



Oriental Studies  
Academic Staff handbook  
2019/20

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## Brief History of Oriental Studies at Oxford

The Faculty of Oriental Studies is home to a range of languages and subjects that cover an enormous geographical area, from Morocco in the west to Japan in the east, and a long-time span from the earliest civilizations, c. 3500 BCE, to the present day. Twenty-five languages are currently taught in this Faculty, both classical and modern, and at undergraduate and postgraduate levels. The DPhil in Oriental Studies offers the opportunity for doctoral research under individual supervision in any of these languages and subject areas. In demographic terms, the areas taught and studied in this Faculty represent well over half of the world's current population, as well as covering some of the world's major civilizations. The subjects taught in this Faculty are therefore far from being marginal; they are right at the centre of the modern globalised world.

The specific profile of our Faculty has taken shape over a long period of time, starting with the establishment of the first post in Hebrew in the 16th century, and a steady growth and diversification over its long history. <https://www.orinst.ox.ac.uk/history-faculty-1>

## Oxford, Faculties, Divisions and Colleges

For an introduction to the Collegiate University and Colleges please go to

[https://weblearn.ox.ac.uk/access/content/group/test1-conf-coll/hidden/COC/HTML/new\\_to\\_oxford.html](https://weblearn.ox.ac.uk/access/content/group/test1-conf-coll/hidden/COC/HTML/new_to_oxford.html)

## Generic information for staff employed by the University

For staff information, the University's staff handbook, information for international staff, benefits, support, welfare and Family Care, please go to the University's Personnel Services homepage <https://www.admin.ox.ac.uk/personnel/staffinfo/>

## Oriental Studies Premises

<p><b>Oriental Institute</b>  <a href="https://www.orinst.ox.ac.uk/">https://www.orinst.ox.ac.uk/</a>          The administrative headquarters of the Faculty, and location for most of the teaching in Arabic, Persian, Korean, Inner- and South Asian Studies, Turkish, and Eastern Christianity.</p>	<p>Pusey Lane          Oxford, OX1 2LE          Phone: +44 (0) 1865 278200          Email: <a href="mailto:oilcirc@bodleian.ox.ac.uk">oilcirc@bodleian.ox.ac.uk</a></p>
<p><b>The Griffith Institute</b>          The Griffith Institute has been at the heart of Egyptology and Ancient Near Eastern Studies at the University of Oxford for over seventy-five years. <a href="http://www.griffith.ox.ac.uk/">http://www.griffith.ox.ac.uk/</a></p>	<p>Sackler Library          1 St John Street          Oxford, OX1 2LG          Tel +44 (0)1865 278097</p>
<p><b>Middle East Centre</b>          Since its establishment in 1957, the MEC has emerged as a premier international institute for teaching, research and scholarly exchange on the modern Middle East in the University of Oxford, training over 1000 masters and doctoral students. <a href="https://www.sant.ox.ac.uk/research-centres/middle-east-centre">https://www.sant.ox.ac.uk/research-centres/middle-east-centre</a></p>	<p>Kirdar Building          68 Woodstock Road          And          Investcorp Building (entrance via St Antony's College main entrance at 62 Woodstock Road)          Oxford OX2 6JF, UK          Tel: +44 (0)1865 284780</p>
<p><b>The Nissan Institute of Japanese Studies</b>          The Nissan Institute of Japanese Studies consists of offices for staff and academic visitors, teaching rooms and a 150 seat lecture theatre. It also contains the Bodleian Japanese Library which is one of the principal collections on Japan in the UK. The Institute also runs MSc and MPhil graduate programmes. <a href="https://www.nissan.ox.ac.uk/">https://www.nissan.ox.ac.uk/</a></p>	<p>27 Winchester Road,          Oxford OX2 6NA          Email: <a href="mailto:administrator@nissan.ox.ac.uk">administrator@nissan.ox.ac.uk</a>          Telephone +44 (0)1865 274570</p>
<p><b>Khalili Research Centre</b>          The Khalili Research Centre (KRC) is the University of Oxford's centre for research into the art and material culture of the Islamic societies of the Middle East and of their non-Muslim members and neighbours. It is also the University's centre for teaching the subject, especially to graduate students, but also to undergraduates. <a href="https://krc.web.ox.ac.uk/article/about">https://krc.web.ox.ac.uk/article/about</a></p>	<p>3 St John Street          Oxford OX1 2LG          Tel +44 (0)1865 278222</p>
<p><b>China Centre</b>          The University of Oxford China Centre is a new hub for various academic activities related to China at the University of Oxford, located on the premises of St Hugh's College in the magnificent Dickson Poon Building. By bringing together superb academics and researchers from a broad range of disciplines, the China Centre will foster innovative collaborative initiatives and ensure that Oxford's research on China produces even more substantial impact, both domestically and abroad. <a href="http://www.chinacentre.ox.ac.uk/">http://www.chinacentre.ox.ac.uk/</a></p>	<p>Dickson Poon Building          Canterbury Road          Oxford OX2 6LU          Enquiries: +44 (0)1865 280387/613835          Email: <a href="mailto:information@chinese.ox.ac.uk">information@chinese.ox.ac.uk</a></p>
<p><b>Clarendon Institute</b>          This is the location for the University's teaching and research in Hebrew and Jewish Studies. The building also contains the Leopold Muller Memorial Library for Hebrew and Jewish Studies, and the Oxford Centre for Hebrew and Jewish Studies which is an independent charity supporting academic study in this area.</p>	<p>Clarendon Institute          Walton Street, Oxford, OX1 2HG</p>



## Libraries

Further information, including contact names and emails as well as opening hours for all libraries is best accessed via the Oxford University Library Services (OULS) website:

[www.ouls.ox.ac.uk/libraries/subjects](http://www.ouls.ox.ac.uk/libraries/subjects)

<p><b>Japanese Library</b> Nissan Institute 27 Winchester Road Oxford OX2 6NA <a href="https://www.bodleian.ox.ac.uk/bil">https://www.bodleian.ox.ac.uk/bil</a></p>	Japanese
<p><b>KB Chen China Centre Library</b> Dickson Poon Building Canterbury Road Oxford OX2 6LU <a href="https://www.bodleian.ox.ac.uk/cc/">https://www.bodleian.ox.ac.uk/cc/</a></p>	Chinese Korean
<p><b>Leopold Muller Memorial Library</b> Clarendon Institute Building Walton Street Oxford OX1 2HG <a href="https://www.bodleian.ox.ac.uk/muller">https://www.bodleian.ox.ac.uk/muller</a> also Weston Library</p>	Hebrew and Jewish studies
<p><b>Middle East Centre Library</b> St Antony's College Kirdar Building 68 Woodstock Road OX2 6JF Email: <a href="mailto:mec@sant.ox.ac.uk">mec@sant.ox.ac.uk</a> <a href="https://www.sant.ox.ac.uk/research-centres/middle-east-centre">https://www.sant.ox.ac.uk/research-centres/middle-east-centre</a></p>	Modern Middle East (1800-) history, politics, economics, etc. of the Middle East and North Africa
<p><b>Oriental Institute Library</b> Pusey Lane Oxford OX1 2LE <a href="https://www.bodleian.ox.ac.uk/oil">https://www.bodleian.ox.ac.uk/oil</a></p>	Middle Eastern and Islamic Studies Islamic World Eastern Christianity South and Inner Asia Korean Arabic Tibetan
<p><b>Sackler Library</b> 1 St John Street Oxford OX1 2LG <a href="https://www.bodleian.ox.ac.uk/sackler">https://www.bodleian.ox.ac.uk/sackler</a></p>	Egyptology and Ancient Near Eastern Studies
<p><b>Wadham College Library</b> Wadham College Parks Road Oxford OX1 3PN Email: <a href="mailto:Persian.library@wadham.ox.ac.uk">Persian.library@wadham.ox.ac.uk</a> <a href="http://www.wadham.ox.ac.uk/about-wadham/library/persian-studies-section">http://www.wadham.ox.ac.uk/about-wadham/library/persian-studies-section</a></p>	Persian
<p><b>Weston Library</b> Broad Street Oxford OX1 3BG</p>	Modern South Asian Tibetan

