extensions of time – up to six terms for MLitt students, and up to nine terms for DPhil students.

Forms for extension of time, suspension of status (described below) and various other purposes can be found on the graduate website at:
https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1

A doctoral student ordinarily has a maximum of 6 terms of PRS status followed by 6 terms of DPhil status, to make up a total of 12 terms to complete the doctorate. An extension of time can be granted to either PRS or DPhil status, and allows the student to continue to actively study with full student status and access to all University and College facilities.

(i) PRS Status

If a student attempts Transfer of Status in their sixth term of PRS status, they is automatically granted a one term of extension of PRS status to make a second (and normally final attempt) to Transfer. This extension to PRS status does not affect the overall amount of time permitted for the doctorate, and so the student would have 7 terms of PRS status followed by 5 terms of DPhil status. In exceptional cases, if a student has not been able to attempt Transfer of Status within the 6 terms of PRS status, an application for extension of PRS status may be submitted, subject to approval by the supervisor(s), College, DGS(R)/GSC, and the University Education Committee as this requires dispensation from the *Examination Regulations*. Again this extension to PRS status does not affect the total amount of time permitted to complete the doctorate, and should only be used in exceptional circumstances.

(ii) DPhil Status

A doctoral student is permitted by Regulation to apply for a maximum of 9 terms of extension after completion of the normal 12 terms permitted for the doctorate. (For part-time students, only 3 terms of extension are permitted). These 9 terms are independent of any extensions granted to PRS status. These extensions of time require the approval of the supervisor(s), College, and DGS(R)/GSC. In exceptional circumstances, further terms of extension maybe requested beyond the permitted 9 terms. However, these would require the additional approval of the University Education Committee.

(iii**) Reinstatement**

If a student has not previously used all of their terms of extension but does not apply to extend their status and instead allows their student status to lapse, then they can apply at a later date for reinstatement to the Register, and this requires the approval of the supervisor(s), College, and DGS(R)/GSC. If a student has used all 9 terms of extension and has subsequently had their student status lapsed, they may apply for reinstatement for one term only in which to submit their thesis. This requires the approval of the supervisor(s), College, DGS(R)/GSC and the University Education Committee.

Research Council-funded students should check the regulations of the Research Council in question in respect of extensions but should note that in most instances, Research Councils will not permit extensions of time and that failure by such students to submit their theses within the normal time period can have serious implications for future Research Council funding of Criminology students.

22.2 Suspension of status

Since students are expected to complete a graduate taught course within the time-scale of the course in question, suspensions of status are rare. If a student cannot work for a particular reason, e.g. illness, family circumstances, financial hardship, then application for suspension of status can be sought, for not less than one and not more than three terms at any one time.

A doctoral student may apply for a maximum of 6 terms of suspension of time, and this requires the support of the supervisor(s), College and the DGS(R)/GSC. In exceptional cases, additional terms may be requested, but these need the additional approval of the University Education Committee as dispensation from the *Examination Regulations* is required. Suspension of status is normally granted where the student is not able to actively study. This can be due to a variety of reasons, but the most

common is on health-related/personal grounds (including maternity leave). Other less common reasons include taking paid employment, taking a degree at another institution or other financial-related reasons. Suspensions are not required while a student is undertaking fieldwork away from Oxford or taking part in an internship as part of their studies (though an application for dispensation from residence may be needed). When a student suspends, the clock stops, and the student returns from suspension at the point when they departed. Normally students do not have access to University/College facilities (including libraries) whilst suspended as it is assumed they are not studying (though e-mail access is commonly retained to allow the student to keep in touch with their supervisor(s) etc). Suspension of status can only be granted while a student still has status available to return to, i.e. a student cannot suspend status after their twelfth term of the doctorate unless they has also had an extension of time granted.

To apply for suspension of status, form GSO.17 must be completed.

