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# WELCOME TO THE OXFORD PART-TIME MSc IN TAXATION

## Introduction and general administration

This Handbook applies to MSc in Taxation students on course in Michaelmas Term 2020. The information in this handbook may be different for students in other years. There are separate Handbooks for students of the Faculty's other postgraduate courses (MLF, BCL/MJur, DPhil, MSt Legal Research, DPhil and MSt, Socio-legal Research).

This handbook seeks to provide information about all aspects of the MSc in Taxation – elective options available, forms of assessment, teaching provision etc. – as well as serving as a source of reference for more general information about the Faculty and the various services of the University that are likely to be of relevance to MSc in Taxation students.

The Examination Regulations relating to this course are available below:

- Students who started in 2017-18: <http://www.admin.ox.ac.uk/examregs/2017-18/mosbcit-p-time/studentview/>
- Students who started in 2018-19: <http://www.admin.ox.ac.uk/examregs/2018-19/mosbcit-p-time/studentview/>
- Students who started in 2019-20: <http://www.admin.ox.ac.uk/examregs/2019-20/mosbcit-p-time/studentview/>
- Students who started in 2020-21: <http://www.admin.ox.ac.uk/examregs/2020-21/mosbcit-p-time/studentview/> (same version as 2019-20)

If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the MSc in Taxation Course Administrator ([msctax@law.ox.ac.uk](mailto:msctax@law.ox.ac.uk)).

The general Examination Regulations for Degrees of Master of Science by Coursework can be found below:

- Students who started in 2017-18: <http://www.admin.ox.ac.uk/examregs/2017-18/grftdomosciebycour/>
- Students who started in 2018-19: <http://www.admin.ox.ac.uk/examregs/2018-19/grftdomosciebycour/>
- Students who started in 2019-20: <http://www.admin.ox.ac.uk/examregs/2019-20/grftdomosciebycour/>
- Students who started in 2020-21: <http://www.admin.ox.ac.uk/examregs/2019-20/grftdomosciebycour/> (same version as 2019-20)

The information in this handbook is accurate as of 21 September 2020. However, it may be necessary for changes to be made in certain circumstances, as explained at <http://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.

## Versioning

It may be necessary over the coming months to make certain changes to this handbook. The first version of this handbook is designated MSc in Taxation Handbook 2019-20 Version 1. Minor alterations are indicated by subsequent iterations of Version 1 – so, version 1.1, 1.2, 1.3 etc. and each case, the changes made in the new iteration are outlined in the table. Major alterations will prompt a new version of the handbook – Version 2; and in that circumstance, you will be emailed to make you aware of the changes, which will be summarised in the table below and highlighted in the main text of the handbook as well.

<b>Version</b>	<b>Changes made subsequent to Version 1</b>
MSc in Taxation Handbook 2020-21 Version 1.1	Timetable updated - Deadlines confirmed for submissions. Dates for Comparative Corporate Tax updated.
MSc in Taxation Handbook 2020-21 Version 1.2	Timetable updated - Dates for Principles of International Taxation updated.
MSc in Taxation Handbook 2021-21 Version 1.3	Timetable updated – Tax Treaties
MSc in Taxation Handbook 2021-21 Version 1.4	Timetable updated – submission date for TPP, EU Tax and CCT
MSc in Taxation Handbook 2021-21 Version 1.5	Timetable update – Taxation of Global Wealth Submission date - TPP, EU Tax CCT
MSc in Taxation Handbook 2021-21 Version 1.6	Timetable updated – Ethical Issues in Tax Practice
MSc in Taxation Handbook 2021-21 Version 1.7	Timetable updated – US International Tax
MSc in Taxation Handbook 2021-21 Version 1.8	Timetable updated – Submission deadlines PIT, TT, TRR, CIT, Dissertation

## Welcome

### Welcome to the MSc in Taxation programme.

This handbook is a guide for students on the MSc in Taxation, which is a two-year part-time postgraduate degree, offered by the Faculty of Law and taught in association with the Oxford University Centre for Business Taxation based at Saïd Business School. The handbook has been designed to provide you with the information that you will need to complete your degree. You can find a great deal of further information on the websites of the Law Faculty and the Oxford University Centre for Business Taxation.

We hope that you enjoy your time at Oxford!

**Tsilly Dagan, Mike Devereux, Glen Loutzenhiser and John Vella.**

### Key contacts

For the most part, your key contacts will be your course administrators, your supervisor and the course directors. However, on occasion you may have a need to contact the Faculty, in which case the principal contacts are

Phil Lloyd	Course Administrator	msctax@law.ox.ac.uk (philip.lloyd@law.ox.ac.uk)	01865 271484
Agata Dybisz	Administrative Assistant	msctax@law.ox.ac.uk (agata.dybisz@law.ox.ac.uk)	01865 281621
Tsilly Dagan	Course Director	Tsilly.dagan@law.ox.ac.uk	TBC
Michael Devereux	Course Director	michael.devereux@sbs.ox.ac.uk	01865 288507
Glen Loutzenhiser	Course Director	glen.loutzenhiser@law.ox.ac.uk	01865 613801
John Vella	Course Director	john.vella@sbs.ox.ac.uk	01865 271965
Alice Pirlot	Research Fellow at OUCBT	alice.pirlot@sbs.ox.ac.uk	01865 288875
Paul Burns	Academic Administrator	paul.burns@law.ox.ac.uk	01865 271495
Charlotte Vinnicombe	Head of Administration and Finance	charlotte.vinnicombe@law.ox.ac.uk	01865 271560
Joanna McKenna	Senior Administrator for the MLF and PGT Courses	joanna.mckenna@law.ox.ac.uk	01865 271561

Paul, Phil, Agata, Charlotte and Joanna have offices in the St Cross Building (see section below for directions). As a general rule, you should in the first instance direct queries to Phil and Agata. **Please note that due to the current COVID-19 pandemic, we are all currently working from home.**

There are various other members of the Faculty and of its administrative staff whom you might have cause to contact at one point or another:

Mindy Chen-Wishart	Dean of the Faculty	dean@law.ox.ac.uk	01865 277754
Christopher Hare	Director of Graduate Studies for taught courses	christopher.hare@law.ox.ac.uk	
Maureen O'Neil	Director of Development	maureen.oneill@law.ox.ac.uk	01865 281198
Emma Gascoigne	Personnel Officer	personnel@law.ox.ac.uk	01865 281622
Helen Garner	Bodleian Law Librarian	law.library@bodleian.ox.ac.uk	01865 271462

### The Law Faculty website and Canvas

Much information is contained on the Law Faculty website and on Canvas, the University's virtual learning environment/intranet, which has a micro-site for the MSc in Taxation and the different courses/electives. There are various references to Canvas in this document and there are further details below. You will be introduced to Canvas during the first residential week. Canvas is relatively straightforward to use and there are a number of guides and online tutorials aimed at students on the Canvas homepage (<https://login.canvas.ox.ac.uk/>). It will be the depository for reading lists and some materials not available elsewhere. Canvas can also be used for communicating with other members of the class and teachers.

### The role of the Faculty, College, and University

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

At graduate level, the Faculty plays the principal role in organising student's teaching and supervision, and monitoring their academic progress. It consists of all college and University staff who are involved in the teaching of law. Its members meet regularly to discuss its affairs. There are also subject groups within the Faculty consisting of members with a particular interest in the various subjects.

Colleges provide support of a more pastoral nature, through the college advisor, as well as, sports, social, and welfare facilities. Long-term accommodation in college is not provided to MSc in Taxation students, as this is a part-time degree. However, some colleges may be able to let out guest rooms for some of the electives and they will offer some dining rights to you. Colleges normally have IT facilities, and a college library, with a collection of law books sufficient for most undergraduate needs. The specialist requirements of this degree will be catered for through the Bodleian Law Library



located in the Law Faculty and not your college. The colleges describe their arrangements and facilities in their entries in the Oxford University prospectus (many also have their own prospectus), and, in much more detail, in the material which they supply to their own students.

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

### **The Administrative Structure of the Faculty**

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

#### **Graduate Studies Committee**

The principal body responsible for making decisions on graduate matters is the Faculty's Graduate Studies Committee (GSC), which meets in weeks one and six each term. Its membership is made up of Faculty members with particular interests in graduate studies, and student representatives for each graduate law course (see Student Representation under the Feedback section below for more information about how student representatives are appointed and on what bodies they serve). GSC is chaired by the two Directors of Graduate Studies (taught and research) to whom the Committee delegates certain responsibilities.

#### **Law Board**

On certain matters, GSC has the power to act autonomously; on 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. The Law Board is responsible for administering and overseeing all teaching and examining in the Faculty, and for facilitating legal research. It meets twice a term in second and seventh weeks, and in the fifth week of the summer vacation. It is chaired by the Dean of the Faculty, Professor Anne Davies.

#### **Social Sciences Division/University Education Committee**

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

#### **Other Committees**

The MSc in Taxation has its own management committee which meets once a term and reports to GSC, and there is a Faculty Committee for Library Provision which deals with matters relating to the

functioning of the Bodleian Law Library. There are also a number of Faculty committees, which deal with matters less directly associated with graduate student concerns (Planning and Resource Committee, Development Committee, Appointments Committee). The MSc in Taxation also has an Advisory Board with external representatives with professional experience in taxation (listed on our webpage).

### Administrative Officers

The Faculty's Head of Administration (Charlotte Vinnicombe) is responsible for day-to-day administration of faculty activities and the Law Faculty Office and there are three individuals with responsibilities for different aspects of graduate student administration: the Academic Administrator (Paul Burns) is responsible for day-to-day administration of academic affairs for graduate (and undergraduate) students; the Graduate Studies Administrator (Geraldine Malloy) is responsible for administration of research students and progression of those students through the degree programmes; and the Student Administration Officer (Marianne Biese) is responsible for certain student-related events and general course administration.

### The Law Faculty and the St Cross Building

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

To find the MSc in Taxation Office, follow the flight of steps up the outside of the building to the second landing and go through the sliding door on your left to the reception area. The MSc in Taxation office is on the second floor, past the Law Board Room. Please note that due to the current COVID-19 pandemic, we are all currently working from home.

The building houses the administration of the Faculty, and its principal lecture and seminar rooms – the Gulbenkian Lecture Theatre, the White & Case lecture theatre, the Cube, and Seminar Rooms D, F and G.

The Missing Bean Café is on the second floor and is open Monday to Friday during term time; although at this time it is unclear when this will re-open.

At the top of the building is the Bodleian Law Library. As well as holding the library's collection of legal texts, it also houses the Freshfields IT Room, three Discussion Rooms and a Seminar Room. Discussion Rooms One and Three are suitable for 3-4 people; Discussion Room Two is suitable for up to 6 people and the Seminar room can seat up to 15 people. Further information about the Library is provided in the section of this handbook entitled 'Facilities'.

### The Oxford University Centre for Business Taxation, Saïd Business School

The Centre for Business Taxation is based at the Saïd Business School, on Park End Street, next to Oxford train station (see <http://www.sbs.ox.ac.uk/school/contact-us-0/directions-park-end-street> for further directions).

## Student Self-Service

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

## Student Handbook

There is a generic Student Handbook containing information that applies in common to all students. It covers information about such things as student welfare, exams, disciplinary procedures etc. It can be found at <https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>.

## College Handbooks

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

## Canvas

Canvas is a web-based Virtual Learning Environment (VLE), used to both support and enhance teaching and learning.

Main MSc Taxation Canvas site: <https://canvas.ox.ac.uk/courses/17030>

There are also individual sites for each course/elective, which will be on your dashboard.

This is where the course material (reading lists etc.) will be uploaded; you can sign up for electives and chat with other students.

## WebLearn

WebLearn is a web-based Virtual Learning Environment (VLE), used for the submission of summative assessments.

MSc Taxation Online Submission WebLearn site can be found here:

[https://weblearn.ox.ac.uk/portal/site/:socsci:law:postgrad:m\\_sc\\_tax:onlinesubs](https://weblearn.ox.ac.uk/portal/site/:socsci:law:postgrad:m_sc_tax:onlinesubs).

## Academic Dress

The full regulations concerning academic dress can be found at <http://www.admin.ox.ac.uk/statutes/regulations/48-012.shtml> However, we would suggest you refer to information that will be provided by your college, as this is likely to be more user-friendly. You are only likely to need to wear academic dress for your one examination and if you graduate in person but it can be required for other occasions such as formal course dinners.