<a href="https://www.bodleian.ox.ac.uk/weston">https://www.bodleian.ox.ac.uk/weston</a>	
Other College Libraries	Several other college libraries have important collections in aspects of Oriental Studies, please visit their websites individually.

## Research Centres

This section is currently under construction.

## Term dates

Oxford's year is divided into three terms and three vacations. The terms are given the ancient names 'Michaelmas Term' (Autumn/Fall), 'Hilary Term' (Spring) and 'Trinity Term' (Summer). Within each term, a "Full Term" of eight weeks is the main teaching period. For administrative and examination purposes the week preceding 1st Week is called 0<sup>th</sup> Week, with the week before that called Week -1. The week after 8<sup>th</sup> Week is called 9<sup>th</sup> Week and counting sometimes continues in this manner for some weeks after full term has ended, although it is more usual to refer to weeks in the vacation by their dates rather than week numbers.

The dates and provisional dates for Full Term 2018-25 are set out below:

### Dates of Full Term 2018-25

#### *Fixed dates*

Year	Term	From	To
2019-20	Michaelmas 2019	Sunday 13 October	Saturday 7 December
	Hilary 2020	Sunday 19 January	Saturday 14 March
	Trinity 2020	Sunday 26 April	Saturday 20 June
2020-21	Michaelmas 2020	Sunday 11 October	Saturday 5 December
	Hilary 2021	Sunday 17 January	Saturday 13 March
	Trinity 2021	Sunday 25 April	Saturday 19 June

## Provisional dates

<b>Year</b>	<b>Term</b>	<b>From</b>	<b>To</b>
2021-22	Michaelmas 2021	Sunday 10 October	Saturday 4 December
	Hilary 2022	Sunday 16 January	Saturday 12 March
	Trinity 2022	Sunday 24 April	Saturday 18 June
2022-23	Michaelmas 2022	Sunday 9 October	Saturday 3 December
	Hilary 2023	Sunday 15 January	Saturday 11 March
	Trinity 2023	Sunday 23 April	Saturday 17 June
2023-24	Michaelmas 2023	Sunday 8 October	Saturday 2 December
	Hilary 2024	Sunday 14 January	Saturday 9 March
	Trinity 2024	Sunday 21 April	Saturday 15 June
2024-25	Michaelmas 2024	Sunday 13 October	Saturday 7 December
	Hilary 2025	Sunday 19 January	Saturday 15 March
	Trinity 2025	Sunday 27 April	Saturday 21 June

<https://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1>

## The annual cycle

For role-specific dates refer to the specific handbooks (UG, Graduate and Academic Administrator) and to the relevant job/role descriptions. Please also refer to the operational calendar hung in the admin office (Room 316)

October			
Undergraduate	Graduate	Examinations	Other
0 <sup>th</sup> week collections		Confirm Chairs of exam boards	
Friday 0 <sup>th</sup> week Freshers' induction day	Monday 0 <sup>th</sup> week Freshers' induction day		
Approve titles and options prior to first UG Committee meeting	Approve titles and options prior to first Grad Committee meeting	Check exam conventions for current year are correct. Send corrections to academic admin	
		Nominate examiners for all exams	
November			
Mark OLAT tests			
December			
Wednesday of week 9 Admissions interviews			
January			
0 <sup>th</sup> week Collections			
		Course coordinators appoint/approve exam assessors	
		Wk 2 of HT Deadline for finalised exam papers for HT exams	
February			
		Week 3 Exam timetables released	
	Graduate Admissions		
March			
April			
0 <sup>th</sup> week Collections			
		Check exam regulations are correct for following year and email changes to academic administrator	
May			
		0 <sup>th</sup> week of TT	

		Deadline for finalised exam papers for TT exams	
			OS and ML Faculty Open Day
June		Exams, exams, exams	
July			
Review handbooks	Review handbooks		1 <sup>st</sup> week in July 2 University-wide open days
		Final examiners' meetings	Check course handbook for updates for next year
			Update admissions information
			Update reading lists
August			
A-level results released		Exam resits	
		Final examiner meetings for resits	
		Confirm assessment options for following year	
September			
			Mid-September 3 <sup>rd</sup> university-wide open day

## Who's who, what do they do and where to find them (contact details)

Below is a list of Senior Academic postholders and administrative staff. A more detailed list of all staff can be found on the Oriental Studies website under "[resources](#)"

	Name	Building and room number	Internal telephone number
Chair of the Faculty Board	Ulrike Roesler	OI 310	88208
Head of Administration and Finance	Thomas Hall	OI 311	78210
Harassment Officer	Luigi Prada	OI 305	88093
Health and Safety Officer	Thomas Hall	OI 311/315	78210
Equality and Diversity Officer	Margaret Hillenbrand	CC 205	80390
	Paul Wordsworth	Arch	78192
Chair of Curators Committee	David Taylor	OI 101	78239
Director of Outreach	Eugene Rogan	ME Ctr	84773
Director of Graduate Studies	Chris Minkowski	OI 213	88368
Director of Graduate Admissions	Alain George	KRC	78222
Director of Undergraduate Studies	Linda Flores	Nissan Inst	88207
Director of Undergraduate Admissions	Dominic Brookshaw	OI 203	78233
Chair of Examiners, FPE	Mohamed-Salah Omri	OI 104	78221
Chair of Examiners, FHS	Imre Bangha	OI 206	78219
Chair of Examiners, Graduates	Theo van Lint	OI 210	78235
Senior Academic Administrator	Chris Mitchell	OI 316	78294
Undergraduate Academic Administrator	Aalia Ahmad	OI 316	78312
Graduate Academic Administrator	Jane Kruz	OI 316	88203
Examinations Administrator	Edyta Karimi	OI 316	88365
Senior Administrator (Facilities)	Trudi Pinkerton	OI 315	88203
Faculty Secretary	Elizabeth Cull	OI 315	88200
Facilities Assistant	Allen Miles	OI	88202
Finance Officer	Stephane Yoxall	OI 315	78225
Administrative Assistant	Emily Bush	OI 311	78311
IT Officer and Assistant	Richard Carpenter	OI Crow's nest	88201
OI Common Room Assistant	Nadia (am)	OI	78205
	Nick (pm)		
OI Receptionist	Louise Smith	OI	78200
China Centre Administrator	Rosanna Gosi	CC 207	80406
Griffith Institute Administrator	Cat Warsi	GI	78097