Research council-funded students should check with their funding body for their regulations on suspension of status, which might not be the same as the University's and should ensure that they also seek permission for suspension of status from the Research Council itself.

22.3 Illness

Students whose work is unavoidably interrupted for any significant period due to illness should consider applying for a suspension of status until the following academic year. A student whose illness is not serious enough, or of too short duration to justify suspension of status, may, nevertheless, feel that it is likely to have an adverse effect on their performance in the examination. In this case they must ask their **College** Senior Tutor (not Academic Supervisor) to inform the University Proctors who, with sufficient evidence (including a doctor's report) have the option, at their discretion, of writing to the examiners and asking that the candidate's illness be taken into account. Candidates should not write directly to the Proctors or seek advice on this process from the Director of Graduate Studies. Your College Secretary should be able to further advise you on this matter. Extensions to essay or dissertation deadlines are granted only in exceptional cases where there is sufficient evidence that illness has made impossible the successful completion of the written work. Again, students who wish to apply for an extension of a deadline must apply to the Proctors through their College.

23. University facilities and resources

23.1 Libraries

In addition to the Bodleian Social Science Library [See 3.7.2] and Bodleian Law Library [See 3.7.3], you are entitled to use all many other OULS University libraries; these are all listed at http://www.ox.ac.uk/research/libraries/ . The site provides details regarding membership, borrowing arrangements and hours.

23.1.1 Bodleian Libraries

The Bodleian Library This is the main research library service of the University of Oxford. It is also a copyright legal deposit library and its collections are used by scholars from around the world. The central buildings include Duke Humfrey's Library above the Divinity School, the Old Schools Quadrangle with its Great Gate and Tower, the Radcliffe Camera, Britain's first circular library, and the Clarendon Building.

In addition, the Bodleian has eight dependent libraries, in separate locations in Oxford: The Bodleian Libraries comprise 30 locations, including the Bodleian Social Science Library, the Bodleian Japanese Library, the Bodleian Law Library, the Indian Institute Library, the Oriental Institute Library, Rhodes House Library, the Radcliffe Science Library, the Philosophy and Theology Faculties Library and the Weston Library. The full list of General Guide to the Bodleian Libraries and its dependent libraries can

be found at http://www.bodleian.ox.ac.uk and the Central Bodleian Guide can be found at http://www.bodleian.ox.ac.uk

Nuffield College

The Library of Nuffield College, which holds an impressive collection of social science books and journals, whilst intended primarily for members of Nuffield, may be used by graduate students of other colleges. You should apply to the Librarian at Nuffield for permission to use the Library and must sign the admission register each time you visit the Library. You will not be permitted to borrow books.

College Libraries

Your College library should hold a few of the key criminology books (such as *The Oxford Handbook of Criminology*), and might even subscribe to the key journals, such as *The British Journal of Criminology* or *The Criminal Law Review*. However, it is unlikely to hold the majority of the texts on your reading lists. It is worthwhile bringing to the attention of your College Librarian books which are unavailable in the Library but are likely to be used regularly by any student studying criminology.

Librarians usually respond very quickly to such requests, so do make use of them. Furthermore, College libraries usually have very generous borrowing conditions.

You will need a university card in order to use any of the university libraries or other facilities, such as the Computing Service. The card is used for security purposes and where access control or other automated systems are in use. It also serves to identify those entitled to use university facilities and services. Therefore you should carry this card with you at all times when planning to enter different university departments or libraries as you may be asked to present it. Application forms for a university card for new and returning students can be obtained from your College office.

23.2 IT Services

The University is well endowed with IT facilities. Most colleges provide computer rooms, network access and computer support for students. For a guide to your college computing facilities, speak to the college computer officer. Students will be given a brief tour of facilities at the Law Faculty during their induction.