## Dates of Term

Information about term dates can be found at:

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

### Key dates and deadlines

<b>1 September 2020</b>
Deadline to register via student self service
<b>29 September – 3 October 2020</b>
Tax Principles and Policy compulsory course (Online)
<b>5 October 2020</b>
Deadline for 2 <sup>nd</sup> years to submit a title and description for a proposed dissertation
Approval of the optional dissertations shall be communication as soon as possible, usually within two weeks
<b>9 October 2020</b>
Deadline for student representative nominations
<b>9 October 2020</b>
Deadline to sign-up for electives on Canvas
<b>23 October 2020</b>
Deadline for submission of exam entry form (see entry on entering for examinations in section entitled 'Assessment' later in this handbook)
<b>10-16 January 2021 (Tax Research Round Table 11-15 January 2021 only)</b>
Principles of International Taxation and Tax Research Round Table residential week
<b>23 February 2021</b>
Deadline for Tax Principles and Policy, EU Tax Law and Comparative Corporate Tax assignments
<b>16 March 2021</b>
Exam Board Meeting – results will be released shortly afterwards
<b>8 June 2021</b>
Deadline for Tax Research Round Table, Principles of International Taxation, Current Issues in Taxation and Tax Treaties assignments.
<b>18 June 2021</b>
Deadline for optional dissertation

<b>7 July 2021</b>
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Exam Board Meeting – results will be released shortly afterwards
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<b>1 September 2021</b>
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Deadline for Taxation of Global Wealth, Ethical Issues in Tax Practice, Transfer Pricing, Tax and Public Policy and US International Tax assignments
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<b>8 October 2021</b>
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Exam Board Meeting – results will be released shortly afterwards, including degree classifications for 2 <sup>nd</sup> year students
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### Oxford Students website

For general information about all aspects of student life- academic matters, fees, social activities, health and welfare, please refer to the University's webpage 'Oxford Students' at <http://www.ox.ac.uk/students>.

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

### Visa Information

For information about all matters relating to visas, please refer in the first instance to the webpage at <http://www.ox.ac.uk/students/visa>. Please note that it is your responsibility to ensure you have the correct visa to complete your study at Oxford.

### Funding opportunities

General information about funding – including details of fees and potential sources of funding, can be found on the University webpages at <http://www.ox.ac.uk/admissions/graduate/fees-and-funding>

Details of MSc in Tax scholarships, other Law Faculty scholarships and college scholarships for which law students are eligible can be found at <https://www.law.ox.ac.uk/admissions/graduate-scholarships>

### Hardship Funding

It is expected that all students will secure the necessary funds to cover their fees and living costs. The University and its colleges have limited funds available to students who experience financial difficulties after starting their course. For further details, please visit <http://www.ox.ac.uk/students/fees-funding/assistance/hardship>.

## Accommodation

Students must pay for their own accommodation and meals whilst in Oxford. The Course Information Sheet details expected expenditure for full time graduate students living in Oxford and can be used to calculate expected pro rata expenditure for when you as a part timer are in Oxford.

The Tax Principles and Policy residential week will be online, so no accommodation will be organised for students. It is hoped that Tax Research Round Table and Principles of International Taxation will be taught face-to-face and accommodation will be organised by the Law Faculty and you will receive details of how to pay for this nearer the time. For the two mandatory residential in January, course lunches and one dinner are covered by the course fee. If the situation changes due to COVID, and we are no longer able to proceed with our January residential courses in Oxford, we will advise you as soon as possible.

Please let the Course Administrator at [msctax@law.ox.ac.uk](mailto:msctax@law.ox.ac.uk) know as soon as possible if you do not wish to stay in the accommodation organised by the Law Faculty during these weeks.

There is no guarantee of accommodation for the elective courses or at any time other than for the mandatory courses. A list of possible places to stay whilst in Oxford can be found on the Canvas site.

## The Programme

### Full title and FHEQ level

The MSc in Taxation is a Master of Science. Its FHEQ level is 7 (FHEQ stands for Framework for Higher Education Qualifications – it is used to identify the level of qualifications offered by universities in England, Wales, and Northern Ireland).

### The broad design of the MSc in Taxation

The Oxford MSc in Taxation is a two-year part-time postgraduate degree offered by the Oxford University Faculty of Law, and taught in association with the Oxford University Centre for Business Taxation based at Saïd Business School. Both the Law Faculty and the Centre for Business Taxation are leaders in their field. The Faculty of Law has a long, distinguished history and is one of the pre-eminent law faculties in the world. The Centre for Business Taxation is a unique interdisciplinary tax research institute, which produces cutting-edge research in economics and law and is heavily engaged in tax policy debates and tax policy-making both in the UK and internationally. It serves as a meeting point for the world's foremost legal, economic and accounting researchers.

Unusual among Masters in Taxation degrees, the MSc in Taxation has been designed by a combination of lawyers and economists. The degree is taught by lawyers and economists from the Faculty of Law and the Centre for Business Taxation, as well as a select group of tax practitioners and other leading academics. This combination ensures that students not only acquire a detailed understanding of technical law, but also the ability to think deeply about the underlying policy considerations. An element of interdisciplinarity runs through the whole degree and, in addition, the in-built flexibility of the programme allows students to tailor their studies to their individual preferences.

This flexibility is particularly important because the MSc in Taxation has been designed as a part-time degree to appeal to a range of students from a variety of disciplinary backgrounds. The degree aims to accommodate both those who are engaged in full-time careers and those who are taking a break but have other duties and responsibilities. Teaching is undertaken in intensive periods, primarily during three residential weeks and at weekends, or in other short blocks of time. Care has been taken in designing the degree to ensure that, despite its part-time nature, students still enjoy the Oxford experience, including Oxford teaching methods, small class sizes, college life and interaction with Oxford faculty and students.

These unique features of the MSc in Taxation make it the ideal degree for practitioners in law and accounting firms who wish to move from a technical to a deeper understanding of taxation: insights that will help propel their career forward. This approach also makes this the degree of choice for those working in revenue authorities and treasury departments, as well as for those contemplating an academic career in taxation. Teaching is planned so that the many skills-sets and knowledge bases represented in the class are accommodated and developed to enhance class discussion.

The increased focus on taxation by politicians and the media, as well as the ever-increasing technical demands of the subject and the pace of change at an international level, means that there has never been a more important time to study taxation from a range of perspectives.

## Intended learning outcomes

### Educational aims of the programme

- To provide students with a knowledge of UK, European and International tax law.
- To offer an interdisciplinary approach to the study of taxation which will encompass perspectives drawn from the fields of law, economics, and accounting.
- To provide students with a thorough understanding of policy issues relating to taxation.
- To encourage students to view individual issues in particular areas in the broader context of the tax (and spending) system of the state.
- To provide students with an in depth understanding of the technical aspects of the subject, as well as their relationship with broad policy issues.
- To provide students with an understanding of the very latest developments in domestic and international taxation.
- To teach students how to critically evaluate proposals for new taxes or for changes to existing taxes.
- To expose students to the latest academic thinking and writing on taxation.
- To provide students with a critical understanding of issues that cut across many areas of taxation, such as avoidance, complexity and compliance and the relationship between taxation and relevant underlying areas of law and legal issues.

### Programme outcomes

Students will develop an understanding/knowledge of the following:

- A general understanding of the fundamental principles of taxation, including the objectives and function of taxes, types of taxes, the tax unit, and tax avoidance.
- A general understanding of international tax law and policy, including its relationship with public international law, anti-avoidance measures, international tax administration, the UK international tax regime, and the impact of EU law on the international tax system.
- An in-depth understanding of the particular subject on which the student chooses to write an extended essay at the end of the Tax Research Round Table course.
- A knowledge of taxation in a number of specific contexts as covered by the six electives students are required to undertake; areas covered include tax and public policy, EU tax law, comparative corporate tax, US international tax, and VAT.
- A critical understanding of issues that cut across many areas of taxation, such as avoidance, complexity and compliance and the relationship between taxation and relevant underlying areas of law and legal issues.
- An understanding of the latest developments in taxation.
- An understanding of options for potential changes to the domestic and international tax systems in the short, medium and long run.



## Teaching arrangements

Each course/elective will provide approximately 24 hours of teaching. Teaching for each course option is provided by the following means:

**Lectures:** Lectures are central to the learning experience of MSc in Taxation students. They introduce students to topics. They are intended to provide a high-level overview of key questions and insights to be considered. As such, they serve to organise students' understanding and prepare you for independent work, which will form the bulk of your study. Thus, lectures should not be expected to cover everything you need to study: rather they provide a framework.

**Interactive classes:** These serve as a forum for the discussion of key issues related to the topic under consideration. Classes will consolidate your understanding through discussion with the programme leaders and your fellow students. Depending on the course, seminars range in size from a handful to up to 60 participants.

Preparation for lectures and classes will be directed by detailed reading lists distributed to students at the outset. You will be expected to undertake substantial independent reading. Students will also be encouraged to form study groups and to participate in discussion groups both face to face, during the residential weeks and remotely through Canvas and social media between the residential weeks.

### **Important information:**

Reading lists and PowerPoint materials will be copyright of the teacher and/or Oxford University and should not be reproduced in any form. Readings on Canvas are often copyright: please note the rules about reproduction and circulation

Students must obtain permission to record lectures; any student found to be recording lectures without the permission of the teacher will face disciplinary procedures. We may record some ourselves – with permission from the teacher. These recordings will only be made available to students who are unable to attend the course for exceptional reasons.

### **Current changes to course delivery as a result of COVID-19:**

**Lectures:** lectures will be entirely online during Michaelmas term. Lectures are non-interactive events, you are listening to a lecturer that is delivering a pre-written course that involves limited student interaction. Lectures may be pre-recorded with the possibility to ask questions online. This will be reviewed for Hilary term.

**Interactive Classes:** There is a reasonable likelihood that future interactive classes will be delivered face to face, however, it will depend on the size of the facility the tutor is using and if the tutor is shielding or not. It may be the case that COVID restrictions require interactive classes to be held online.

Face-to-face teaching will involve wearing a mask.

**The above information is subject to change, according to University Government guidance.**

Timetable

2020-21				
September Residential week	Michaelmas Term	January Residential week	Hilary Term	Trinity Term
<p><b>Tax Principles &amp; Policy</b> (Year 1 students) Tues-Sat, 29 September - 3 October 2020 (MT-1) JF &amp; GL (and others)</p>	<p><b>EU Tax Law</b> <i>(EU Tax Law in a Global Context)</i> Thurs-Sun, 26 – 29 November 2020 (MT7) AC (and others)</p> <p><b>Comparative Corporate Tax</b> Thurs-Mon, 10-14 December 2020 (MT9) PH &amp; JV</p>	<p><b>Principles of International Taxation</b> (Year 1 students) Sun-Sat, 10-16 January 2021 (HT0) PB, TD, JV &amp; MD</p> <p><b>Tax Research Round Table</b> (Year 2 students) Mon-Fri, 11-15 January 2021 (HT0) MD &amp; JV (and others)</p>	<p><b>23rd Mar: TPP, EU &amp; CCT deadline</b></p> <p><b>Current Issues in Taxation</b> <i>(Current Perspectives on Classic Texts in Tax Law and Policy)</i> Sat-Sun, 6-7 February 2021 (HT3) and Sat-Sun, 27-28 February 2021 (HT6) TD, RA &amp; LS</p> <p><b>Tax Treaties</b> Sat-Sun, 13-14 February 2021, Sat-Sun, 20-21 February 2021 (HT5) and Sat-Sun, 6-7 March 2021 (HT7) PB</p> <p><b>Taxation of Global Wealth</b> Wed-Sat, 10-13 March 2021 (HT8) and Thur-Sat, 22-24 April 2021 (TT0) EC &amp; SD</p>	<p><b>Ethical Issues in Tax Practice</b> Thurs-Sun, 6-9 May (TT2) 2021, Sat 15 May (TT3) PB &amp; JF (and others)</p> <p><b>Transfer Pricing</b> <i>(Problems in transfer pricing and profit attribution)</i> Thurs-Sun, 20-23 May 2021 (TT4) RC &amp; JV</p> <p><b>Tax &amp; Public Policy</b> Thurs-Sun, 3-6 June 2021 (TT6) MD &amp; JV</p> <p><b>8<sup>th</sup> June: PIT, TRR, CIT &amp; TT deadline</b></p> <p><b>18<sup>th</sup> June: Dissertation deadline</b></p> <p><b>US International Tax</b> Sat – Tues 12-15, Thurs-Sun, 17-20 June 2021 (TT8) TD, SS and SM</p> <p><b>1<sup>st</sup> Sept: TGW, EITP, TP, TPP and USTax deadline</b></p>
<b>Dissertation (Year 2 only)</b>				

Note: Compulsory courses are shown in Green, and electives are shown in Orange. Teachers are shown in Blue and the Oxford liaison teachers are shown in Purple:

JF = Judith Freedman	MD = Michael Devereux	GL = Glen Loutzenhiser	JV = John Vella
PB = Phillip Baker	RC = Richard Collier	AP = Alice Pirlot	TD = Tsilly Dagan
RA = Reuven Avi-Yonah	SD = Simon Douglas	EC = Emma Chamberlain	LS = Linda Sugin
SS = Steve Shay	SM = Susan Morse	PH = Peter Harris	AC = Anzhela Cédelle



## How to register/change your elective option preferences

You initially register for your choice of electives using Canvas; details on how to do this will be emailed to you. Registration takes place from the morning of Tuesday 29 September through to noon on Friday 9 October.

You will also be asked to complete an exam entry form; this is where you formally select your chosen electives. This should match your selections on Canvas. Further information can be found under 'Entering for University Examinations'.