## Room Holders' Notes

Detailed information about the Oriental Institute and the Clarendon Institute Building is provided in the [Room Holders' Notes](#), which are updated and issued annually by the Committee of Curators, and are also available on the Oriental Studies website. The Room Holders' Notes cover such matters as:

- Opening Times (Reception, Faculty Office, Library)
- Common Room
- Computer Room, printing, and IT Support
- Mail
- Telephones
- List of administrative and support staff – names, duties, contact details
- Photocopying
- Stationery
- Business Cards and letter templates
- Purchasing and ordering
- Messenger service
- Lecture rooms and seminar rooms
- Card-swipe system
- Keys and Access
- Doors and walls
- Lavatories
- Cleaning
- Lift
- Insurance
- Emergency numbers
- Safety procedures and evacuation in case of fire
- First Aid
- Bicycle Shed (Oriental Institute)
- Parking (parking spaces, garages, parking permits)

## Using Faculty premises for conferences or other events

Permission must be sought in advance from the Committee of Curators to hold events on faculty premises. This does not apply to open lectures/seminars during normal opening hours during term time, but does apply at all other times. An application form is available for this purpose, which may be obtained from the Secretary to the committee, the Senior Administrator (Facilities), Trudi Pinkerton.

## Committees and regular meetings

Below is a list of those meetings that involve a large number of academic and administrative staff. For dates and further details, and for a complete list of all committees, please refer to the list on the [Faculty Website/Resources](#).

<b>Faculty Board</b> <i>Membership:</i> the Chair of the Board the Vice-Chair of the Board the Director of Research the Director of Graduate Studies the Director of Undergraduate Studies the Director of Graduate Admissions the Director of Undergraduate Admissions the member of the Planning and Resources Committee co-opted on to that Committee five elected members up to three co-opted members		
Chair: Ulrike Roesler	Secretary: Thomas Hall	Meets Thursdays, 2.15 pm in weeks 2 and 7 each term

<b>Planning and Resources Committee</b> <i>Membership:</i> the Chair of the Board the Vice-Chair of the Board the Director of Research the Director of Graduate Studies the Director of Undergraduate Studies the Director of Graduate Admissions the Director of Undergraduate Admissions one co-opted member		
Chair: Ulrike Roesler	Secretary: Thomas Hall	Meets Mondays, 2.15 pm in weeks 1 and 6 each term

<b>Undergraduate Studies Committee</b> <i>Membership:</i> The Chair of the Board, all Undergraduate Course Co-ordinators, the Director of Undergraduate Studies, the Director of Undergraduate Admissions, the Chair of the Language Teachers' Committee, Chairs of FPE and Final Examinations and representatives of the Joint Committees with the Modern Languages Board for the joint degree in Middle Eastern and European languages, the Classics Board for the joint degree in Classics and Oriental Studies and the Theology and Religion board for the joint degree in Religion and Oriental Studies. A representative of the undergraduate student body will also be invited to attend. The chair of the committee shall have power to invite other persons to attend specific meetings.		
Chair: Linda Flores	Secretary: Aalia Ahmad	Meets Tuesday of weeks 1 and 6 each term



**Graduate Studies Committee**

*Membership:* The Chair of the Board, the Director of Graduate Studies, the Director of Graduate Admissions, four members chosen in such a way as to give fair representation to the various interests of the Faculty of Oriental Studies, and the chairs of the management committees for the MPhil in Modern Middle Eastern Studies and the MPhil in Modern Chinese Studies. A representative of the graduate student body will also be invited to attend. Two of these four members shall be elected each year at the second meeting of the board in Trinity Term to hold office for two years. The Chair shall have power to invite other persons to attend specific meetings. If any of the four ordinary members is unable to attend a meeting, he or she shall depute a teacher in his or her subject to attend in his/her stead.

Chris Minkowski	Jane Kruz	Thursday of weeks 1 and 5 each term
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**Subject Groups**

*Membership:* Postholders in the Faculty who are engaged in teaching and/or research in the respective area of study. Every postholder in the Faculty who is employed on a teaching and/or research contract will be a member of at least one Subject Group

China	Margaret Hillenbrand	Rosanna Gosi	
Egypt and the Ancient Near East	Jacob Dahl	Cat Warsi	
Hebrew, Jewish and Eastern Christian Studies	Adriana Jacobs (MT); Jan Joosten (HT/TT)	Chris Mitchell	
Inner and South Asia	Diwakar Acharya	Trudi Pinkerton	
Arabic, Persian and Turkish Studies	Christian Sahner	Chris Mitchell	
Japan and Korea	Bjarke Frellesvig	Trudi Pinkerton	

**Language Teaching Committee**

*Membership:* All language instructors for languages on courses offered by the Faculty; the DUS and DGS; and three other members of the Faculty elected by the Board.

Chair: Shioyun Kan	Secretary: Trudi Pinkerton	Thursday of week 3 each term
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**College Representatives Responsible for Oriental Studies (CRROS)**

*Membership:* The Director of Undergraduate Studies, the Undergraduate Course Co-ordinators in Oriental Studies, the Chair of the Board, and three representatives of the Senior Tutors Committee. All other college tutors responsible for tuition in Oriental Studies and European and Middle Eastern Languages shall be invited to attend as observers.

Chair: Linda Flores	Secretary Aalia Ahmad	Meets week 7 of each term
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**Joint Committee of Oriental Studies and Mediaeval and Modern Languages**

*Membership:* Four members elected by the Board of Oriental Studies and four members selected by the Board of Mediaeval and Modern Languages. The committee shall have power to co-opt additional members

Chair: Adriana Jacobs	Secretary: Chris Mitchell	Meets 1/term
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<b>Joint Committee of Classics and Oriental Studies</b>		
<i>Membership:</i> Four members elected by the Board of Oriental Studies and four members selected by the Board of Classics		
Classics	Andrew Dixon (Classics)	1/term

<b>Joint Committee of Oriental Studies and Theology and Religion</b>		
<i>Membership:</i> Five members elected by the Board of Oriental Studies, four members selected by the Board of Theology and Religion, and the Chair of the Board of Theology and Religion <i>ex officio</i> .		
Chair: Martin Goodman	Secretary: Chris Mitchell	Meets 1/term

<b>Joint Consultative Committee</b>		
<i>Membership:</i> Senior and junior membership. Senior Membership shall comprise the Chair of the Board, the Director of Graduate Studies, the Director of Undergraduate Studies and one additional Faculty member, as appointed by the Board. The Head of Administration and Finance, Senior Academic Administrator, and Academic Administrators for Graduate and Undergraduate Studies shall be invited to attend.		
Junior membership shall comprise two graduate student representatives and two undergraduate student representatives		
Chair:	Secretary: Chris Mitchell	Meets 1/term

For dates and further details, please contact the relevant Chair or Secretary or refer to the calendar and noticeboard in the Academic Administrators' Office (Room 316). Standing Orders for each committee are available on the faculty website under [Resources](#) on the Oriental Studies Website

## Key information for new staff

On arrival at Oxford, or at any of the Oriental Studies premises, there are a few basic practicalities to sort out. Many of the following are covered in more detail in the Room Holders' Notes:

**Keys and access to the building:** keys to offices are issued by the relevant administrator in the building (Trudi Pinkerton (Oriental Institute), Rosanna Gosi (China Centre), Gillian Cane (KRC), Martine Smith-Huvers (Clarendon Institute)). On arrival staff are issued with a University ID card, which is also a Bodleian membership card and the card that will enable access to the building.