The main support for students can be found at the IT Services based at **13 Banbury Road,** Oxford OX2 6NN, tel: (2)73200. Opening times are 8.30am to 8.30pm Monday to Friday throughout the year, including out of term. Here you will find a number of computer terminals providing network access (email, web access, etc.) for 24 hours a day, seven days a week (a key is issued to all those wanting out-of-hours access). The Help Centre can offer advice via email or over the phone. There is also a wide range of IT courses available, from basic IT skills to more advanced skills such as programming, and many are free.

For information about facilities and resources see: www. https://www.it.ox.ac.uk/home This page links through to many of the services available and is the recommended first place to visit for all your needs.

These are the key resources you may find useful:

- If you need help (including with passwords, account registration and email): https://www.it.ox.ac.uk/home
- IT Learning Programme (free IT courses) – practical skills for your study, research and future work: https://services.it.ox.ac.uk/Service/teaching-and-learning/it-learning-centre
- Remote access (The OUCS Virtual Private network (VPN)) – access from anywhere in the world to online resources only available to Oxford users (e.g. journals, databases, exam papers, etc.): https://www.it.ox.ac.uk/work-remotely
- Printing services – standard, bulk and large-format poster printing: https://estates.admin.ox.ac.uk/print-studio

- The online shop has discounted software and hardware, consumables: (https://www.it.ox.ac.uk/get-software).

Social Sciences Research and Skills Training

Graduate students in the Social Sciences Division. Library staff work with the Oxford ESRC Doctoral Training Centre to provide a wide range of workshops in this training programme. For more information please contact ssl@bodleian.ox.ac.uk

23.3 Canvas

Canvas is the University's Virtual Learning Environment. Criminology has a main course Canvas site – MSc Criminology and Criminal Justice and DPhil Criminology Programme, as well as sites for each of the courses offered on the MSc. These sites are accessible using your Oxford password and login details

23.4 Email addresses and user names

The Law Faculty will automatically arrange an email account for you on the University Email system, Nexus. It will take the form firstname.secondname@law.ox.ac.uk and will be in addition to your college email address. A letter telling you your username and password for Nexus has been sent to your College, so you do not need to take any action.

Once you have activated your email account, remember to check regularly for messages. It is expected that you check your email on a daily basis for Centre and Faculty messages.

Further information about email at Oxford University is available from: https://help.it.ox.ac.uk

23.5 Policy Statement on Computer Use, Monitoring, and Surveillance

University IT and network facilities are provided for use in accordance with the following policy set by Council:

'The University provides computer facilities and access to its computer networks only for purposes directly connected with the work of the university and the colleges and with the normal academic activities of their members. Individuals have no right to use university facilities for any other purpose. The University reserves the right to exercise control over all activities employing its computer facilities, including examining the content of users' data, such as e-mail, where that is necessary:
(*a*) for the proper regulation of the University's facilities;
(*b*) in connection with properly authorised investigations in relation to breaches or alleged breaches of provisions in the University's statutes, decrees and regulations, or
(*c*) to meet legal requirements.
Such action will only be undertaken in accordance with these regulations.'

Please note that the University provides computing facilities and access to networks for *bona fide* purposes only, *viz* those which are consequent upon the teaching, study, research, administration or related activity occasioned by your course of study with the University. It is a misuse of those facilities, and may in certain cases be illegal, for a user to receive, transmit, display or store offensive or pornographic material using university equipment for other than bona fide academic purposes, and such misuse may result in action being taken against those responsible. Remember that sending email from your university account is similar to sending a letter on Oxford University letterhead, so don't say anything that might discredit or bring embarrassment to the University. For more detailed information on the University Rules for Computer Use see http://www.ict.ox.ac.uk/oxford/rules/.

Photocopying

Photocopying is available in the Bodleian Social Science, Central Bodleian, and Bodleian Law library and in most other University libraries.
Information on the Bodleian Social Science Library is available at https://www.bodleian.ox.ac.uk/ssl
The multifunctional PCAS machines enable you to photocopy, print from library PCs and laptops/tablets, and scan to email or USB flash drive. Log in with your Bodleian-Libraries username and password, and add credit to your PCAS account at https://www.bodleian.ox.ac.uk/using/copy/pcas
Detailed instructions for photocopying and scanning are available at each photocopier. UK Copyright regulations apply.