The MSc Course Directors will rely on the students' chosen electives in organising the delivery of the programme. This includes arranging teachers and teaching rooms, and determining whether changes need to be made to the electives on offer. For that reason, students should try to avoid changing electives if at all possible. In any case, no student may change his or her choice of elective after the October registration deadline without first obtaining the permission of the MSc Course Director nominated to make such decisions. If you wish to change an elective after the October registration deadline, you should in the first instance contact your supervisor to discuss the position. In general, we will try to accommodate requests for change. However, the later you request a change, the more problems are created, and hence the less likely it is that permission will be granted and this is within the absolute discretion of the nominated director. As a guide, within three weeks of the beginning of an elective, the nominated Director will expect to be given evidence of very good reasons why a change of elective is requested and once the course has started permission to change out of it will be granted only in exceptional circumstances. Should a change of elective be permitted, the Academic Records Office will impose an administrative charge. Once the summative questions for an elective have been issued, it will not be possible to change your choice of elective.

## Front/back loading requests

Although it is not encouraged, it is possible for students to request to front load electives so that you complete four this year (and two next year) or to back load your electives so that you complete four next year (and two this year).

If you wish to front or back load electives, students will need to discuss this with their supervisor. Students will be required to complete and return a form that will be circulated during the September residential week. The deadline for returning the completed form will be Friday 9 October.

### Auditing electives on the MSc

We are pleased to have a flexible policy in relation to auditing courses that form part of this degree but that you have not elected to take, and are delighted that some of you wish to do additional courses, but permission to do this is subject to space being available and other administrative factors. It is important to notify us of your wish to audit as early as possible and at least one month before the elective. Please do not attend a course unless you have signed up to take it as one of your assessed courses or have permission to audit it as we may not have enough space in the room and there may be other difficulties. This is unfair on the teacher and the other students. As a general rule, students should seek to audit no more than two courses in any one year.

### Programme requirements and permitted combinations of courses

Students are required to take nine courses over two years – three compulsory core courses and six elective courses. The norm is for students to take five courses in Year 1 and four in Year 2. With permission, they may take four courses in Year 1 and five in Year 2 or, exceptionally, six courses in Year 1 and three in Year 2.

A 12,000-word dissertation in lieu of two elective courses is also available.

The three compulsory core courses are:

- Tax Principles and Policy: taught in September of Year 1 and is assessed by way of two 3,000 word assignments
- Principles of International Taxation: taught in January of Year 1 and assessed by way of two 3,000 word assignments
- Tax Research Round Table: taught in January of Year 2 and assessed by way of an extended essay.

Electives are taught in Oxford as intensives, usually over two weekends or in other short blocks of time, and typically are assessed by way of two 3,000-word assignments. Presently, the list of elective courses includes:

- Comparative Corporate Tax
- Current Issues in Taxation
- Ethical Issues in Tax Practice
- EU Tax Law
- Tax & Human Rights (not offered in 2020-21)

- Tax and Accounting (not offered in 2020-21)
- Tax and Public Policy
- Taxation of Corporate Finance (not offered in 2020-21)
- Tax Treaties
- Taxation of Global Wealth
- Transfer Pricing
- UK Corporate Tax (not offered in 2020-21)
- US International Tax
- Value Added Tax (not offered in 2020-21)

The Law Faculty may limit the number of students in each elective

**\*\*Please note that the list of available electives changes from year to year. Course content and teachers are subject to change\*\***

### Tax Principles and Policy

This core course introduces students to fundamental principles in taxation as well as enabling students to meet with each other and exchange ideas. Students taking this degree come from a variety of disciplinary backgrounds and have varying levels of experience, but all will have something to learn and something to bring to the table during this interactive course.

The focus is on themes and concepts that will provide students with the necessary grounding to study a range of topics in tax law within their political and economic context. The aim is to create an understanding of the requirements of a tax system and the difficulties encountered in designing, legislating for and administering such a system.

The course includes the following topics:

- Tax Concepts (including objectives and function of tax, tax base, capital vs income distinction in tax law, relationship between tax and accounting profits, sources of tax law and constitutional issues)
- The Tax Unit (individuals, couples or families? Taxing companies, partnerships, trusts and other entities)
- Tax Avoidance (including the meaning of tax avoidance, and judicial and legislative responses)

The aim of the course is to provide students with a common foundation of key principles, concepts and policy issues in tax. Students will be able to draw upon their understanding of these principles, concepts and issues, including the objectives of tax and tax avoidance, in developing their understanding of the material covered on their other compulsory and optional courses.

The course is taught by Professor Judith Freedman and Professor Glen Loutzenhiser with contributions from Professor Michael Devereux and Professor John Vella on 29 September – 3 October 2020.

## Principles of International Taxation (\*course dates updated)

The Principles of International Taxation core course introduces students to international taxation. It is also a foundation course for subsequent international tax courses.

The course includes the following topics:

- Introduction to international tax law and state practice in claiming tax jurisdiction
- History of international tax law
- Principles for taxing international business income
- Causes of international double taxation and methods of relief
- Introduction to tax treaties, and the OECD Model Tax Convention
- Transnational enforcement of tax liabilities
- Settlement of international fiscal disputes
- Tax havens, harmful tax competition and cooperation amongst revenue authorities
- The future of international tax law

The course is taught by Visiting Professor Philip Baker QC, Professor Tsilly Dagan, Professor Michael Devereux and Professor John Vella on \*10-16 January 2021.

## Tax Research Round Table

The Tax Research Round Table core course will expose students to emerging ideas in the taxation field. Lecturers will be drawn from Oxford University, including non-tax faculty who will cast light on recent developments in other areas of law, for example public law, restitution and legal theory, or who will discuss research in economics, accounting or finance where these developments are significant for tax experts. In addition, we may call on International Research Fellows of the Centre for Business Taxation or other external experts to give a paper regarding their research.

This course involves lectures during the residential week in Hilary Term Nought Week of Year 2, plus a session on essay writing.

The extended essay topics will be based on the research papers chosen for the roundtable.

The course is led by Professor Michael Devereux and Professor John Vella on 11-15 January 2021. There will be other lecturers and guests participating.

## Comparative Corporate Tax

The Comparative Corporate Tax course considers the basic elements of corporate tax systems in a structural setting. The focus is on three artificialities that arise from the nature of a corporation: the artificiality of a corporation as an income deriving entity; the artificiality of a corporation as a source of income in the form of dividends; and the artificiality of shares in corporations as assets separate from the assets held by a corporation. The course focuses on the corporate income tax systems of Australia, Germany, the UK and the US. The course does not deal with generic income tax issues (applicable to both individuals and corporations), such as the calculation of business income.

The course includes the following topics:

- Derivation: identifying corporations, group taxation, tax treatment
- Distribution: debt/equity distinction, hidden profit distributions, dividend relief
- Incorporation, transfer of shares, change of control
- Return of capital, share buy-backs, liquidation
- Bonus shares, convertibles, options, reconstructions, mergers, demergers

The course is taught by Professor Peter Harris, University of Cambridge and Professor John Vella on 10-14 December 2021.

### Current Issues in Taxation

The Current Issues in Taxation course will explore issues of topical importance in the field of taxation. The content will vary from year-to-year, and the course will be taught primarily by visiting lecturers, with contributions from Oxford-based academics.

In 2020-21, the course will be Current Perspectives on Classic Texts in Tax Law & Policy

Tax law is at a crossroads. Dramatic changes over the past years on the national, regional, and global levels have yielded substantial challenges for tax law and policy. These changes have brought to the forefront big questions on the normative and practical levels, domestically and internationally. Classic dilemmas of increasing welfare versus (re)distributing it have intensified, while new dilemmas of membership in democratic societies, tax competition, and international cooperation have emerged.

In this course we will go back to some of the most influential articles, books, reports and cases on various aspects of tax law and policy (e.g., what is income, tax and inequality, tax expenditures, taxing women, competition v. cooperation and global justice). We will read these classics with a critical eye, evaluate their contributions, confront them with their critics, and examine their relevance to contemporary times and the issues currently at stake.

The course will employ a variety of normative considerations – justice, efficiency, personhood and democratic participation – and will engage with methods and concepts that often inform other areas of law as well as other disciplines, but no prior knowledge of any of the above is required.

The course will be taught by Professor Tsilly Dagan with guest lecturers Linda Sugin, Fordham Law School, Reuven Avi-Yoanh, University of Michigan School of Law and others on 6-7 February and 27-28 February 2021.

### Ethical Issues in Tax Practice (\*course dates updated)

The Ethical Issues in Tax Practice course focuses on some of the ethical issues that arise for those involved in the tax world, whether as tax advisors, in-house tax counsel, tax officials, or tax policy makers. The emphasis is on the classroom discussion of several scenarios that raise ethical issues. Guests are invited to the class to speak on related issues, including corporate social responsibility, and on the limits of acceptable tax avoidance. It is an opportunity for tax professionals (or potential tax professionals) to work through and think through some of the potential ethical issues they will face (or may already have faced) in practice.

The course is taught by Visiting Professor Philip Baker QC, Professor Judith Freedman and others on 6-9 and 15 May 2021.

## EU Tax Law

The course EU Tax Law will enable students to develop an in-depth understanding of European Union (EU) tax law and policy in the global context. This course will provide a comprehensive overview of the key aspects necessary for understanding how EU law affects investors and other economically active persons and entities within the EU and from third countries; as well as demonstrating how the EU's tax policies are influenced by and shape global tax developments.

The programme will include the study of:

- The primary law of the European Union and the effects it has on Member States' direct taxation through the fundamental freedoms. This part will focus on landmark cases and several case studies, which illustrate the impact of EU law on national tax systems, including exit taxation and anti-avoidance cases. Both the examples of the application of the freedoms within the territory of the EU/EEA and in third-country scenarios will be addressed.
- The interaction between the international and European legal order in the tax context. The relationship between various types of legal instruments will be covered, including possible tensions between the Anti-Avoidance Directive and bilateral tax treaties and the application of the OECD's Multilateral Convention to Implement Tax Treaty Related Measures to Prevent Base Erosion and Profit Shifting in the EU.
- EU fiscal state aid. This part will offer an overview of fundamental features of the EU fiscal state aid regime, its impact on tax rulings by EU Member States and an in-depth inquiry into the Apple case.
- The EU secondary legislation which facilitates cross-border capital flows (the Parent-Subsidiary Directive and the Interest and Royalties Directive), tackles abusive tax practices (the Anti-Avoidance Directive), stimulates administrative cooperation (the Directives on Administrative Cooperation in Tax Matters) and introduces an obligation on Member States to arrive at a resolution of all disputes that originate in bilateral tax treaties (Directive on Tax Dispute Resolution) will be discussed.
- Non-binding measures (the so-called "soft law"), including those aimed at tackling "harmful tax competition" and the promotion of good tax governance in third countries through the "black" and "grey" lists of non-cooperative jurisdictions.
- Current issues in EU tax law and ongoing policy work, including the proposed harmonisation of corporate tax base and the introduction of formulary apportionment (Directive on Common Consolidated Corporate Tax Base), and the initiative on the taxation of the digitalised economy.

The course is taught by Dr Anzhela Cédelle, Oxford University Centre for Business Taxation and others on 26-29 November 2020.



## Tax & Human Rights

This course examines tax issues from a human rights perspective. The course is divided into two. In the first – and main – part, the course examines in depth the issues relating to the provision of adequate protection for taxpayers as a balance to the powers given to revenue authorities in different countries. The focus is on EU/Council of Europe countries. The protections under Community law and the European Convention on Human Rights (ECHR) will be examined in detail, but much of the analysis will be relevant to other countries too. In the second part, the course will examine a new and growing literature, which argues for an increased role for human rights in setting tax policy and in combating abusive tax practices, particularly by large businesses in the context of corporate social responsibility programmes and codes as well as in relation to regulation.

The course is taught by Visiting Professor Philip Baker QC and others and is not offered in 2020-21.

## Tax and Accounting

The Tax and Accounting course will explore the relationship between accounting and taxation.

The course objective is to gain a basic understanding of accounting fundamentals and their role in taxation. In fulfilling this objective, the course focuses on developing basic technical skills to apply accounting procedures and rules to develop an understanding of how economic events are recorded in the financial statements. In addition, it focuses on understanding the foundational principles of financial reporting and the role of the auditor. We will undertake some exercises that will aid in interpreting financial statements. This course emphasizes how judgment and choice among different accounting methods, as well as accounting regulation, can influence the reported numbers. We will undertake a more thorough analysis of the tax accounts and we will discuss the relative merits (demerits) of book-tax conformity. While some understanding of the financial statements' preparers' perspective is necessary, this course focuses on the financial statements' users' perspective.

The course is taught by Professor Jennifer Blouin, University of Pennsylvania and is not offered in 2020-21.