**Office:** on arrival the office should already be furnished and all staff are provided with a computer. Any requests for stationery or equipment should be addressed to the relevant building administrator. Please refer to the Room Holders' notes for other practical matters.

**Pay:** new staff need to have completed a data collection form giving details of a bank account and National Insurance number in order to be paid. This will be arranged either by Muriel Taylor in the Humanities Divisional Office, for most academic staff, or Emily Bush in Oriental Studies. New staff will also be asked to provide a P45 (or, if no P45 is available, a P46), proof of their right to work in the UK, and a passport-sized photograph for their University ID card. Payment is made on the last working day at the end of each month, and payslips are sent to work addresses. Any queries about pay should be addressed to the Head of Administration and Finance in the first instance. (Changes in

address should also be reported to the Head of Administration and Finance, who will in turn inform the Payroll Office and the Pensions office.)

**E-mail account:** an e-mail account is set up when the University I.D. card is issued, normally [firstname.lastname@orinst.ox.ac.uk](mailto:firstname.lastname@orinst.ox.ac.uk). A username and password is needed to activate the account, which should be in the Institute on arrival, or will be sent soon after the new card is issued.

**Pension:** Pension information is available on line at: [www.admin.ox.ac.uk/finance/pensions/](http://www.admin.ox.ac.uk/finance/pensions/) All staff automatically join the pension scheme appropriate to their post unless they sign an opt-out form.

## Job/role descriptions

For role descriptions and responsibilities for the following roles please refer to the Oriental Studies website under "[resources](#)".

- Director of Outreach
- Chair of subject group
- Chair of joint degree committee
- Examinations Coordinator
- Graduate and Undergraduate Course Coordinators
- Equality and Diversity Officer
- Chair of Examiners
- Chair of Language Teachers Committee

### Undergraduate roles

- Director of Undergraduate Studies
- Director of Undergraduate Admissions
- Undergraduate Admissions Subject Coordinator
- Year Abroad Coordinator

### Graduate roles

- Director of Graduate Studies
- Director of Graduate Admissions
- Graduate Training Coordinator

### ***Links to useful sites:***

Academic posts at Oxford – roles and responsibilities

<https://www.admin.ox.ac.uk/personnel/staffinfo/academic/types/>

## Teaching, Lecturing and Supervision

### Safeguarding

**Safeguarding** is a term used in the United Kingdom and Ireland to denote measures to protect the health, well-being and human rights of individuals, which allow people — especially children, young people and vulnerable adults — to live free from abuse, harm and neglect.

The noun **disclosure** derives from the Old French word *desclos*, meaning "open, exposed, plain, and explicit." If you make a disclosure, you put something out in the open, usually information that was formerly secret.

#### **Good Practice:**

Never be alone with a child, young person or vulnerable adult.

You must not contact a child, young person or vulnerable adult via personal social media or texting. Never swap personal contact details.

Avoid unnecessary physical contact – respect their privacy. It is ok to comfort a child who is upset, but keep contact to a minimum.

Do not take photographs unless permission for images to be taken has been obtained in advance.

If you are concerned that a child, young person or vulnerable adult might be suffering or has suffered abuse or neglect, for example if they make a disclosure, for their protection you must pass the information to the Designated Safeguarding Lead as soon as possible.

Should any member of staff or volunteer have any concerns about another member of staff or volunteer with regard to abuse or neglect they must report it immediately.

You must refrain from alcohol or other impairing drug consumption for 12 hours before assuming responsibility for any child, young person or vulnerable adult, and refrain from consumption whilst responsible for any child, young person or vulnerable adult.

You must not allow any allegations made by a child, young person or vulnerable adult to go without being reported and addressed, nor must they trivialise or exaggerate child abuse issues, or make promises to keep any disclosure confidential from relevant authorities.

You must not start an investigation after an allegation or concern has been raised. Record facts with clarity together with dates and locations noted. Avoid emotive language as this may have an impact on any investigation that takes place. Report to the Designated Safeguarding Lead as soon as possible.

For detailed information on the University's Safeguarding Code of Practice please go to <http://www.admin.ox.ac.uk/personnel/cops/safeguarding/safeguardingcop/>

## Tutorials

Teaching through tutorials – usually one or two students discussing a topic directly with an academic – is a distinctive and valuable part of the learning experience at Oxford. Undergraduate tuition in Oriental Studies is organised centrally, i.e. by the faculty, rather than by individual colleges as it is in most other Humanities faculties at Oxford. Tutorials are organised by the Undergraduate Course Co-ordinators.

## Announcement of classes and lectures

Details of language and all other classes and lectures in the Faculty of Oriental Studies are announced at the start of each term on the faculty website by selecting the relevant subject area across the top of the screen and then selecting ‘Lectures and Seminars’ on the left-hand side. See also the intranet link: <https://intranet.orient.ox.ac.uk/>. The details of this teaching should be discussed by the relevant Subject Group in 0th week of the preceding term. Details should be reported to the Faculty Office in time for a draft lecture list to be compiled for consideration by the Subject Group during the term, and then a final version forwarded to the Faculty Board in 7th Week.

## Charges for attendance at classes by non-Oriental Studies students

Charges apply to **any** non-Oriental Studies student wishing to attend any class in the faculty. All attendance must be approved in advance both by the teacher and by the department or college of the student wishing to attend. In all cases invoices will be sent to the relevant college, department or individual by the Faculty Office during the term in which the teaching is taking place. Forms are available on the Oriental Studies website under [resources](#).

## Teaching materials

If a member of academic staff wishes to purchase any teaching material, they should apply in writing to the Senior Administrator (Resources), Trudi Pinkerton in the Faculty Office, clearly stating what they wish to purchase and any other information they think is relevant to the case. Their application will be examined by the Undergraduate Course Co-ordinator or a specified representative from their subject group. If approved, they will be notified in writing by Trudi Pinkerton, and sent a standard expenses claim form to which receipts must be attached. The claim must be accompanied by a list of items purchased, which will be kept on file in the faculty office. All items purchased with faculty funds remain the property of the faculty.

Materials purchased in this way must be kept in offices and on open shelves. They should be marked with a small red sticker (available from Elizabeth Cull in the Faculty Office) on the spine of books or on CD covers to identify them as Faculty owned. They should not be locked away or taken out of the building.

A record of expenditure will be kept throughout the year, and any member of staff can contact Trudi Pinkerton to check the balance remaining for the year.

## Synopses and Handouts (including Canvas)

Lecture synopses and handouts are much appreciated by students. Many lecturers use handouts to free students sufficiently from note-taking for them to pay careful attention to lecture content and to think about the issues under discussion. If required, the office staff at the Oriental Institute and/or

Institute for Chinese Studies will duplicate your lecture handouts for you, given suitable notice. Lecturers are encouraged to put their lecture materials on *Canvas*, the University's Virtual Learning Environment (VLE).