The Language Centre

The Language Centre is a central facility for all students and staff of the University of Oxford. It is on the Woodstock Road opposite Somerville College and is open on weekdays all year round, with Saturday morning opening in full term. The Centre provides resources and services for members of the University who need foreign languages for study, research or personal interest. Courses are available (early booking is recommended), and the library holds materials on over 100 languages. If you are unable to join a course, advice on self-supported study is available.

There are also courses in English for Academic Studies for overseas students. The pre-sessional courses in English for Academic Studies in August and September are designed to help you adjust to studying in the UK if you need to improve your skills before the academic year starts. Term time courses are aimed at improving your current use of English or have a particular focus such as academic writing.
Email admin@lang.ox.ac.uk
Web http://www.lang.ox.ac.uk

24. Careers

Tutors and supervisors may be the first people to turn to for advice on academic careers. Papers such as The Times Higher Education Supplement advertise academic posts and websites such as http://www.jobs.ac.uk may be useful.

The Oxford University Careers Service offers comprehensive advice on many careers and students can subscribe to its weekly newsletter 'The Bridge'. Please see http://www.careers.ox.ac.uk.

24.1 Teaching by graduate students

Teaching opportunities within the Faculty of Law and the Centre for Criminology are available to all students who have successfully completed their first year of a research degree (and are therefore no longer on PRS status) and have taken the Law Faculty's "Preparing to Learn and Teach at Oxford' Seminars. For information on teaching opportunities in the Law Faculty please see the Law Graduate Students' Handbook. There is an opportunity for DPhil students to gain valuable teaching experience by leading the revision tutorials for the MSc Core Courses. It may not be possible each year to offer teaching opportunities to all eligible doctoral students and Preference will be given to students in the final year of their thesis. Further details on the organisation of the revision tutorials will be emailed to relevant students at the start of the year.

24.2 University and divisional procedures for research ethics review

It is a formal requirement that all research involving human participants should be subject to ethical review. It is now the expectation – and in some cases formal requirement – of funding bodies that all research involving human participants is subject to an ethical review process. Moreover, researchers, and indeed participants themselves, are now recognising the importance of ethical scrutiny. Most other universities are following a similar course, and it is important that this University is committed to ensuring that its research activities involving human participants are conducted in a way which respects the dignity, rights, and welfare of participants, and which minimises risk to participants, researchers, third parties, and to the University itself. This requirement will affect some students who

are considering interviewing, for example. Further information can be sought from the Director for Graduate Studies (Research) and the CUREC website: https://researchsupport.admin.ox.ac.uk/governance/ethics

24.3 Equal opportunities https://edu.admin.ox.ac.uk/home

Equal Opportunities Statement (Students)

The University of Oxford and its colleges aim to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, the University is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

Recruitment and admissions

Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study, assessed by the application of selection criteria appropriate to the course of study. Admissions procedures are kept under regular review to ensure compliance with this policy. We seek to admit students of the highest academic potential. All selection takes place without regard to gender, marital status, race, ethnic origin, colour, religion, sexual orientation, social background or other irrelevant distinction. Applications from students with disabilities are considered on exactly the same academic grounds as those from other candidates. We are committed to making arrangements whenever practicable to enable such students to participate as fully as possible in student life. Details of these arrangements can be found in the University's Disability Statement, and information will be provided on request by colleges or by the University Disability Coordinator.

None of the above shall be taken to invalidate the need for financial guarantees where appropriate.

The curriculum, teaching and assessment

Unfair discrimination based on individual characteristics (listed in the statement on recruitment and admissions above) will not be tolerated. University departments, faculties, colleges and the central quality assurance bodies monitor the curriculum, teaching practice and assessment methods. Teaching and support staff have regard to the diverse needs, interests and backgrounds of their students in all their dealings with them.