## Tax and Public Policy

The Tax and Public Policy course provides students with the essential tools to assess tax policy, with a particular emphasis on economic analysis. After discussing where economic analysis fits in the complete toolbox for assessing tax policy, students will be taught the essential tools from economic analysis in some detail. Having equipped students with these tools, the course then guides them through some fundamental issues in tax policy design. A number of cases studies are used during the course.

This is an elective course. Issues of tax policy will be considered in other compulsory and elective courses on the MSc. However, this course will cover these various issues in tax policy in a coherent and more detailed manner and with a greater emphasis on economic analysis.

The course includes the following topics:

- Tax Design and the Complete Toolbox
- Economic Tools and /Concepts (including efficiency and optimal tax theory)
- Some Fundamental Tax Policy Choices (including tax base, taxation of capital, rents)
- Corporation Tax Policy

The course is taught by Professor Michael Devereux and Professor John Vella on 3 – 6 June 2021.

### Taxation of Corporate Finance

This course focuses on the tax treatment of debt, equity and derivative contracts, but also includes other financing structures such as repo transactions and equity finance. The aim of the course is to provide practical knowledge and insights into the general approaches that can be taken in the taxation of these instruments. Significant attention is given to the principles of corporate finance taxation and their impact on financing and investment decisions. The course aims to alert students to some of the most important policy debates surrounding the decision to tax corporate capital and the use of taxation as a means of regulating corporate behaviours. In particular, students will learn about the tax treatment of: income earned through holding securities and lending money; capital raised by issuing securities and borrowing money; and the impact of tax-driven arbitrage relating to financing structures, including in a domestic and cross-border context. Students will also acquire the ability to identify the tax implications of the most common corporate financing decisions and those corporate investment decisions that relate to shares and other financial instruments. Though some of the discussion will be illustrated by reference to the UK tax system, there is no requirement that those attending the course need to have any detailed understanding of the UK tax rules (and nor is this a goal of the course). The rules in other tax systems will also be used to illustrate the discussion in appropriate cases.

The course is taught by Dr Richard Collier, Associate Fellow at Saïd Business School and Professor John Vella and is not offered in 2020-21.

### **Tax Treaties** (\*course dates updated)

The Tax Treaties course focuses on the operation of double taxation conventions (more colloquially referred to as “tax treaties” and often abbreviated as “DTCs”). The emphasis is on the interpretation and application of DTCs, though students will also learn something about the negotiation of DTCs.

The course includes the following topics:

- Introduction to the structure and operation of the principal model DTCs – the OECD Model Tax Convention (“MTC”) and the UN MTC
- General provisions and definitions – especially the definitions of “resident” and “permanent establishment”
- Business profits – Arts. 7 and 9 OECD MTC
- Passive income – Arts. 10, 11, and 12 OECD MTC
- Individuals – Arts. 15, 16, 17 and 18 OECD MTC
- Methods of relief from double taxation – Art. 23 OECD MTC
- Non-discrimination – Art. 24 OECD MTC
- Settlement of international fiscal disputes – mutual agreement procedure – Art. 25 OECD MTC

- The future role of DTCs

First year students are strongly encouraged to attend Tax Treaties, as it is a foundation for many of the other electives.

The course is taught by Visiting Professor Philip Baker QC and Professor John Vella on 13 -14 February, 20 - 21 February and 6 – 7 March 2021.

### Taxation of Global Wealth (\*course dates updated)

This course examines UK tax issues from the perspective of wealthy families and individuals who are either resident in the UK (even if temporarily) or hold assets situated here. Such wealth is typically held through trusts, foundations and similar vehicles; capital is far more international, diverse in nature and mobile than in the early 20<sup>th</sup> Century. Gone are the landed estates situated in one country on which estate duty was easily imposed. Taxing global wealth effectively and fairly presents particular challenges for governments, demonstrated by the fact that there is very little consistency in approach even within Europe. Common reporting and greater tax transparency of offshore vehicles has heightened the public debate on how they should be taxed.

Some knowledge of trusts or similar vehicles is helpful but not essential for the course.

The course is taught by Emma Chamberlain, Barrister, Pump Court Tax Chambers and Visiting Professor, Oxford Faculty of law; Simon Douglas, Associate Professor of Law, Oxford Faculty of Law on 10 - 13 March and 22 - 24 April 2021.

### Transfer Pricing

Problems in transfer pricing and profit attribution.

This course is concerned with the arm's length principle and its application in the form of transfer pricing and profit attribution rules. The course provides an overview of transfer pricing and profit attribution from both a theoretical and practical perspective using case studies to illustrate the key principles, with a focus on the OECD Transfer Pricing Guidelines for Multinational Enterprises and Tax Administrations and the OECD's guidance on PE attribution including the 2010 Report on the Attribution of Profits to Permanent Establishments. The course will consider the current debate on transfer pricing and profit attribution with a number of topical examples and the major conceptual, technical and practical problems of the income allocation rules will also be an especial area of focus.

The course includes the following topics:

- Fundamental Sources
- The Arm's Length Principle and Comparability
- Functional Analysis
- Transfer Pricing Methods
- Comparability analyses in practice
- Intra-group services
- Risk and capital
- Issues raised by minimal function entities
- Financing

- Intangible property
- Business restructurings
- Permanent Establishments
- Compliance issues
- Avoiding Double Taxation/Dispute Resolution
- The future of the income allocation rules/arm's length principle

The course is taught by Dr Richard Collier, Associate Fellow at Saïd Business School and Professor John Vella on 20 – 23 May 2021.

### UK Corporate Tax

This course aims to introduce students to the issues surrounding taxation of domestic and multinational corporations under UK law. Although the focus is on UK taxation, many of the issues discussed will raise fundamental issues around taxing corporations and these will be explored at a general level also.

The course covers corporation tax theory, UK corporate tax structure, distributions and loan relationships, integration with personal taxation, the calculation of corporate profits and gains for tax purposes, losses, treatment of small business, treatment of groups, mergers and acquisitions and international aspects of UK corporation tax as well as examining the relationship between UK corporates and the UK revenue authority under the co-operative compliance regime. The course is complemented by another option, Comparative Corporate Tax, which will approach the subject through the comparison of taxation in a number of jurisdictions but study of the subject in the context of a single jurisdiction will provide a greater depth of knowledge which home students will find can readily be applied in various professional situations.

The course is taught by Professor Judith Freedman, Professor Glen Loutzenhiser and Jonathan Peacock QC, 11 New Square and is not offered in 2020-21.

### US International Tax (\*course dates updated)

The US International Tax course covers the principal features of United States federal income taxation of cross-border activities, including both inbound and outbound transactions, and both corporate and individual taxpayers. The aim is to provide students with a working knowledge of US tax concepts and terminology relevant to international transactions, as well as the main tax issues that arise under US law in respect of cross-border trade and investment. US income tax treaties and administrative practices are also covered, along with an overview of current US international tax policy initiatives in Congress and the Treasury Department.

The course is taught by Professor Tsilly Dagan, Professor Susan Morse, The University of Texas and Stephen E Shay, Senior Lecturer on Law, Harvard Law School on 12-15 and 17 – 20 June 2021.

### Value Added Tax

VAT raises a lot of revenue for the UK government. It is the UK's main consumption tax and the theory behind it might even be described as elegant. However, the problems on the ground caused by an uncertain tax base, varying rates and the failure to adopt either a universal destination or origin basis, contribute to the problems that the tax causes for HMRC and the taxpayer alike. At the European level, this course explores direct effect, procedural aspects, principles and avoidance. From a UK perspective, the Value Added Tax course considers the nature of supplies (including exempt and zero-rated supplies), consideration and who constitutes a taxable persons.

The course is taught by Professor Rita de la Feria, University of Leeds, Philip Ridgway, Temple Tax Chambers, and Michael Ridsdale, Wedlake Bell LLP and is not offered in 2020-21.

### Tax Advocacy Master Class

This is a non-examined one day Master Class in tax advocacy. Jonathan Peacock QC, a leading tax barrister at 11 New Square will be leading the class.

Although open to both 1<sup>st</sup> and 2<sup>nd</sup> years, priority will be given to 2<sup>nd</sup> year students. The course will be capped at around 20 students.

### Reading lists

Reading lists for the compulsory courses and electives will now be available online. They can be found on Oxford Reading Lists Online (ORLO) (<https://oxford.rl.talis.com/index.html>). Students are required to sign in using their Oxford Single Sign On (SSO).

Links to the online reading lists will also be uploaded to Canvas (<https://login.canvas.ox.ac.uk/>) at least six weeks before the start of teaching.

### Optional Dissertation

An MSc in Taxation student can offer a dissertation, in lieu of two elective courses. The dissertation must be written in English, and it must not exceed 12,000 words which includes notes, but which does not include tables of cases or other legal sources. The subject must be approved by one of the Directors of the MSc in Taxation; approval will depend on them being satisfied that a suitable supervisor and two examiners can be provided.

Candidates must submit the proposed title and description of the dissertation in not more than 500 words, not later than noon on Monday of week zero (noughth week) of the candidate's fourth term of study to the MSc in Taxation course administrator at [msctax@law.ox.ac.uk](mailto:msctax@law.ox.ac.uk).

In considering such applications, the Course Directors will take account of the subject matter and the availability of appropriate supervision. You should be aware that the demand for supervision for such dissertations may exceed the supply, especially from particular Faculty members, and where this is the case a potential supervisor may elect to supervise only those dissertations which he or she judges most promising. Although in principle the option of offering a dissertation is open to all Taxation students, therefore, in practice it is possible that some students who wish to offer a dissertation will be unable to do so, as a suitable supervisor with spare capacity cannot be found.

The dissertation must be submitted via the MSc Taxation online submission WebLearn site. It must arrive not later than noon on Friday of the fifth week of the candidate's sixth term (unless an extension has been granted).

In order to ensure anonymity, the dissertation must bear your candidate number. Neither your name nor College may appear on it.

The topic of your dissertation may (and often will) be within the area of one or more of your taught courses, and/or in an area which you have studied previously. However, any part of the dissertation, which you have previously submitted or intend to submit in connection with any other degree, must be excluded from consideration by the MSc in Taxation Examiners.

Once you have received approval for your dissertation topic at the start of Michaelmas term, the topic may not be changed. This is because supervisors and examiners have already been approached and have agreed to act on the strength of the original proposal. However, it is accepted that, in the light of your work on the dissertation, the title (not the topic) may change. If that happens, you should agree a new title with your supervisor then email both the new title and the old title to the Course Administrator at [msctax@law.ox.ac.uk](mailto:msctax@law.ox.ac.uk) and ask your supervisor to send an email indicating that he/she supports the proposed change. Approval for the change will then be sought from the Board of examiners. Proposed new titles should be communicated as soon as possible and no later than **Friday of week 1 of Trinity Term**. If your dissertation is submitted with a title different from that approved, the examiners have the right to refuse to examine it.

#### Dissertation format

1. 'Thesis' here refers to dissertations offered in the examination for the MSc in Taxation. It does not include essays set by way of examination for the MSc in Taxation.
2. Every thesis must include an abstract not exceeding 300 words. The abstract must contain no footnotes. The abstract must appear immediately after the title page. Its format is governed by regulations 7 to 10 below.
3. Every thesis must contain a table of contents. The table of contents must state the titles of the chapters and their principal sub-divisions. The table of contents must be indexed to the pages where the chapters and first-level sub-headings begin. If required, a table of abbreviations should follow the table of contents.
4. Every thesis, which mentions cases and statutes, must contain separate tables of cases and statutes. Unless there are very few cases and/or statutes, divide the tables into separate sections for separate jurisdictions. Arrange EU cases in chronological and numerical order. Any other tables should follow, e.g. tables of other primary legal sources (official papers treaties, UN documents, etc.), and of tables and/or diagrams provided in the text. The tables must be indexed, so that each entry shows on what pages the case or statute in question is mentioned.

5. A bibliography listing secondary sources (articles, books, monographs etc.) in alphabetical order must appear at the end of the thesis. It should include all such sources cited in the thesis. It need not be indexed.
6. The order of the thesis should be: title page, abstract, table of contents, table of abbreviations, table of cases, table of statutes, tables of other primary legal sources, table of diagrams and tables, main body of thesis, any appendices, and bibliography. An index is not required. If there is one, it must come after the bibliography.
7. All footnotes and appendices are included in the word count. The abstract, the table of contents, the table of cases, the table of statutes, the bibliography, any headers or footers, and any index are not included in the word count.
8. The thesis must be written in English
9. The thesis must use A4 paper.
10. The thesis must be word-processed using size 12 font on one side of the paper only, with a margin of 32 to 38 mm on the left hand side. Variations of font size may be used for headings, subheadings, and footnotes.
11. The lines in the main text must be double-spaced (8mm).
12. The first line of every paragraph must be indented unless the paragraph immediately follows a heading or sub-heading, or an indented footnote.
13. Quotations must use single inverted commas, saving double inverted commas for use for quotes within quotes. Quotations longer than three lines must be presented as a double-indented, single-spaced paragraph with no further indentation of the first line. Such double-indented quotations must not use quotation marks.
14. Endnotes must not be used. Footnotes must be internally single spaced with double spacing between the notes.
15. The thesis must comply with OSCOLA (the Oxford Standard for Citation of Legal Authorities: <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>), or another useful standard for citation. You should consult your supervisor if you wish to depart from OSCOLA.
16. Where the thesis is offered as part of an examination, which is assessed anonymously, it must not at any point divulge the identity of the candidate or the candidate's college.
17. The word limits for the dissertation are: 10,000 words minimum; 12,000 words maximum.