In some cases, a student may have a Student Support Plan which, among other things, recommends that they have access to written lecture content. Anyone involved in teaching should use their best efforts to facilitate this.

### Organising Lectures

The topics and times of lectures should be coordinated and agreed with the relevant subject group early in the preceding term. Discussions about the courses a new lecturer might give should take place with the relevant Undergraduate Course Co-ordinator, mentor and/or subject group organiser, whichever is the most appropriate person in your own subject area. Each subject group elects one or more lecture list coordinators who draw up the definitive annual and termly list, who then report on this at the relevant subject group meeting each term.

The Faculty Secretary, Elizabeth Cull, provides assistance in compiling the termly lecture list, and can help to answer any queries you may have. She distributes a Lecture List form each term that you should use to submit details of your lectures to the co-ordinator. At the same time you will be sent a room booking form, in case you need to book a room in the Oriental Institute for your lecture or class. The Receptionist in the Oriental Institute is responsible for booking rooms in the Oriental Institute, the Administrator at the China Centre is responsible for booking rooms there, and the KRC has its own administrator to handle room bookings in the KRC.

Rooms are normally only booked by members of staff, i.e. may not be booked by wider members of the faculty or anyone external to the faculty.

All lectures are posted on the Faculty website in the intranet area, <https://intranet.orient.ox.ac.uk/>. Students should be advised on which lectures are appropriate for them to attend, and they should be told how these lectures are related to each other and to the tutorials and classes offered during the term.

Each member of the university's teaching staff is contracted to do a particular amount of university teaching, known as his or her 'stint'. The amount is expressed in your contract as a number of 'lectures or classes', not as a number of hours. For example, recent Associate Professor (AP) contracts require a lecturer 'to give, under the direction of the board of the faculty, not less than thirty-six lectures or classes in each academic year, spread over not less than six weeks of each term' although in practice in Oriental Studies many more may be given. Associate Professors without a Tutorial Fellowship (APNTF) will additionally be required to 'undertake six hours of tutorial or equivalent teaching for colleges per week, or a broadly equivalent load (languages classes and lectures)'.

### Content and timing

Lecture 'slots' are timetabled for one hour, but the lecture should be designed to run for no more than 50 minutes, starting at 5 past the hour and finishing at 5 to, to give students time to get to a lecture in the next time slot. The material presented should be delivered at a rate that students can be expected to understand. Lecturers should be aware of the difficulties which students (particularly those new to the particular subject) may find in comprehending and remembering all the material.

Introductions, concluding summaries and occasional recapitulation may be important in ensuring that students do not become lost.

## Collections

'Collections' are start-of-term tests for Undergraduate students to monitor students' progress and encourage them to consolidate their previous term's work; they do not form part of the formal assessment. Collections are normally set by colleges, but in Oriental Studies are set centrally on behalf of the colleges. They normally take place in the faculty during the first few days of term, and invigilation, if required, should be arranged by the subject teachers. Marks should be communicated to (i) the relevant Undergraduate Course Co-ordinator; (ii) the subject group; and (iii) Senior Tutors of colleges (via OxCort), and any difficulties highlighted by a student's performance in collections should be discussed with the college. 'Penal' collections may be used in cases where a student's performance is consistently below standard, although only ever in close consultation with the Senior Tutor of the relevant college.

## Reporting - On-Line Tutorial Reporting on OxCORT

OxCORT (Oxford Colleges On-line Reports for Tutorials) is owned by the Oxford colleges collectively, rather than the University. It is a web application that collects, processes and stores indefinitely reports written by tutors about the undergraduates whom they have taught. It was introduced to make information on students' progress more accessible to those with a legitimate interest; to improve administrative processes; and to create a unified database, which allows for statistical comparison between colleges.

For all language classes, one report should be submitted termly through OxCORT by the student's principal language instructor. The report should incorporate brief reports from all those involved in language teaching. Tutors also need to report on all tutorials for which colleges are paying and record results of collections. Undergraduate Course Co-ordinators are responsible for devising a system appropriate to their subject, designating the member of staff responsible for reporting for each student, and for supervising its operation.

Although the system used for reporting on student progress will change in future, the current process will need to be followed for the academic year 2019/20. For more information visit the OxCORT website at: [www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk)

## Undergraduate Course Co-ordinators

An Undergraduate Course Co-ordinator is appointed by the board to represent each of the languages and subject areas below. The Course Co-ordinators have the duty of ensuring that all undergraduates receive the necessary tuition both in their main languages and in additional languages and special subjects. They are regarded by the faculty as the representative of their subject at undergraduate level, and as such are the first point of contact for any matter requiring consultation.

### 2019/20 Undergraduate Course Co-ordinators

Arabic	Julia Bray
Chinese	Robert Chard MT/HT, Margaret Hillenbrand TT
EANES	Liz Frood
Hebrew & Jewish Studies	Adriana Jacobs
Japanese & Korean	Bjarke Frellesvig

Persian  
Sanskrit  
Turkish

Maziyar Ghiabi  
John Lowe  
Asli Niyazioglu

### Graduate Course Co-ordinators / Directors

Each taught masters' degree has a designated course co-ordinator, normally the relevant postholder in the subject. The co-ordinator is responsible for the overall organization of the admission, teaching and supervision of all students to their own masters' degree. They are also regarded by the faculty as the representative of their subject, and as such are the first point of contact for any matter requiring consultation.

### 2019/20 Graduate Course co-ordinators

MPhil Buddhist Studies	Stefano Zacchetti
MPhil Classical Indian Religion	Chris Minkowski
MPhil Cuneiform Studies	Jacob Dahl
MPhil Eastern Christian Studies	David Taylor
MPhil Egyptology	Liz Frood and Christina Geisen
MPhil Islamic Art & Archaeology	Alain George
MPhil Islamic Studies and History	Nicolai Sinai MT/HT, C Melchert TT
MPhil Japanese Studies	Takehiko Kariya (OSGA)
MPhil Jewish Studies in the Græco-Roman Period	Martin Goodman
MPhil MMES	Michael Willis
MPhil Modern Chinese Studies	Henrietta Harrison
MPhil Jewish Studies/JS GRP	Martin Goodman
MPhil Modern South Asian Studies	Imre Bangha and OSGA staff
MPhil Tibetan & Himalayan Studies	George Fitzherbert (MT19)
MPhil Traditional East Asia	Robert Chard
MSc Modern South Asian Studies	Imre Bangha and OSGA staff
MSc Contemporary Chinese Studies	Henrietta Harrison
MSc Japanese Studies	Takehiko Kariya (OSGA)
MSc MMES	Michael Willis
MSt Bible Interpretation	Alison Salvesen
MSt Traditional China	Robert Chard
MSt Classical Armenian Studies	Theo van Lint