Welfare and support services

Colleges have the lead responsibility for student welfare and can provide details of arrangements made to support their students. The University, in addition, provides for all students who require such support:

- a counselling service https://www.ox.ac.uk/students/welfare/counselling?wssl=1
- childcare advice https://childcare.admin.ox.ac.uk/home
- disability assessment and advice https://edu.admin.ox.ac.uk/disability-support, and
- a harassment advisory service https://edu.admin.ox.ac.uk/harassment-advice

Further details of these services are included in the Proctors' and Assessor's handbook "Essential information for students", which is updated annually. This guidance provides excellent advice on almost every aspect of University life and students are strongly encouraged to familiarise themselves with it. The advice can also be found at: https://edu.admin.ox.ac.uk/harassment-policy Code of Practice Relating To Harassment (including Bullying)

The University of Oxford is committed to equal opportunities and to providing an environment in which all employees and contractors ("staff"), students and those for whom the University has a special responsibility (for example visiting academics and students – henceforth referred to as "visitors") are treated with dignity and respect, and in which they can work and study free from any type of

discrimination, harassment, or victimisation. All staff and students are responsible for upholding this policy and should act in accordance with the policy guidance in the course of their day-to-day work or study, ensuring an environment in which the dignity of other staff, students, and visitors is respected. Offensive behaviour will not be tolerated.

Harassment is a serious offence which is punishable under the University's disciplinary procedures.

Heads of department and their equivalents, those with significant supervisory duties, and others in positions of responsibility or seniority, including students who fall into these categories, have specific responsibilities. These include setting a good personal example, making it clear that harassment will not be tolerated, being familiar with, explaining, and offering guidance on this policy and the consequences of breaching it, investigating reports of harassment, taking corrective action if appropriate, and ensuring that victimisation does not occur as a result of a complaint. Instances of harassment should be brought to the attention of an appropriate person in authority, such as a head of department or a senior college officer. The University is committed to making all staff and students aware of this policy and the accompanying guidance and to providing effective guidance and briefing on it. The University will take steps to ensure that both the policy and guidance are fully understood and implemented. The policy and guidance is available to view at: https://edu.admin.ox.ac.uk/university-policy-on-harassment#collapse1321471. The policy will form a part of every employment, and student contract, or relationship, or contract for services. The University will encourage a culture of non-tolerance of any form of harassment. Information concerning allegations of harassment should be treated in the strictest confidence. Breaches of confidentiality may give rise to disciplinary action.
Definition of Harassment: A person subjects another to harassment where he or she engages in unwanted and unwarranted conduct which has the purpose or effect of:

(a) violating that other's dignity, or
(b) creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.

Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment. Acts of harassment may be unlawful. Harassment on grounds of sex, race, religion, disability, sexual orientation or age may amount to unlawful discrimination. Harassment may also breach other legislation and may in some circumstances be a criminal offence e.g. under the provisions of the Protection from Harassment Act 1998.
Reasonable and proper management instructions administered in a fair and proper way, or reasonable and proper review of a member of staff's or a student's work and/or performance will not constitute harassment. Behaviour will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

Intention and Motive: The other person's motives are not the main factor in deciding if behaviour amounts to harassment. Just because certain behaviour may be acceptable to the alleged harasser or another person does not mean it is not harassment.

Bullying: Bullying is a form of harassment. It may be characterised by offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. It may not be based, or may not appear to be based, on gender, race or any other specific factor.