## Suspension of status

If you experience any difficulties that are sufficiently serious as to mean you are unable to continue with your studies, either for the immediate future, or for a sufficient period of time to mean that your chances of passing the MSc in Taxation examination and/or other assessments will have been jeopardized, you can apply for suspension of status; the relevant form can be found on the webpage <https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1>. However, because the MSc in Taxation is a structured two-year taught courses, if you do suspend, then you have to return the following year at the point at which you suspended; so if you suspended at the start of Trinity Term 2021, then you would have to return at the start of Trinity Term 2022.

## Changes of course

The procedures for changing an MSc in Taxation elective choice are described above (under 'How to register/change your elective option preference'). Changing to a different degree – i.e. a programme other than the MSc in Taxation – is likely to be considerably more difficult and very probably impossible. There are no other relevant part time programmes. If you think you might want to change programme entirely, then please contact the Course Administrator ([msctax@law.ox.ac](mailto:msctax@law.ox.ac)) to discuss your position.

## Teaching and supervision

There are a number of different people who will be involved in the teaching and supervision you receive as an MSc in Taxation student. If you have any issues with teaching or supervision, please raise these as soon as possible so they can be addressed promptly. Ideally, you will be able to deal with matters informally with your supervisor but there are details of others to contact in the Complaints and Appeals section at the end of this Handbook.

## The role of course conveners and tutors for MSc in Taxation options

As described above, MSc in Taxation options are typically taught by a combination of lectures and interactive classes. While every option has an overall course convener, in some options, the teaching will be shared between a number of individuals.

## The role of the supervisor

Your supervisor will be happy to discuss your work with you in general terms and such issues as methods of study, approaches to writing etc. as well as any personal issues arising. They will not mark or double mark work that is not on a course they are teaching or give additional tutorials on substance – the course teachers must be approached for help with the substance of each individual course and queries about specific marks as they are best qualified to help with this.



## The role of the optional dissertation supervisor

Those who have opted to write a dissertation will be allocated a dissertation supervisor. Each student is entitled to five sessions of supervision, each of approximately 40 minutes, not counting meetings to settle the shape of the dissertation before it was approved. The supervision may be given over the telephone or by email or other electronic means but at least two should be face-to-face meetings if at all possible. The supervisor will report every term on the progress the student is making through the Graduate Supervision Reporting (GSR). For further information about GSR, please refer to the relevant entry in the Feedback section elsewhere in this handbook.

## The role of the College Advisor

Each graduate student is assigned a College Advisor who is normally (but not always) a member of the Law Faculty. Their specific role will vary slightly from college to college (and will be defined more precisely in information provided by your college) but essentially, they monitor students' progress, are available for consultation on academic and other matters, and act as a focal point for each individual student's relationship with their college.

## The role of the student

The student is responsible for the successful completion of his/her degree programme and for playing an appropriate part in working with tutors and supervisors to that end. He/she is also responsible for making appropriate use of the teaching and learning facilities available within the University and following the relevant procedures concerning registration for and assessment of MSc in Taxation options. The student is also responsible for ensuring that he/she has a standard of English sufficient for successful completion of the course.

It is not possible to translate these expectations into a workload that can be expressed in terms of a weekly timetable – the work patterns dictated by the various options will fluctuate across the year (though overall, the work-load of each option will be broadly similar), and student's individual approaches to their work will differ greatly – but as a very general guideline, we would expect work to average out at around 8-10 hours per week over the two years. This includes time spent in lectures and seminars in Oxford, in reading assigned materials before and after attending the lectures and seminars, and in preparing written assignments and preparing for other forms of assessment.

For a more detailed account of the role of the student and dissertation supervisor, please refer to the Education Committee's policy document on graduate taught degrees, which can be found on the webpage at <http://www.admin.ox.ac.uk/edc/policiesandguidance/>

If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in the complaints and appeals section.

## Assessment

### Formative assessment

Formative assessment does not contribute to the overall outcome of your degree and has a developmental purpose designed to help you learn more effectively.

In addition to informal feedback provided during classes, individually or from group work, and other interactions with teaching staff all students on taught Masters Programmes can expect to receive formal written feedback on at least one designated piece of formative assessment. The purpose of this feedback is to:

- provide guidance to those for whom extended pieces of writing are unfamiliar forms of assessment;
- indicate areas of strength and weakness in relation to the assessment task;
- provide students with an indication of the expectations and standards towards which they are working.

In the Faculty of Law, students studying for the MSc in Taxation will receive formal written feedback via email on their written formative assessments for the Tax Principles and Policy course during Michaelmas Term of their first year. There will also be informal formative assessments on other courses.

### Summative Assessment

Summative assessment contributes to your degree result and is used to evaluate formally the extent to which you have succeeded in meeting the published assessment criteria for your programme of study.

The summative assessment questions will be released two weeks after the course has finished.

The purpose of feedback on summative assessment e.g. theses and dissertations, is to provide a critical review of the work and suggestions for improvements and future development of the research topic to enable students to develop their work for doctoral study, if appropriate. It is, therefore, limited to longer essays and dissertations.

The assessment regime will involve the writing of one extended essay for the Tax Research Round Table course. The remaining courses will employ one of the following two options for assessment: (i) two 3,000 word essays or (ii) one 3,000-word essay and one case study or problem question of similar length.

Students will receive written feedback only on their extended essay for the Tax Research Round Table course and optional dissertation. Students should normally expect to receive written feedback within four to six weeks of the publication of the examination results via email.

Feedback on the 3,000 word essays and exercises will be limited to the individual course examiners' reports, which will be released throughout the year. The final examiners' report will be available in November/December following the year of completion of the course on the Faculty website. This will comment on the general performance of the group taking the examination and will include such details as which questions were answered badly, which were answered well, characteristic mistakes made, what qualities good answers typically exhibited etc. Because of data protection issues, examiners' reports cannot comment on individual performances in any way that would identify the

specific candidate in question and MSc teachers and course directors will not be able to discuss your exam paper or your individual 3,000 word essays with you.

### Guidance on writing essays

The following is some general guidance on writing essays (also applicable – with necessary modification - to exam answers):

- Address the specific question asked. Take some time before you start writing to carefully analyse the question, word-by-word. You should provide context to your answer, but it is imperative to address the specific question asked. Do not just write around the general topic addressed by the question.
- Keep digressions to a minimum. For example, if you are asked to discuss the effectiveness of the UK's GAAR it is best not to embark on a 500-word digression on whether avoidance is "immoral".
- Questions often ask for your opinion on an issue. It is good to present arguments on both (or a number of) sides, as discussed in class and found in the literature, but you should also explain which arguments you find more persuasive and why. This should then lead you to support one position over the other(s), or a qualified position. Think through the arguments carefully and form your own opinion. Often, your opinion will be aligned with one of the opinions expressed in the literature – that is fine, as long as you explain why you have reached it.
- Think carefully about the weight of each argument on either side of a debate. Arguments do not all carry the same weight, of course.
- Structure really matters. Take time to work out a structure that will work with your argument and provide you and your reader with signposts and a clear framework that keeps repetition to the minimum. In a case study/problem question, this is vital or you may miss important points.
- Whilst there are no strict rules as to what to include in the introduction of an essay, it is often useful to include a brief summary of the argument you will make and an outline of the structure of your essay so the reader can get a good sense right at the start of your position on the question asked. Usually three or four sentences are enough.
- As discussed above, if you are asked for your opinion on an issue, you should construct an argument – or series of arguments - in support of an opinion. But the text of your essay should flow. The points you make in your essay should follow and build on each other as you construct your argument. Do not write a series of vaguely connected statements or bullet points.
- Pursue a line of reasoning to its conclusion. If you do not agree with the conclusion reached

then reconsider your line of reasoning.

- Do not accept uncritically the views expressed by academics, NGOs or other commentators in their writing. You may agree with some views, of course, but you should always read material with a critical eye and you should be ready to express disagreement where appropriate.
- You are free to adopt a different view to that of your lecturers, of course. However, it is generally good to mention and engage with their views, especially if they have been expressed in class, even if only to explain why you disagree with them.
- Where possible use primary sources- e.g. a case, treaty or legislation rather than e.g. an HMRC manual reference or textbook (unless you are commenting on the validity of the manual reference or point made by the textbook).
- Treat figures / estimates with caution (e.g. the amount of profit shifted out of developing countries by multinationals). Not all figures / estimates are of equal value. Look at the source. Are the figures / estimates provided by an official body? Are they reported in an article published in a reputable academic journal? Of course, neither guarantees the reasonableness of the figures / estimates. Conversely, figures / estimates may be reasonable even if they are not published by an official body or published in a reputable academic journal. However, both are relevant signals. If possible, look at the methodology used and ask whether it is convincing.
- Keep eye on the year of publication of secondary material. Check that academic articles that are a number of years old are based on legislation that is still in force. Have any significant changes taken place since an article was written? For example, if you are reading an academic article on international taxation, check whether it was written pre- or post-BEPS.
- Consider using a few headings. Headings are not absolutely necessary, however they can help you structure your essay and can make it easier for the reader to follow. On the other hand, an excessive use of headings can break the flow of the essay so do not over do it.
- Quotations can be useful in making your point even more powerfully. However, use quotations judiciously. Avoid a high number of quotations and very long quotations are also often unhelpful; instead try to put the points into your own words (and cite the source).
- It is good to look at materials you have found for yourself, but do not forget to look at the materials on your reading list, which are the best guide to what you need to know.
- Similarly, focus your answer on what you have studied. For example, if you have studied corporation tax and not discussed VAT very much in class you cannot be given a lot of marks for a lengthy discussion of VAT, as that would be unfair on other students.
- For more guidance on writing essays see the MSc in Tax Induction Course and these links:

- Oxford University Study Skills website:  
<https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>
- Oxford Brookes website with resources on writing essays:  
<https://www.brookes.ac.uk/students/upgrade/study-skills/essays/>
- RMIT Uni two page guide to writing essays:  
[https://emedia.rmit.edu.au/learninglab/sites/default/files/Essay\\_writing\\_process\\_accessible\\_2015.pdf](https://emedia.rmit.edu.au/learninglab/sites/default/files/Essay_writing_process_accessible_2015.pdf)

Finally, you should read carefully the Examination Conventions and the Examiners' Edict, which are on Canvas. These both contain important information on matters including assessment criteria for essays, calculating word length (i.e. for essays, word count includes footnotes and bibliography), consequences for exceeding the word limit, guidance on avoiding plagiarism, instructions for submitting essays through WebLearn, submission deadlines and the consequences of late submission.

### Guide to referencing in essays

There is no one prescribed format for referencing in summative essays submitted for your MSc in Tax coursework, which includes the usual 3,000 word essays/problem questions for most courses and also the extended essay for the Tax Research Round Table. However, referencing in essays does need to identify clearly the material referenced and whatever system you use you should use consistently throughout the essay. For example, if you are citing an OECD report do not just make a reference to the web address of the report. Be especially careful to give full details if you use a reference to something not on the reading list for the course. If you refer to a long work, preferably give the page number or at least the chapter.

For example, one approach, referred to as the Harvard Style, is to use references in brackets in the body of your essay after the point you wish to cite (Kay and King, 1990, p.16) and then have a bibliography at the end of the essay providing a full reference, e.g. 'Kay, J. and King, M. (1990). *The British Tax System*. 5th ed. OUP, pp.16-18'. The bibliography should be in alphabetical order by author. Your bibliography should include only material that you have used and referenced in the submitted version of your essay! The bibliography will be counted in computing the word limit. For a general guide on how to reference under the Harvard Style in the body of the text and in the bibliography (sometimes referred to as the 'Reference List') see: <http://www.citethisforme.com/harvard-referencing>

Alternatively, you may use footnotes to the references, in which case set out the full reference - i.e. 'J Kay and M King, *The British Tax System* (5th edn, OUP 1990) 16'- in the footnote the first time you use it. Subsequently you can use a shortened form with a cross reference if you wish, e.g. if using in footnote 2 for the first time state 'J Kay and M King, *The British Tax System* (5th edn, OUP 1990) 16' and then the second footnote reference can be 'Kay and King (n 2) 18'. Alternatively, you can repeat the full reference every time you use it, to avoid the complications of cross-referencing to earlier footnotes. If you adopt the footnote approach, we recommend you follow OSCOLA as a general guide on citing materials: see <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>. Text in footnotes will be counted in computing the word limit. If you use this approach then a bibliography is unnecessary and should not be provided; if it is included, it also will be counted in your word limit, which is not an efficient use of your words.