MSt Classical Hebrew Studies	Jan Joosten
MSt Islamic Art & Archaeology	Alain George
MSt Islamic Studies & History	Nicolai Sinai MT/HT, C Melchert TT
MSt Japanese Studies	Takehiko Kariya (OSGA)
MSt Jewish Studies in the Græco-Roman Period	Martin Goodman
MSt Jewish Studies	Martin Goodman
MSt Korean Studies	Jay Lewis
MSt Oriental Studies	various
MSt Syriac Studies	David Taylor

## Graduate Supervision

Humanities Division guidelines on graduate supervision for research and taught degrees state that:

The role of the Supervisor is to:

- Advise, guide and support you in all aspects of your research, providing clear intellectual leadership and giving precise guidance about academic expectations.
- Agree with you a clear plan of research, identify milestones and provide information on the availability of research resources
- Agree with you a timetable for:
  - regular meetings for detailed discussion of your progress
  - the submission of written work, which the supervisor should return to you within a reasonable time
- Liaise with you to produce a detailed joint report on your progress at the end of each term.
- Ensure that you are aware of the formal requirements for transfer of status, confirmation of status and final submission, and that these are incorporated into your plan of work.
- Discuss with you subject-specific and general research skills required for your doctoral studies; work with you to identify areas where you require additional training to develop these and other skills; advise you on how these needs may be met, and assess your skills development and training requirements at least once a year.
- Assist and encourage you to participate in the wider academic community.
- Ensure that you are aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and lecture lists.

The role of the Student is to:

- Attend induction sessions arranged by the faculty, Library Services and Computing Services.
- Meet with your supervisor regularly and take note of his or her advice and guidance.
- Draw up a research plan and timetable of work in consultation with your supervisor, and to keep relevant records of all aspects of your work.

- Liaise with your supervisor to produce a detailed joint report on your progress at the end of each term.
- Work with your supervisor to draw up a programme for identifying and developing your subject-specific and general research skills, and personal and professional skills.
- Attend appropriate classes, lectures, and seminars.
- Be aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations, guidance on plagiarism, and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research.
- Work with your supervisor to pursue opportunities to engage with the wider academic community at University, national and international level.

See also: <http://www.humanities.ox.ac.uk> and look at the 'Training and Support' section for further useful information.

The [Centre for Teaching and Learning](http://www.learning.ox.ac.uk) (formerly the Oxford Learning Institute) also has a research supervision website intended as a convenient resource for supervisors, doctoral students and others. It was developed following discussions with Directors of Graduate Studies, supervisors and students about the developmental needs created by the changing context of doctoral education at Oxford. See: <http://www.learning.ox.ac.uk/supervision/>

### Graduate Record Keeping

The Faculty needs to maintain a full and easily accessible record of all significant correspondence between administrative staff, academic staff, and each of our students. Academic staff members are therefore asked to copy the Graduate Studies Administrator into all significant email correspondence with their students.

Judgement and common sense will need to be exercised as to what constitutes significant correspondence. The Graduate Studies Administrator should be copied into **all** correspondence with students experiencing serious difficulties. Complaints should also be copied to the Head of Administration and Finance, who for quality assurance purposes is required to keep a file on all student complaints on behalf of the Chair of the Faculty Board.

### Monitoring attendance of Graduate students with international visas

The faculty is obliged, on behalf of the University, to make at least three 'contacts' per year with all students with an international visa, and unexplained absences must be reported to the University. This is a requirement of the University's contract with the UK Border Agency following the introduction of Tier 4 of the Points Based Immigration System. The Graduate Studies Administrator will check that contact has been made with these students at least once per term, usually by checking that termly GSS reports have been submitted, and will alert supervisors to absences in the first instance.

### The DPhil Career

All DPhil (doctoral) students are admitted to the Faculty of Oriental Studies as Probationer Research Students (PRS). All students receive four terms at PRS, with the possibility of extension to six terms in exceptional circumstances. Students are required to transfer to DPhil (or MLitt) status before their PRS status ends. If they reach the end of their PRS status without transferring to another status they will lapse.

After a student has transferred status they will need to confirm status by the end of their ninth term. They are able to defer confirmation of status for up to three terms. A student who has not confirmed by their confirmation due date will lapse.

Students usually receive a maximum of 12 terms on the register. This can be extended for up to nine terms. Expenses of external assessors for confirmation of DPhil status may be reimbursed by the Faculty up to £100, above which the Director of Graduate Studies will need to make a case via the Graduate Studies Committee to the Board for advance approval. Costs for externals to attend DPhil vivas are covered by the Examination Schools.

A new online course for DPhil supervisors has been launched for Michaelmas Term 2019. The course will be available from 1 September.

The course aims to induct DPhil supervisors to Oxford practices and expectations and covers the following areas of DPhil supervision:

- The DPhil lifecycle and your key responsibilities as a supervisor
- Co-supervision
- Establishing a strong working relationship
- Maintaining a strong working relationship
- Maintaining the supervisory relationship at times of pressure
- Developing writing and constructive feedback practices
- Mental health and disabilities
- Career development
- Fieldwork
- Sources of support at Oxford

This course is primarily intended for new DPhil supervisors at Oxford, as well as those who may have supervised doctoral students at other institutions. The course is also a useful resource for more experienced supervisors and anyone involved in DPhil supervision at Oxford.

Enrol using the link below (please copy and paste if the link does not automatically take you to the enrolment page): <https://canvas.ox.ac.uk/enroll/CNXNAB>

A good deal of other vital information about student progression and examination is available in the Graduate and Undergraduate Handbooks on [Canvas](#) and is not reproduced here.

## Money matters

### Payment for teaching and other casual work

**Advance approval for payments is always required and a right to work check must be undertaken by a member of administrative staff before work commences.** All teaching, administrative assistance, invigilation, retainers, etc. for which payment is required must be approved by the Board of Oriental Studies in the Hilary Term in the year before that in which it is to be delivered (with the sole exception of Special Tuition, see below). The Head of Administration will contact Subject Group chairs during Hilary Term for any such requests, to allow time for the costs to be included in the budget.

*Ad hoc* requests may be made later in the year in exceptional circumstances only. Such requests must be made in writing to the Planning and Resources Committee, and should include an

explanation of what teaching is required, why the need has arisen, who will deliver the teaching and an estimate of costs.

**Rates of pay.** The rates of pay vary according to the type of work being undertaken (e.g. class teaching, lecturing, invigilation, research assistance) and should be adhered to in all cases. The rates are listed on the second page of the 'Payment Authorisation Form', which should be used to notify the office that a payment should be processed. The rates and accompanying forms are available on the faculty website by clicking on 'Authorisation to Pay Form': [www.orinst.ox.ac.uk/html/general/forms.html](http://www.orinst.ox.ac.uk/html/general/forms.html)

**Use of higher rates.** Payment for classes is normally only made to non-salaried or part-time staff (i.e. not to Instructors, Associate Professors, Professors, etc.). Application may be made to the Board for payment to salaried staff or for payment at the higher rate if substantial marking is involved, i.e. at least one script per student per class. Charges apply to students attending classes who are not registered for a degree in Oriental Studies; details should be reported to the Faculty Office in 0th week each term. Payment for lectures at the higher rate should only be used for people not already employed in the University.