Victimisation: Victimisation occurs specifically when a person is treated less favourably because he/she has asserted their rights under this guidance, either in making a complaint or in assisting a complainant in an investigation (information about complaints and investigations is set out in Part IV of the guidance which can be found at: http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/). The University will protect any member of staff, student, or visitor from victimisation for bringing a complaint or assisting in an

investigation. Victimisation is a form of misconduct which may in itself result in a disciplinary process, regardless of the outcome of the original complaint of harassment.
Examples of behaviour that may amount to harassment include:

- suggestive comments or body language;
- verbal or physical threats;
- insulting, abusive, embarrassing or patronising behaviour or comments;
- offensive gestures, language, rumours, gossip or jokes;
- humiliating, intimidating, demeaning and/or persistent criticism;
- open hostility;
- isolation or exclusion from normal work or study place, conversations, or social events;
- publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials;
- unwanted physical contact, ranging from an invasion of space to a serious assault.

(The above list is not intended to be exhaustive.)

All these examples may amount to **bullying**, particularly when the conduct is coupled with the inappropriate exercise of power or authority over another person. Many of the above examples of behaviour may occur through the use of internet, email, or telephone. Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for harassment, and may be regarded as an aggravating feature.

Note on confidentiality. It is essential that all those involved in a complaints procedure (including complainants) observe the strictest confidentiality consistent with operating that procedure; an accusation of harassment is potentially defamatory.

24.4 Advice

1. Advice may be sought or complaints pursued **through any appropriate channel**. In addition to other officers, the following people have been specially appointed to give advice in this connection and to answer questions (whether or not amounting to a complaint):
(*a*) departmental or faculty `Confidential Advisers', appointed by heads of department or the equivalent.

The Law Faculty has two harassment advisors whom students and Faculty may contact for advice:
Justine Pila
Email: justine.pila@law.ox.ac.uk

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

(*b*) members of the `Advisory Panel', serving the whole University. The Advisory Panel is a Standing Committee of Council consisting of members and employees of the University with special expertise or interest in relevant aspects of staff and student welfare. Members of the panel may be approached on a number specially designated for this purpose (Tel. (2)70760);
(*c*) special college advisers or advisory panels where colleges have established these.
Those protected by this code may appropriately seek advice in relation to harassment even if the conduct in question is not sufficiently serious to warrant the institution of disciplinary proceedings. Any of the advisers listed above may be approached in the first instance; those approached will direct enquirers elsewhere, if that seems most likely to meet the enquirer's needs.
2. Enquiries about harassment will be responded to promptly. University advisers (whether Confidential Advisers or members of the Advisory Panel) will discuss the range of options available to

enquirers on an entirely confidential basis and whenever possible assist them in resolving the problem informally in the first instance. College advisers will be guided by college rules.
3. It is emphasised that the role of advisers is advisory and not disciplinary. All disciplinary matters lie in the hands of the relevant disciplinary bodies.

Discipline

1. If a complaint is not resolved on an informal basis the complainant may refer the matter to the relevant authority which will determine whether there is a prima facie case under the relevant disciplinary provision and, if appropriate, set in motion disciplinary procedures. In respect of members of the University subject to the jurisdiction of the Visitatorial Board, the relevant procedures are those described under *Tit. XVI* of the University's Statutes. Colleges may have their own forms of disciplinary provision.
2. It may be that a complaint either against a member of staff or against a Junior Member could potentially be heard by more than one disciplinary body. When the person complained against is a Junior Member, the complainant will be expected to choose whether to pursue disciplinary procedures through his or her college or through the Proctors. If a complainant has previously brought or is in the process of bringing a complaint against the same person, founded wholly or in part upon the same matter, before any other disciplinary body, he or she is responsible for revealing that fact when seeking to institute disciplinary proceedings. It is also incumbent upon a disciplinary body to attempt to ascertain, for example by direct enquiry of the complainant, or by consulting other relevant authorities, whether any such other complaint has been instituted; if so, that body must consider whether it is appropriate for the same matter to provide a basis for two separate disciplinary hearings.