### Third party proof-readers

Students have authorial responsibility for the written work they produce. Proof-reading represents the final stage of producing a piece of academic writing. Students are strongly encouraged to proof-read their own work, as this is an essential skill in the academic writing process. However, for longer pieces of work it is considered acceptable for students to seek the help of a third party for proof-reading. Such third parties can be professional proof-readers, fellow students, friends or family members. This policy does not apply to the supervisory relationship, nor in the case where proof-reading assistance is approved as a reasonable adjustment for disability.

The use of third party proof-readers is not permitted for work where the *word limit is fewer than 10,000 words*, i.e. for all MSc in Tax summative assessment apart from the Dissertation option.

Further information can be found on the 'Exams and Assessment' page of the MSc in Taxation Canvas site.

### Online submission of summative assessments

All summative assessments will be submitted electronically via a central WebLearn site. Further information will be provided and you will be able to complete a practice submission before submitting your first piece of work.

Only the file submitted via WebLearn constitutes a valid submission; no concomitant hard-copy submission may be submitted, for any purpose.

**You are only able to upload one document; therefore, it is important to ensure that you are uploading the correct essay.**

When submitting your essays, please ensure that all metadata is removed from the document so that it remains anonymous. Further information will be provided in the Examiners' Edicts.

Electronic submissions must be received by the deadline; the Examinations and Assessments team will report late submissions to the Proctor's Office. **Technical problems external to the WebLearn system, such as slow internet speeds, will not be accepted as grounds for excusing lateness.**

### Deadlines

NB these are University rules. We shall attempt to help if you have a real problem but note that requests for extensions are generally handled by your college, which has to make a submission to the Proctors. Our understanding is that they apply the rules strictly, so please do not rely on being able to get an extension.

The rule is that all work must be submitted by the published deadline; **THESE DATES ARE NOT FLEXIBLE.** Missing or late submissions (even 1 minute past the deadline) must be reviewed by the Proctors. Neither the MSc Course Directors nor the Law Faculty are able to grant extensions or excuse lateness (even 1 minute late)—under University rules, only the Proctors have these powers. Late

submission of work may receive an academic penalty and/or late presentation fee. Late submission may also result in delays in releasing marks. Students should aim to submit their work well in advance of the published deadline, to allow time to respond to unexpected technical issues, family or work commitments, etc.

If you become aware before a deadline that you will need to submit your work late, because of either illness or another urgent cause, you should ask your college to apply to the Proctors for the late submission to be excused in advance. You will need to provide evidence, such as a letter from your doctor, and an extended deadline will be set if your application is granted. Extension requests should be for relatively short periods of time. Retrospective applications are permitted only in exceptional circumstances.

Students applying for an extension should also notify the Course Administrator ([msctax@law.ox.ac.uk](mailto:msctax@law.ox.ac.uk)).

Second years only: Please note that if you have not submitted all of your work in time to be marked by the Final Exam Board meeting in October, then you will be unable to graduate. You will graduate following the next available Exam Board meeting providing all work has been submitted.

Please refer to section 8.3 of the Student Handbook (<http://www.admin.ox.ac.uk/proctors/info/handbook/8examinationscourserequirements/>) as well as the Examination Conventions and Examiners' Edict for further information (both of which can be found in Canvas).

### Release of marks

Marks will be released throughout the year once they have been approved by the MSc in Taxation Examination Board. Please refer to the Key Dates and Deadlines at the beginning of the handbook. Further details can be found in the Examination Conventions and Examiners' Edicts.

### Informal Feedback

In addition to formative and summative assessment, students also receive feedback on their work and their ideas by more informal means: seminars and Canvas discussion groups provide contexts in which students can put their ideas to tutors, seminar conveners, and fellow students, and receive verbal feedback in the form of comments and counter-arguments to which they in turn can respond.

### Entering for University Examinations

First years will be automatically entered Tax Principles and Policy and Principles of International Taxation and second years will be automatically entered for the Tax Research Round Table and these will be displayed in student Self-Service when you login.

At the start of Michaelmas Term, you will be required to enter for the elective assessments. You will receive an email invitation to login to Student Self Service to complete your optional examination entry assessment selections by a given date. These will need to match the options you chose in your initial option registration via Canvas. Generally, students are not to change their options after the

registration date. In exceptional circumstances you may be permitted to change your options after the registration deadline date but this may only be done with the permission of an MSc in Tax Course Director (see procedure above under 'How to register/change your elective option preference'). If you are permitted to change options after the registration deadline, then you will be charged a fee by the Academic Records Office.

If you require alternative arrangements for assessments, you should apply for this after matriculation and no later than Friday of week 4 of the term before the assessment is due to be released. It is your responsibility to request alternative arrangements and provide any supporting evidence required. Further information can be found on the Oxford student website: <https://www.ox.ac.uk/students/academic/exams/arrangements?wssl=1>.

### Examination Conventions

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work.

The examination conventions must be published to prospective candidates not less than one whole term before the examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term.

The examination conventions can be found on the MSc in Taxation Canvas site: <https://canvas.ox.ac.uk/courses/17030>

### The Examiners' Edict

Midway through Michaelmas Term, the Examiners' Edict, also known as the Notice to Candidates, is circulated to all students. This is a set of instructions about all aspects of the Tax Principles and Policy examination and covers information such as how many questions the paper will comprise, what materials you will be provided with in the exam room, and information about examination protocol. Typically, this is followed by further notices to candidates to provide supplementary information that was not available at the time of the initial circulation.

**Please pay careful attention to the Examination Conventions and Examiners' Edict and retain for future reference.**

### Late submission of work (for dissertations and essays)

If, for good reason, you are unable to submit the dissertation/essays by the stipulated deadline, you may apply through your College to the Proctors for permission to submit the work later than the deadline. This process can also be enacted retrospectively – i.e. after you have missed a deadline –



but you should make the case to the Proctors as soon as you possibly can. The full regulations concerning late submissions can be found in Part 14 of the Examination Regulations at <http://www.admin.ox.ac.uk/examregs/2020-21/rftcoue-p14ls-n-snowfromexam/>

## Complaints and appeals

Please refer to the section Complaints and Academic Appeals at the end of this Handbook.

## External examiner

The external examiner for the MSc in Taxation in 2020-21 is David Salter, Emeritus Reader, School of Law, University of Warwick. 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 Complaints and Academic Appeals section at the end of this Handbook).

## Examiners' Reports

Examiners' reports for your year will be made available in the November/December following your examinations, once they have been approved by the Examinations Committee. Interim subject reports will be released throughout the year. These can be found on Canvas.

## Prizes

The markers have discretion to award the following prizes:

Tax Executives Institute prize for best overall performance in the MSc in Taxation [only available to 2<sup>nd</sup> year students]

Gray's Inn Tax Chambers prize in Tax Principles and Policy

Centre for Business Taxation prize in Principles of International Taxation

Field Court Tax Chambers prize in Tax Treaties

Deloitte prize in Tax and Public Policy

A Faculty of Law prize in all other courses

## Good Academic Practice

### 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's definition of plagiarism can be found at:  
<http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

For law students, there are particular things to watch for:

#### *Getting ideas from other students work*

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

#### *Articles and books etc.*

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

#### **A brief example:**

Source text, from S Bright and B McFarlane, *Proprietary Estoppel and Property Rights* (2005) 64 Cambridge Law Journal, 449, 455.

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

#### Plagiarised

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

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

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

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

### Non-Plagiarised

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

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

### **Textbooks and Cases**

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

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

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

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

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

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<sup>1</sup> S Bright and B McFarlane, Proprietary Estoppel and Property Rights (2005) 64 Cambridge Law Journal, 449, 455

<sup>2</sup> S Bright and B McFarlane, Proprietary Estoppel and Property Rights (2005) 64 Cambridge Law Journal, 449, 455

second, as the *source* of a statement about the law, in which case you will generally be citing the court or a judge.

## OSCOLA

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

## Self-plagiarism

It is perfectly fine to draw on earlier work that you have done. However, do not reference previous essays as the markers will be different and will not have access to your earlier work. Reference the primary sources that you used before as necessary and as a general rule do not repeat too much of the earlier work as the new question will expect you to focus on the new material. If you find you are repeating yourself a lot you may have the wrong focus,

## Further guidance on avoiding plagiarism

The University's IT Services section runs a course for students on plagiarism awareness – see <http://courses.it.ox.ac.uk/detail/TTER> for details.

General academic good practice – time-management, referencing, research skills etc. – will help you to avoid plagiarism. Information about how to acquire and develop such skills can be found at <http://www.ox.ac.uk/students/academic/guidance/skills>

WebLearn also has a plagiarism awareness site for students which contains useful information; this can be found at <https://weblearn.ox.ac.uk/portal/site/:skills:plag>

Do not use plagiarism detection websites as they may steal your essay!

## Skills and Learning Development

### Monitoring of Academic Progress

All MSc in Taxation students will have a course supervisor; details on who your supervisor is will be sent out at the start of the academic year. You will meet with your supervisor virtually during your first residential course and then regularly thereafter once a term to talk about how you are progressing and about any concerns that you may have. You should contact your supervisor in the first instance if you have any difficulties that cannot be dealt with by the Course Administrator. This is your responsibility- the supervisor cannot help you if you do not contact them.

Progress in respect of particular options is monitored by the convenor of the elective in question. The University operates an online Graduate Supervision Reporting system (GSR). For all students, it is an opportunity to review and comment on your progress over the term. For those taking the optional dissertation, the system will be used by your dissertation supervisor to report on your progress.

### Graduate Supervision Reporting (GSR)

Graduate Supervision Reporting (GSR) is the reporting tool for our graduate students and access to GSR for students is via Student Self Service.

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 Studies. Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting window, 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
- 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)

Students and supervisors are reminded that having a positive student-supervisor relationship is an important factor in student success.

GSR is not for registering complaints – please refer to the entry below for information about complaints procedures.

### Opportunities to engage in the department research community

There are weekly Business Law Workshops, which are a forum for the presentation and discussion of currently research in the field of business law, broadly construed. Presentations are given by a mix of external speakers, faculty visitors, and faculty members and research students. In addition to these, there are a wide variety of seminars offered by different groups, which may be of interest to students.

The Oxford Business Law Blog (OBLB) is a forum for the exchange of ideas and the reporting of new developments in all aspects of business law, broadly defined. Since its launch in March 2016, the OBLB has attracted readers from more than 150 countries. For more information, please visit: <https://www.law.ox.ac.uk/business-law-blog>).

## Learning Development and Skills

Any statement which purports to describe the skills students will gain from the MSc in Taxation is likely to be reductive and too generalised to fit the experience of any given student. Nevertheless, there are certain key skills which we think it is fair to assume that all students will gain. The following statement seeks to summarise those and the means by which they are developed by the course.

<b><i>Intellectual Skills</i></b>	<b><i>Teaching/Learning Methods and Strategies</i></b>
Ability to deal with the synthesis of complex legal and economic ideas	Lectures provide students with a conceptual framework which can then be applied through engagement with programme tutors and other students in interactive classes and study groups.
Formation of critically reasoned judgements in the absence of complete rules	The essays students will be required to write for elements of the programme will provide a searching test of students' capacity to form critically reasoned arguments and critiques of the positions of others and of their ability to engage with the intersection of policy and practice.
Critical analysis and interpretation of a substantial body of law	The courses will be taught by a combination of lectures and interactive classes. Lectures introduce students to topics. They are intended to provide a high-level overview of keys questions and insights to be considered. As such, they serve to organise students' understanding and prepare them for independent work, which will form the bulk of their study.
A capacity to relate the specifics of legislative detail to the conceptual principles of taxation policy	The Tax Principles and Policy course will test students' ability to translate what they have learnt through lectures, classes and independent study in coherent and cogent answers..
An ability to build a complete, convincing argument from the ground up, and to build a complete and convincing critique of the argument of another	Discussion in interactive classes are conducive to sustained argument under pressure, with different students adopting and developing rival positions and gaining support or meeting opposition from their peers.
An ability to approach tax policy issues with intellectual tools derived from a variety of disciplines	The intellectual level of both lectures and classes will be high: the programme will attract expert lecturers from a variety of jurisdictions, while the students themselves

	will have specialist expertise in one or more areas pertaining to the study of taxation.
An ability to weigh and judge complex options for the domestic and international tax system in the short, medium and long term	Classes will consolidate students' understanding through discussion with the programme leaders and their fellow students.
<b>Practical Skills</b>	<b>Teaching/Learning Methods and Strategies</b>
Capacity to access, construe and analyse materials from a variety of sources in law	Essays used for formative and summative assessment require students to demonstrate developed writing skills and test the extent to which they have successfully got to grips with complex ideas, legal sources from more than one jurisdiction and concepts and analytical tools from different disciplines.
An ability to understand research emanating from a discipline other than one's own	The scope of the programme ensures that all students will become familiar with academic research in law, economics and accounting.
Highly developed writing skills	Formative assessment, in the shape of meetings with tutors, and comments and marks provided on essays which do not contribute to the students' final results, will help students develop their writing and research skills.
Ability to read, synthesise and digest complex materials quickly and effectively	The intensive nature of the teaching will develop students' capacity to gain a rapid understanding of complex material.
Ability to use electronic sources	The use of Canvas, various tax research portals and social media will require students to engage with electronic sources both in accessing course material and discussing their ideas and approached with peers.
Appropriate application of research methodologies	The 6,000-word essay and dissertation (for those who choose to write once, with permission from a programme director) and the lectures and classes related to them, will expose students to different research methodologies.
Organisation and planning required for self-study	The overall structure of the programme, which depends to a large extent on directed personal study, will require students to

	develop autonomously an organised approach to their work.
<b><i>Transferable Skills</i></b>	<b><i>Teaching/Learning Methods and Strategies</i></b>
Highly effective communication skills, both orally and in writing	Classes with their high levels of student participation, help cultivate strong oral communication skills.
Ability to adapt and apply analytic tools derived from or developed in the programme, in a variety of professional contexts	The programme's integrative approach encourages students to apply their theoretical knowledge to the solution of practical problems from first principles.
A capacity to master and organise complex information	The programme's reading lists contain material of several types with diverse sources and from different disciplinary backgrounds. Students are expected to survey and synthesize this material effectively. The programme makes considerable demands in terms of reading, understanding and application of knowledge. Students will quickly refine and develop time management skills.
The ability to thrive in a competitive and intellectually challenging environment	The programme is extremely competitive at point of entry and will attract an international cohort of aspirant and established experts in taxation.