**Special Tuition.** The only teaching a graduate supervisor can authorise without reference to the Faculty Board is Special Tuition. MSt and MPhil students may normally receive 8 hours' Special Tuition per term, but there may be cases where this has to be exceeded. However, no student may receive more than 16 hours Special Tuition per term without the *express prior approval* of the Board of Oriental Studies. Applications for approval should be directed, in the first instance, to the Graduate Office, Oriental Institute, Pusey Lane. Probationer Research Students may receive a maximum of 16 hours paid Special Tuition during the time that they hold the status of PRS. Please note that students who have completed their Transfer of Status are not eligible for Special Tuition.

Supervisors must advise the Faculty Office in advance that Senior Tuition has been commissioned so that the appropriate 'right to work' checks can be made before work commences. Towards the end of term, the office staff will request reports from the tutors and arrange payment. Payment for Special Tuition is at the normal Senior Tutors' Committee rates, but Oriental Studies postholders should only claim payment when they had fulfilled their contracted hours.

Further information about Special Tuition is available on the Faculty website (see sections 25 and 26 of the 'Other Forms' <https://resources.orinst.ox.ac.uk/forms> ).

### Student Teachers and External Teachers

In all cases, casual teaching arrangements should be proposed by the relevant Subject Group and must be reported to the Faculty Board. Casual teaching contracts are issued in all cases, and the Head of Administration and Finance is required to establish that all casual teachers have the right to work in the UK before they begin their teaching. The process to be followed is set out [here](#):

The level of approval required varies according to the status of the teacher, and casual teaching contracts are issued by the Faculty in all cases. A brief cv is required for any proposed casual teacher who is either a student or not already employed on a teaching contract in the University.

Student teachers must be on the Register of Approved Student Teachers before they can teach for the Faculty. Please contact the Graduate Studies Administrator for a copy of the register and details of training opportunities; training is compulsory in order to be added to the register, and normally only research students who have passed the Transfer of Status stage may teach for the faculty, though this need not apply to language teaching. The person arranging the teaching is responsible for mentoring and supervising the student teacher.

## Reimbursement for payments made to other people

Never reimburse costs, or pay honoraria, or pay for casual assistance out of your own pocket, if you then expect to be reimbursed for this by the University.

For honoraria and casual assistance, if you cannot produce an invoice from the person you have paid, the University will regard you as the employer, and you will be personally liable for employer's costs (including National Insurance contributions). It is essential to report the work to the Faculty Office and ask the Faculty Office to process a payment to the person, using an 'Authorisation to Pay' form, available to download from the faculty website here:

<http://www.orinst.ox.ac.uk/docs/Forms/Authorisationtopayform.pdf>

For the reimbursement of other approved costs, please ask the person to complete a reimbursement form and attach their receipts to it. The form is available to download here:

<http://www.admin.ox.ac.uk/finance/forms/expenses/expenses.xls>. If in doubt, please contact Chris Williams in the faculty office for advice.

## Study Abroad

### Study Abroad – General

#### Briefing/safety/security

Students are provided with information about their study abroad in a variety of informal formats before they travel, including information sheets/handbooks, talks and meetings with recently-returned students. In addition, they are formally advised of the risks and how to manage them through a Risk Assessment, that must be issued by the Year Abroad Co-ordinator and signed by each student, and returned with a completed Itinerary Form. Full details of the faculty safety policy and procedures are available in the 'Administration - Forms' section of the Faculty website. Whilst abroad students are required to check their @orinst e-mail address regularly, and to keep in touch with the Year Abroad Co-ordinator in Oxford. Should any situation arise where their safety might be in question, the Academic Administrator is required to check the Foreign Commonwealth Office website daily; if the FCO advises a return to the UK, the Faculty will insist that students return. Otherwise, they just will be given regular advice and updates and the faculty will stay closely in touch with the students and their colleges, and with the Divisional Office. It should normally be the responsibility of the colleges to inform and update parents of students.

#### Organisation

The practical organisation of the period abroad varies from subject to subject. The formal responsibilities of the faculty, and its relations with institutions abroad, are set out in the Standing Orders.

#### Funding

The faculty currently sets aside sufficient funds in its annual budget to pay the full fees for the undergraduates taking their year abroad, and information about the expected cost is usually sought in March the preceding year in time for the annual faculty budget.

Sources of financial support for students whilst they are abroad vary considerably; in some cases trust funds are available, and in most cases colleges will provide some assistance.

## Student Insurance and Risk Assessment

For all staff and student travel on University business you are required to complete an insurance application form which must be approved and signed by your Supervisor. **Applications for University Travel Insurance should be made using the online Travel Insurance and Registration System accessed via your SSO (Single Sign-On). The link is <https://travelinsurance.admin.ox.ac.uk>.**

As a student travelling as part of your course, or an academic travelling for research or fieldwork purposes, or to attend a conference, you are also required by the University to complete a risk assessment. The templates are available on the Oriental Studies website intranet, on the Forms for Staff and Students page <https://resources.orinst.ox.ac.uk/forms>. This must be completed and sent as a .pdf to your supervisor, in the case of student travellers, or by online submission to the Faculty Chair using her personal "@orinst" email address, to approve and sign. Once student risk assessments are approved they should be uploaded to your online insurance application using the Trip tab in the risk assessment section of the application form. The risk assessments can also be rejected or returned for corrections before they are approved.

The approved application form and travel itinerary and risk assessment will qualify you for cover under the University travel insurance policy. The insurance policy document and contact details for the insurance company will be sent to you on approval of your insurance application and risk assessment. The insurance policy document and details of the medical cover provided, as well as all other details concerning the policy, the claims procedure, trade sanctioned and high risk country travel etc. are available on the Insurance Office website at <https://finance.admin.ox.ac.uk/travel-insurance>. Leisure travel undertaken during your time abroad and the participation in certain sports are not covered under the University policy and you will require private insurance cover if you intend to undertake either whilst overseas. Any queries about travel insurance cover or the online application process can be referred in the first instance to the Senior Administrator (Facilities), Trudi Pinkerton.

## Undergraduate Study Abroad

Undergraduates in Oriental Studies (and EMEL) study abroad as follows:

Chinese: 1 year abroad at Peking University during their second year

Japanese: 1 year abroad at Kobe University during their second year

Arabic: 1 year abroad: approved language instruction during their second year

Turkish: 1 year abroad: approved language instruction during their second year

Persian: 1 year abroad: approved language instruction during their second year)

Hebrew Studies: 1 year abroad (if taking Course II) during their second year

A formal statement on the undergraduate period of study abroad exists to outline the objectives, assessment methods, and responsibilities of all parties concerned, set out in the Study Period Abroad Statement, available on the faculty website, included in the Undergraduate Studies handbooks and appended to the Standing Orders of the Faculty.

**Pastoral visits to institutions abroad.** The Faculty Board expects that a member of academic staff will visit the relevant institution(s) abroad once per year, in order to enable the faculty to meet its responsibilities towards its students, and also to ensure compliance with quality assurance standards. The annual visit must therefore include a review of (a) the teaching provided by the

universities or other supervising bodies where students are placed; (b) the pastoral and academic support and guidance the students receive while they are away; and (c) the terms of the agreement with the institution, covering fees, teaching arrangements, admission, etc. The terms and conditions of the agreement with the institution are set out in an up-to-date written agreement between Oxford and the institution abroad. These may be obtained from the Head of Administration and Finance, who should also be consulted about any proposed changes.