Institutional Arrangements

1. The appointment of Confidential Advisers within each department or faculty is the responsibility of the head of department, or equivalent, who must designate two such advisers, one of each sex, return the names of those appointed to the Equal Opportunities Officer (or such other officer as may be designated by the Registrar from time to time), and ensure that the Code of Practice and the names of the Confidential Advisers are adequately publicised within the department or faculty. The Advisory Panel on Harassment will provide Confidential Advisers with information, advice and training opportunities. Confidential Advisers will be expected to make anonymised annual returns to the panel as to the number and general character of complaints they have dealt with. They may refer enquirers to members of the panel, or themselves seek advice either about university provisions on harassment in general or about possible ways of handling individual cases.
2. Members of the Advisory Panel on Harassment will give advice on request to those troubled by harassment and to other advisers. The panel is responsible for supporting, co-coordinating, and monitoring the effectiveness of the University's arrangements for dealing with harassment. Members of the panel may be contacted on a number specially designated for this purpose (Tel. (2)70760).
3. The provisions of this code supplement and do not supersede or override college arrangements.
4. Nothing in this code shall detract from the position and jurisdiction of the Proctors or the right of free access to them by all junior and senior members of the University.

24.5 Equality and Diversity

Equality and Diversity at Oxford

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

As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy and consideration.

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the 'protected characteristics' of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex and sexual orientation. Visit our website for further details or contact us directly for advice: 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: edu.web.ox.ac.uk/harassment-advice. There are a range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit: https://edu.admin.ox.ac.uk/religion-and-belief-0#/

The Law Faculty also has an Equality and Diversity Team. Please find informatin here: https://www.law.ox.ac.uk/equality-and-diversity/ Professor Kristin van Zwieten is the Associate Dean for Equality and Diversity https://www.law.ox.ac.uk/people/kristin-van-zwieten

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

While working remotely due to the pandemic, the Disability Advisory Service and the Counselling Service are both offering virtual consultations.

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

Oxford SU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: www.oxfordsu.org/communities/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

24.6 Disability Statement

Purpose of Statement

This statement is intended as a resource for potential applicants and current undergraduate or graduate students. It provides information on the facilities available for students with disabilities at Oxford University and the University will be pleased to make it available in other formats, such as electronic, disk and Braille. The statement is accurate at time of printing, but there may have been

changes in facilities since publication. It is advisable to check facilities by contacting the Disability Advisory Service and/or the Departmental disability contact Paul Burns on paul.burns@law.ox.ac.uk

Current Policy

Equal opportunities. The University of Oxford is a confederation of autonomous, self-governing colleges and halls, most of which are responsible for the admission of students at the undergraduate level. Each of these institutions selects its own students, although applications are coordinated by a central Admissions Office. The University centrally has the primary responsibility for the admission of graduate students, though these must also be admitted by a college. In its Admissions Prospectus and its introductory guide for student applicants with disabilities, the University makes the following declaration:

> 'The University is committed to making arrangements where appropriate, to enable students with disabilities to participate fully in student life.'

Access and admissions. The University and colleges view applications from students with disabilities on the same academic grounds as those from other candidates.
Examinations. Special provision in examinations (such as the use of a word processor with voice recognition software for students with dexterity disabilities, a reader for blind students, or extra time for students with a SpLD such as dyslexia) may be made by arrangement between the disabled student's college and the University Proctors. Standard guidelines have been drawn up to advise examiners in the case of students with dyslexia. The Disability Advisory Service can discuss potential provision with students and can give advice on adjustments approved by the Educational Committee as appropriate. Formal requests for examination concessions should be made through Senior Tutors**.**

Staff development and training programmes. The University has a training and staff development programme open to staff both of the University and of the colleges. Training in undergraduate admissions and selection of staff includes specific components on disability and diversity issues; these components have been amended to take into account the requirements of the Disability Discrimination Act (2005), the Equality Act 2010 and of the University's developing policy in this area (see also 17.13.3 below).