### Skills training

### Faculty, college, and library resources

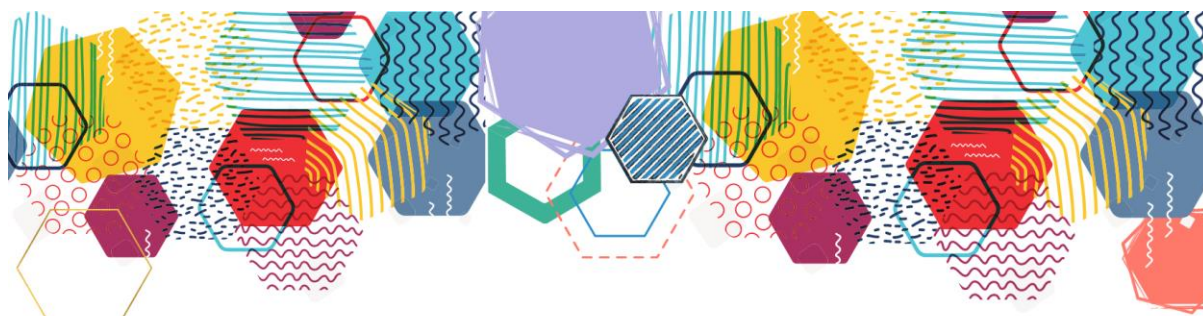
Online tutorials for key legal and journal databases are available at <http://ox.libguides.com/law-uklaw>. The Bodleian Law Library also gives classes on using databases, finding online journals and researching particular areas of law. The library distributes a Newsletter via the Faculty's email lists. An introduction to the library takes place during the first residential week.

### University resources

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing - through the Oxford Students website <http://www.ox.ac.uk/students/academic/guidance/skills>



NEW: 'Oxford Minds' series for ALL Social Science graduate students



# OXFORD MINDS:

Rethinking Social Science for a changing world

The Social Sciences Division will be offering a 'curriculum enrichment programme' for all graduate students (PGTs and PGRs) throughout the academic year. It will divide into three areas 'Themes' (Michaelmas), 'Theory' (Hilary), and 'Methods' (Trinity). It will comprise a fortnightly 'campus-wide' theme with lecture, panel, and small group discussions.

## 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 three eight-week pillars: themes, theory and methods. The series will unfold on a fortnightly cycle. Four times per terms, a globally recognised speaker will give a public lecture on a specific topic. In each subsequent week, this will be followed by both an inter-disciplinary panel discussion and small, interactive discussion groups. Our overarching goal is to create an interdisciplinary space in which we can collectively rethink social science for a changing world.

## Aims and Objectives

The programme aims to meet three goals:

**Engaging Students** -- To ensure that all graduate students across the Social Sciences Division have a stimulating and interactive opportunities to apply cutting-edge social science thinking to contemporary global challenges.

**Thinking Beyond Disciplines** -- To enhance the opportunity for graduate-level social science training and education beyond disciplinary and departmental boundaries, including through opportunities for engagement across Divisions.

**Supporting Digital Learning** -- To ensure that graduate students have guaranteed access to world-class learning and training opportunities that are fully adaptable to changing circumstances.

## Schedule

The series will be organised around a fortnightly cycle, with all events hosted via Teams Live. In weeks 2, 4, 6 and 8 (on Tuesdays at 17.00), an Oxford Social Science Lecture will be delivered online by a

global thought leaders on a particular topic. In weeks 3, 5, 7 and 9 (Tuesdays at 17.00), a 45-minute interdisciplinary panel discussion will take place between two Oxford social scientists and one external speaker to debate the same topic. SSD graduate students will have the opportunity to sign-up for a 1-hour small group, interactive discussion (Wednesdays at 12.00 in weeks 3, 5, 7 and 9).

Each fortnightly issue will pose questions that matter both globally and here in Oxford. The four 'themes' for Michaelmas Term are 'race', 'sustainability', 'justice', and 'protection'.

<b>Theme</b>	<b>Date</b>	<b>Title</b>	<b>Speakers</b>
Race	Week 2 20 October, 17.00	Oxford Social Science Lecture	Eusebius McKaiser, Broadcaster and author of 'Run, Racist, Run'
Race	Week 3 27 October, 17.00	Panel discussion	Professor Simukai Chigudu, Associate Professor of African Politics, ODID Professor Patricia Daley, Professor of Human Geography, Geography Professor David Kirk, Professor of Sociology, Sociology
Sustainability	Week 4 3 November, 17.00	Oxford Social Science Lecture	Professor Dame Polly Courtice, Director of Sustainability Leadership Programme, University of Cambridge
Sustainability	Week 5 10 November, 17.00	Panel discussion	Professor Cameron Hepburn, Professor of Environmental Economics and Director of the Smith School of Enterprise and the Environment Dr Rhadika Khosla, Research Director of the Oxford India Centre for Sustainable Development, Geography Professor Colin Mayer, Peter Moores Professor of Management Studies, SBS
Justice	Week 6 17 November, 17.00	Oxford Social Science Lecture	Baroness Helena Kennedy QC, Labour Member of the House of Lords and former Principal Mansfield College
Justice	Week 7 24 November, 17.00	Panel discussion	Professor Carolyn Hoyle, Professor of Criminology, Law Professor Zofia Stemplowska, Associate Professor of Political Theory, DPIP Professor Jonathan Wolff, Alfred Landecker Professor of Values and Public Policy, BSG
Protection	Week 8 1 December, 17.00	Oxford Social Science Lecture	Dr Hugo Slim, Former Head of Policy, International Committee of the Red Cross, and BSG
Protection	Week 9 8 December, 17.00	Panel discussion	Professor Kate O'Regan, Director, Bonavero Institute for Human Rights, Law

			Professor Danny Dorling, Halford Mackinder Professor of Geography, Geography Professor Stathis Kalyvas, Gladstone Professor of Government, DPIR
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In Hilary Term, the focus will be 'Theory'. The four themes are 'power', 'space', 'belonging' and 'identity'. The Trinity Term we will look at 'Methods', with the themes of 'ethnography', 'interviews', 'statistics' and 'archives'. The speakers for these events are to be confirmed.

To sign-up for sessions, visit <http://www.socsci.ox.ac.uk/oxford-minds>. Bookings will open on 4 October 2020.

For enquiries, please contact the series convenors, [Professor Alexander Betts](#) and [Professor Susan James Relly](#).

## Facilities

General Information about Oxford and University Facilities:

### Libraries

The Law Faculty is lucky to have a superb library resource in the form of the Bodleian Law Library, which has an excellent, extensive law collection, providing support for the teaching and research needs of our students. It is a library of legal deposit, with the largest law collection in the United Kingdom. It offers not only its collection of books, journals and law reports, but access to all relevant legal electronic databases and online journals and ebooks.

Most books on the reading lists are available at the library's reserve desk, for ease of access. As a member of the University you are able to use any of the other 30 libraries which are part of the Bodleian Libraries, in addition to your own College's library.

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

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

NB Currently the Library is operating under restrictions as a consequence of the pandemic; please refer to the website for further information

### Your Oxford Single Sign On account and access to networked services

Your Oxford Single Sign On account is your main access to University online services. It is essential that you activate your account. It gives you access to all the main Oxford University services, including Student Self Service, electronic library services, such as Lexis, Westlaw and online journals, and ORLO <https://oxford.rl.talis.com/index.html>; Oxford email (<https://nexus.ox.ac.uk/>), to which all crucial University information will be sent; and Canvas, where reading lists and handouts from lectures are available. For more information about IT Services see <http://welcometoit.ox.ac.uk> IT Services is at 13 Banbury Road, phone 01865 612345 or email [help@it.ox.ac.uk](mailto:help@it.ox.ac.uk).

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

### IT facilities in the St. Cross Building

Most of the computing provision for students in the St. Cross Building is within the Bodleian Law Library (BLL). The IT Training Room has 24 networked computers, giving access to all the online

resources within the Library and University. Word and other Microsoft Office applications and EndNote are available on these computers. It is necessary to use a USB key to save documents on these computers. NB under the restrictions resulting from the pandemic, the Library is able to have only five of the networked computers in operation.

## Email Lists

All MSc in Taxation students are automatically subscribed to the email lists specific to each course and to a more general PGT email list, (PGT stands for Postgraduate Taught). These mail lists are the Faculty's main means of communicating announcements about lectures and seminars, examinations, IT and library training, library hours etc. It is therefore **essential** that **ALL** students check their email on a regular, preferably daily basis, and ensure that their Oxford email accounts remain operative. If you do not receive messages, contact the Faculty Office by emailing [lawfac@law.ox.ac.uk](mailto:lawfac@law.ox.ac.uk). You are welcome to attend public lectures and student discussion groups if you are in Oxford.

We shall also email the MSc in Taxation group separately with any notices specific to the MSc in Taxation degree.

## The Faculty website and Canvas

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

The Faculty website has two sections, the public site, and the intranet site. Reading lists and lecture handouts are held on Canvas (<https://canvas.ox.ac.uk/>). For help with Canvas, contact the Course Administrators ([msctax@law.ox.ac.uk](mailto:msctax@law.ox.ac.uk)).

## Student self-service

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

## IT facilities in the St. Cross Building

Most of the computing provision for students in the St. Cross Building is within the Bodleian Law Library (BLL). The Freshfields IT Training Room, which is used for the Legal Research and Mooting Skills Programme, has 26 networked computers, giving access to all the online resources within the Library and University. Word and other Microsoft Office applications and EndNote are available on these computers. It is necessary to use a USB key to save documents on these computers.

The Freshfields room is available for general use when not being used for teaching. There are also networked computers in the upstairs gallery computer room, and more at various positions around

the library. Kurzweil software, which allows blind readers to listen to pages of a book being read aloud, is also available in the BLL, but it must be booked in advance.

The main reading room has wireless access and there are power points at the ends of several desks. For more information ask at the library. There is no network access in the lecture theatres, and extremely limited access to power points. If you wish to bring a laptop to lectures, charge it before you come.

Do not leave your laptop unattended in the library or anywhere else – cables for securing your laptop are available at any computing shop. You can store your laptop and other items in a locker in the St. Cross Building. Ask at the Porter's Lodge for information about getting a locker.

### IT/electronic research resources training

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

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

### Other Libraries

You are entitled to use all of the Bodleian libraries (see [www.bodleian.ox.ac.uk/libraries](http://www.bodleian.ox.ac.uk/libraries)). Libraries of special interest to lawyers include:

the Old Library in Catte Street with reading rooms for classical studies, history and early printed books;

the Vere Harmsworth Library (Rothermere American Institute) in South Parks Road, which contains American history, politics and current affairs;

the Radcliffe Science Library on the corner of South Parks Road and Parks Road which has the Bodleian's collection of forensic science and geography;

the Social Science Library in the Manor Road building, a lending library which incorporates the libraries of the Centre for Socio-Legal Studies and the Centre for Criminological Research and also has economics resources.

## University Rules for Computer Use

The University's Regulations and Policies applying to use of University ICT facilities can be found at <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml> In the Policy Statements section below; there is also a specific link to the Regulations Relating to the use of Information Technology Facilities – though that information can also be found at the URL above.

## Support

### General sources of help

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

Details of the wide range of sources of support available more widely in the University are available from the Oxford Students website ([www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare)), including in relation to mental and physical health and disability.

### Departmental

If the problem is essentially academic in nature, then the first person you should speak to is the course administrator, your supervisor or one of the other MSc in Taxation course directors.

### College

If the problem is not principally an academic one, then you should speak to your College Advisor. Each graduate student is assigned a college advisor who has various pastoral responsibilities and can assist with personal guidance and practical problem solving (e.g. in dealings with agencies outside the college on behalf of students when so requested by students). Colleges also have various appointees with specific pastoral and welfare responsibilities, e.g. advisors to women students, chaplains, and resident assistant deans appointed from the postgraduate community, etc. There are often part-time college nurses on site and all students are registered with college doctors based at nearby surgeries. Domestic bursars are charged with meeting special living needs, e.g. in respect of students with disabilities or students who fall ill or students in need of emergency accommodation. The head of college also often plays a role in ensuring that students are settled and adequately supported.

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

academic matters, including support from people who know the student well, as well as more anonymous advice and support from professionals when necessary.

Every College has their own systems of support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college.

## University

### 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: [edu.web.ox.ac.uk](http://edu.web.ox.ac.uk) or [equality@admin.ox.ac.uk](mailto: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](http://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: [edu.admin.ox.ac.uk/religion-and-belief-0](http://edu.admin.ox.ac.uk/religion-and-belief-0)

### 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](http://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](http://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](http://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/](http://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](http://www.ox.ac.uk/students/life/clubs)

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

Catherine Redgwell  
Tel No: 01865 279342  
Email: [Catherine.Redgwell@law.ox.ac.uk](mailto:Catherine.Redgwell@law.ox.ac.uk)

Roderick Bagshaw, Magdalen College  
Tel No: 276078  
Email: [Roderick.Bagshaw@law.ox.ac.uk](mailto:Roderick.Bagshaw@law.ox.ac.uk)

Details of the wide range of sources of support are available more widely in the University are available from the Oxford Students website (<http://www.ox.ac.uk/students/welfare>), including in relation to mental and physical health and disability.

### What to do if you are ill or otherwise unable to attend the residential weeks or electives

You should inform the course administrator and course teacher as soon as possible, if you are unable to attend all or any part of the residential weeks or electives. You may also want to discuss the situation with your College Advisor. If you are ill/unable to work for a longer period of time then it may ultimately be necessary to consider a possible suspension of status (see page 33 for details). You are strongly advised that the courses are essential- this is not a distance learning degree and attendance is expected unless there is an emergency that makes this completely impossible. Pressure of other work will not usually be considered a reason for non-attendance.

### Help for students with disabilities

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

The Law Faculty itself has two Disability Contacts. These are:

Emma Gascoigne, Personnel Officer  
St. Cross Building  
Tel No: 01865 281622  
[e-mail: Emma.Gascoigne@law.ox.ac.uk](mailto:Emma.Gascoigne@law.ox.ac.uk)

Paul Burns, Academic Administrator  
St. Cross Building,  
Tel No: 01865 271495  
[e-mail: Paul.Burns@law.ox.ac.uk](mailto:Paul.Burns@law.ox.ac.uk)

The Disability Contacts work with the University Disability Staff and other bodies, such as the Bodleian Law Library to help facilitate students' access to lectures, classes, tutorials and access to information.

The Contacts are also involved in an ongoing programme to identify and promote good practice in relation to access to teaching and learning for students with disabilities within the Faculty, and to ensure that the Faculty meets the requirements of the Equality Act (2010).

#### Education Committee and the Proctors

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

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

#### OUSU

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

## Safety for Students

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

### Health and safety in the St Cross Building

#### Fire Information

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

#### First Aid

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

#### Accident reporting

Please report any accidents, incidents or near misses to the Facilities Team ([stxreception@admin.ox.ac.uk](mailto:stxreception@admin.ox.ac.uk)).

## Careers

The MSc in Taxation course administrators and the Careers Service can provide you with support in your career planning and management. As an Oxford Alumnus, you can attend careers events, fairs, workshops and company presentations. Your student account on CareerConnect will switch to an alumni account when your University card expires, ensuring you stay up-to-date with job vacancies, events, skills sessions, fairs and resources on job sectors, applications and international opportunities. The Careers Service website can be found at <http://www.careers.ox.ac.uk/>; for CareerConnect information, please refer to <http://www.careers.ox.ac.uk/our-services/careerconnect/>

The Careers Service also provides information about a series of Professional networking events; see <https://www.alumni.ox.ac.uk/page.aspx?pid=773> for further details.

Many law firms and chambers have direct contacts with the Law Faculty and arrange visits- you can sign up to the Faculty careers email and attend events in the Faculty.

## Alumni relations

As part of the University's 180,000-strong alumni community, you can take advantage of our varied alumni programme to stay involved. Whether your interests lie in further study, building a career, travel, or something else, Oxford's alumni programme has something to offer everyone. For more information, please visit: [www.alumni.ox.ac.uk](http://www.alumni.ox.ac.uk). All law students at Oxford are members of both a college and the University and therefore they have shared allegiances. Undergraduate alumni are inclined towards contacting their colleges for most alumni matters yet increasingly become involved

with Law Faculty offerings for professional interaction and networking. Because the Faculty of Law organizes and provides all graduate supervision and runs the postgraduate taught courses, graduate students tend to have stronger ties with the Faculty.

The MSc in Tax directors and the Faculty of Law are eager to maintain contact with all alumni. Benefits of staying in touch with the Faculty's alumni programme include:

- Opportunities to attend alumni reunions and professional networking events. The Faculty organises events, both social and professional, which take place in the UK and internationally. We have previously held events in the United States, Canada, India, Singapore, Hong Kong, China, and Australia and, due to their popularity; we plan to increase these events in the years ahead.
- Receiving copies of the Faculty's annual alumni magazine, The Oxford Law News, and the termly electronic e-bulletin, The Law eBulletin, to keep you up-to-date with Oxford news.
- With collaboration from our alumnae and benefactors, the Law Faculty has founded the networking group Oxford Women in Law (OWL) that will assist female alumni working in the field of law to network and find mentors as well as engage in relevant professional panel discussions and lectures.
- Joining the group 'Oxford University Lawyers', via LinkedIn, which offers exclusive membership to all Oxford students, staff, and alumni. This provides members with the chance to share discussions with other Oxford law alumni across the world. Our major benefactors often post their news and job advertisements on the group's page as well.
- Professional support and advice. We work closely with the Careers Service and our benefactors to help our alumni achieve their full potential in the workplace. Amongst other initiatives, the Faculty has founded the networking group Oxford Women in Law (OWL) that will assist female alumni working in field of law to network and find mentors.

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

## Policies and regulations

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website [www.ox.ac.uk/students/academic/regulations/a-z](http://www.ox.ac.uk/students/academic/regulations/a-z)

Included in this category are the following:

### University Equal Opportunity Policy

<http://www.admin.ox.ac.uk/eop/policy/equality-policy/>

### University Policy and Procedure on Harassment and Bullying

<https://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>

### Disability equality scheme and policy

<http://www.admin.ox.ac.uk/eop/disab/>

### Regulations Relating to the Use of Information Technology Facilities

[www.admin.ox.ac.uk/statutes/regulations/196-052.shtml](http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml).

### University policy on recording lectures by students

[www.admin.ox.ac.uk/edc/policiesandguidance](http://www.admin.ox.ac.uk/edc/policiesandguidance)

## Freedom of speech

Free speech is the lifeblood of a university.

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>

## Feedback, and student representation

### Opportunities for feedback

You can provide feedback by one or more of the following means:

- Online questionnaires: during the course of the academic year, you will be asked to complete online surveys. The surveys are then considered (confidentially) by the MSc in Taxation Management Committee
- Paper evaluation forms: after each course or electives, you will be asked to complete a short evaluation form. Responses are then considered (confidentially) by the MSc in Taxation Management Committee
- Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at: <https://www.ox.ac.uk/students/life/student-engagement?wssl=1>.
- Contacting your student representative, as described below.

### Student representation

An MSc in Taxation student representative and deputy is elected from each year group. Students who wish to be a student representative should contact the course administrators at [msctax@law.ox.ac.uk](mailto:msctax@law.ox.ac.uk) by Friday 9 October 2020. If only one student from each year puts himself or herself forward, then they will be the student representatives; otherwise, an anonymous survey will be circulated via Canvas. The student representatives are expected to gather feedback from their year group to feed back to the Course Directors at the Management Committee Meetings.

### The MSc in Taxation Management Committee

This is the body with immediate responsibility for the structure of the MSc in Taxation programme and issues arising in relation to content and course delivery. The student representatives may participate in open business. Attendance is encouraged so that the Course Directors can obtain invaluable feedback from the students. The representatives may also attend open business of the Graduate Studies Committee. The Management Committee meetings are usually on Tuesday of week 2 in each term and in 2020-21 will be held online using MS Teams.

### The Graduate Studies Committee (GSC)

This is the body with the principal responsibility for making decisions on graduate matters and it includes representatives of each of the Faculty's postgraduate taught and research courses. At the start of Michaelmas Term, an email is circulated to all postgraduate students asking if they wish to stand as representatives for their particular course, after which students from each course vote for those standing. The elected representatives then serve as a voice for their constituency – the students who have elected them – on GSC. As such, they will raise with GSC any matters that other students on their course have asked them to bring to the Committee's attention; they will also consult those students if there is an issue on which GSC wants students' opinions. From time-to-time, they will also coordinate social events of one sort or another.

One of the taught course representatives will also attend the open business of the Law Faculty Board, the Faculty's most senior decision-making body to which GSC refers any matters, which it does not have the constitutional authority to deal with itself. Student representatives also serve on the Committee for Library Provision and attend a Divisional forum at which student representatives across the Social Sciences Division come together to discuss matters of relevance. Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford University Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level.

## Complaints and Academic Appeals within the Faculty of Law

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

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

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the Oxford SU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

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

## Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the Director of Graduate Studies, Mr Christopher Hare ([christopher.hare@law.ox.ac.uk](mailto:christopher.hare@law.ox.ac.uk)) as appropriate. Complaints about departmental facilities should be made to the Departmental Administrator, Mr Paul Burns ([paul.burns@law.ox.ac.uk](mailto:paul.burns@law.ox.ac.uk)). If you feel unable to approach one of those individuals, you may contact the Head of Faculty, Ms Charlotte Vinnicombe ([charlotte.vinnicombe@law.ox.ac.uk](mailto:charlotte.vinnicombe@law.ox.ac.uk)). The officer concerned will attempt to resolve your concern/complaint informally.

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

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



## Academic appeals

An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

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

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

## Glossary of Oxford Terminology

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

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

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

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

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

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

**DGSR:** the Law Faculty's Director of Graduate Studies (Research).

**DGST:** the Law Faculty's Director of Graduate Studies (Taught Courses).

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

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

**Fellow:** member of the governing body of a College. Most of the tutors in a college are fellows.

**Final Honour School ['FHS']:** the course leading to the second public examination (i.e., the University examination for the BA). The course for the BA in law is the Honour School of Jurisprudence.

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

**First Public Examination:** see Law Moderations.

**Graduate:** a person who has received a university degree.

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

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

**Isis:** The Thames, while running through Oxford.

**Junior member** (of a college, or of the University): student.

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

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

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

**MA (Master of Arts):** a degree awarded to a student who completes the BA, and then survives for 21 terms (7 years) after matriculating without going to prison. MAs outrank any person who does not have the degree of MA, other than doctors of divinity, medicine and civil law.

**MJur (Magister Juris):** a taught postgraduate degree introduced in 1991, and designed as a counterpart to the BCL for students who have been trained in law outside the common law jurisdictions. MJur candidates may take one of the Oxford undergraduate common-law courses, and are eligible for most of the BCL subjects.

**MLitt (Master of Letters):** A two- to three-year research degree.

**MPhil** (Master of Philosophy): a limited-entry, one-year research degree, which is only open to students who have completed the BCL or the MJur and met special grade requirements.

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

**MSt** (Master of Studies): a research degree designed to be completed in one year.

**Matriculation:** ceremony in the Sheldonian Theatre for admission to the University of Oxford as a student. In line with other part-time degrees, MSc in Taxation students will matriculate but ‘in absence’ rather than matriculating at a formal ceremony.

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

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

**Postgraduate:** a graduate who is a student.

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

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

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

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

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

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

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

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

**Second Public Examination:** see **Finals**.

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

**Sending down:** requiring a student to leave the University.

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

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

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

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

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

**Tutor:** a teacher who gives tutorials. Most undergraduate students have a tutorial at least once a week in term time.

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

**The University:** the oldest English-speaking degree-granting institution in the world, and older than any of the colleges. It was already in some sort of operation before 1100, but it started to grow in 1167 when Henry II stopped English students going to Paris. The University has had a Chancellor since

1214. The University decides the content of courses, organizes lectures, seminars, and graduate supervision, provides libraries, laboratories, museums, computing facilities, etc.; admits graduate students, conducts all degree examinations, and awards degrees. The Law Faculty is part of the University's Division of Social Sciences ([www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk)). The University's first overseas student was Emo the Friesian, in 1190. For the University's legal status, see [www.admin.ox.ac.uk/statutes/375-092.shtml](http://www.admin.ox.ac.uk/statutes/375-092.shtml). The University is not to be confused with University College, which is a college.

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