Financial assistance to students with disabilities. The University has designated funds to assist disabled students. The University has a SpLD Fund which can assist students with dyslexia or related conditions with grants towards an educational psychologist's report or towards a specialist tutor. The University Disability Advisory Service can provide information to colleges on other sources of funding for disabled students. In addition, colleges and departments usually make some contribution to extra costs incurred by disabled students who are unable to obtain financial assistance from their funding body.

The Disabled Students Allowance is a major source of funding for undergraduates and graduates. It is administered by Student Finance England, is not means tested and can provide financial assistance for non-medical support and specialist equipment. The Disability Advisory Service can provide information on any of these funds and allowances. The University does not charge disabled students for any extra use they may make of administrative facilities.

Links with other organisations. The University subscribes to SKILL, the organisation which gives advice on disabled students' affairs. The University has also good links with local disability organisations including the Oxfordshire Dyslexia Association in order to consult on the provision of services to disabled students and to seek advice. The Careers Service and the Disability Advisory Service have links with the disability employment organisation.

24.7 University Disability Advisory Service

Information on students with disabilities, university provision for them, advice and guidance on support services can be found by visiting the University's Disability Advisory Service website: https://www.ox.ac.uk/students/welfare/disability.

The Disability Advisory Service provides advice and guidance to University students and staff on: the effects of specific disabilities and medical conditions on study; access and adaptations to University buildings; applying for disability-related funding; assistive equipment and information technology; curriculum accessibility; how to apply for special examination arrangements; support services within the University and external links. Further details and sources of information and practical advice, such as publications, funding, the Students' Union, OUCS, counselling and policy development, are available via the website: https://www.ox.ac.uk/students/welfare/disability/resources .

24.8 Data Protection

The primary purpose of current data protection legislation is to protect individuals against possible misuse of information about them held by others. It is the policy of the University to ensure that all members of the University and its staff are aware of the requirements of data protection legislation under their individual responsibilities in this connection.

The Act covers personal data, whether held on computer or in certain manual files.

The University is obliged to abide by the data protection principles embodied in the Act. These principles require that personal data shall:

- be processed fairly and lawfully;
- be held only for specified purposes and not used or disclosed in any way incompatible with those purposes;
- be adequate, relevant and not excessive;
- be accurate and kept up-to-date;
- not be kept for longer than necessary for the particular purpose;
- be processed in accordance with data subject's rights;
- be kept secure;
- not be transferred outside the European Economic Area unless the recipient country ensures an adequate level of protection.

Definitions and guidance on what constitutes fair and lawful processing (principle 1) may be found below.

The Act provides individuals with rights in connection with personal data held about them. It provides individuals with the right to access data concerning themselves (subject to the rights of third parties). It also includes the right to seek compensation through the courts for damages and distress suffered by reason of inaccuracy or the unauthorised destruction or wrongful disclosure of data. Information on how to make a request for access to personal data under the Act may be obtained from data.protection@admin.ox.ac.uk.

Under the terms of the Act, processing of data includes any activity to do with the data involved. All staff or other individuals who have access to, or who use, personal data, have a responsibility to exercise care in the treatment of that data and to ensure that such information is not disclosed to any unauthorised person. Examples of data include address lists and contact details as well as individual files. Any processing of such information must be done in accordance with the principles outlined

above. In order to comply with the first principle (fair and lawful processing), at least one of the following conditions must be met:

- the individual has given his or her consent to the processing;
- the processing is necessary for the performance of a contract with the individual;
- processing is required under a legal obligation;
- processing is necessary to protect the vital interests of the individual;
- processing is necessary to carry out public functions;
- processing is necessary in order to pursue the legitimate interests of the controller or third parties (unless it could prejudice the interests of the individual).

In the case of sensitive personal data, which includes information about racial or ethnic origins; political beliefs; religious or other beliefs; trade union membership; health; sex life; criminal allegations, proceedings or convictions, there are additional restrictions and explicit consent will normally be required.

Further information can be found on the University website at: https://compliance.admin.ox.ac.uk/data-protection-policy.