These visits should normally be made by the appointed year abroad co-ordinator, but may in certain circumstances be made by another member of staff who is visiting the area for research or other purposes. The annual budget is £1,000 for each language.

### Graduate Study Abroad

Graduates in Oriental Studies travel abroad for language and research purposes, but in most cases, this is not a formal requirement of their course. In brief, trips take the form of:

research trips funded by the faculty and the Hebrew and Jewish Studies committee, grants available to all graduate students, trips normally taken outside term time;

faculty-funded language study for MPhil students attending approved courses in the language relevant to their studies at Oxford, normally taken during the vacation between the first and second years of the course;

China Study Tour for students on the MPhil in Modern Chinese Studies and Modern Chinese Art (during the third term of the first year);

some trust funds provide grants for research and/or language travel (e.g. Boden, Shaw, Tam, Sasakawa)

Detailed information about the teaching provided during these periods abroad, and how it is integrated into the overall degree programme, is available either from student handbooks, programme specifications, or from the relevant Undergraduate Studies Co-ordinator or Course Co-ordinator.

### Examination Regulations

The *Examination Regulations* are published annually and are available online at <https://www.admin.ox.ac.uk/examregs/>. These documents are absolutely central to how students should be examined. They must be examined under the rubric that is published at the start of the course leading to their first or second public examination; this is a right of the student termed 'vested interest', and the regulations governing their examinations published at the outset of their course cannot be altered without their signed consent. This applies equally to changes that will benefit the students as well as changes that might disadvantage them.

Changes to the Regulations (including the introduction of new papers, courses and degrees) require the approval of the Faculty, the Humanities Division and Education Committee, and only come into force once they are published in the University *Gazette*. Changes must normally be approved before week 7 of Trinity Term.

The Undergraduate and Graduate Course Co-ordinators should review the syllabus of their courses once a year and report to the Undergraduate and Graduate Studies Committees. The review should



include a check that all published course material (prospectus, regulations, handbook, website, programme specification, examination conventions) is up-to-date, accurate and consistent.

### Procedure for amending the Examination Regulations

This is a lengthy process as all changes require approval at many levels of the University and may need to be made years in advance in order to be communicated to prospective applicants. At any stage, if you would like advice about making a proposal to change the examination regulations, (including the introduction of a new option, paper or even degree) please contact the Faculty Board Secretary.

Any proposal for amendment to the *Examination Regulations* should first be approved in principle by the relevant subject group/management committee. Then please write to the Chair of the relevant Graduate or Undergraduate Studies Committee, copied to the Chair of the relevant Sub-Faculty, setting out:

- the date the changes should take effect;
- an explanation of the changes you wish to propose, i.e. the effect these changes will have on the regulations;
- why you wish to propose the changes
- whether there are any students on course who have a 'vested interest' (if so, their signature will be required to consent to the changes – please obtain a template for this from the Faculty Board Secretary). If there are students on the course but the proposed changes are very minor, please explain why the changes will not affect the students, e.g. because they correct errors, or bring proposals into line with existing practice
- implications for teaching, library, IT, examining and other resources (if none, please say so)
- confirmation that the relevant subject group has been consulted and has approved the changes.

Each proposal should be accompanied by an electronic copy of the relevant part of the regulations amended with 'Track Changes' turned on. This is important because changes to the regulations must then be drafted in a very formal way by the Faculty Board Secretary; each change must be recorded separately, line by line, for the Editor of the 'Examination Regulations'. It is not acceptable to strike and replace entire sections if only small parts of those sections are being changed.

For major changes or new courses, early in the planning process please refer to the document 'Making a case for a new course' which includes an important checklist of all matters that must be covered by proposals for major changes, and a list of other papers that must also be attached. This is available on the University's [Examination Regulations website](#).

Once approved by the Graduate/Undergraduate Studies Committee and considered by the Subject Group, the proposals will go forward to the Faculty Board for approval.

Once the proposal is approved in principle by the Faculty Board, the formal regulation will be drafted by the Academic Administrator responsible for examination matters and sent to the proposer for checking and approving. This is then sent to the Division, and from there to Education Committee. Major changes to courses need to be accompanied by a revised Programme Specification and an Education Committee checklist. New graduate taught courses also need to be accompanied by a proposal for the level of fee that should be charged.

The current *Examination Regulations* are available on line here:

<http://www.admin.ox.ac.uk/examregs/>



Education Committee guidelines on regulation changes are available on line here:  
[www.admin.ox.ac.uk/epsc/guidance/index.shtml](http://www.admin.ox.ac.uk/epsc/guidance/index.shtml)

## Admissions

### Undergraduate Admissions

The Faculty takes part in the University's Open Day programmes in July and September, and holds a separate event in May.

A good source of introductory information for academic staff about the Undergraduate Admissions Process is the 'How to apply' section of the 'Undergraduate Courses' section on the University website, [http://www.ox.ac.uk/admissions/undergraduate\\_courses/index.html](http://www.ox.ac.uk/admissions/undergraduate_courses/index.html)

Advice on interviewing is available from the Admissions Office and from the [Centre for Teaching and Learning](#) (formerly the Oxford Learning Institute), which runs courses on the subject.

Prospective undergraduates apply to the University through the Undergraduate Admissions Office. The admission of undergraduate students is ultimately a college decision. However, the interview arrangements in Oriental Studies (and its associated joint schools) are centrally organised by the Director of Undergraduate Admissions, with administrative support from the Undergraduate Studies Administrator. Interviews for individual subjects are organized by the relevant teachers, and always take place during 9th (and sometimes 10th) weeks of Michaelmas Term, and all staff are expected to participate unless they are on leave and working away from Oxford. Immediately after the interviews have taken place, the faculty makes recommendations to the colleges that accept Oriental Studies undergraduates, and in some cases may need to negotiate with several colleges in order to place an individual candidate. The University has recently implemented a 'Common Framework for Undergraduate Admissions' which reinforces the centralised approach taken by this Faculty (see [http://www.admissions.ox.ac.uk/news/common\\_framework.shtml](http://www.admissions.ox.ac.uk/news/common_framework.shtml) for details).

A detailed handbook for undergraduate admissions is published annually and available to all academic staff before the start of the admissions cycle.

### Graduate Admissions

Prospective graduates apply to the University through the Graduate Admissions Office. Once complete, the Graduate Studies Administrator forwards electronic application dossiers to the relevant Admissions Co-ordinator for advice on who should assess the application. It is then forwarded to the relevant person, together with guidance about how to make a recommendation about the applicant. In general terms, applications are assessed against: evidence of appropriate qualifications for the programme applied for; previous academic record; confidential reports of referees; and other supporting material (e.g. written work, tests results). Interviews are not normally held for graduate applicants, but it is sometimes done; but overseas applicants should not be required to come to Oxford for an interview.

There are application deadlines which are announced on the University's Graduate Admissions website here: <https://www.ox.ac.uk/admissions/graduate/courses/humanities/oriental-studies?wssl=1>

or most of the taught masters' courses, and for applications for research degrees, decisions are usually made as the applications are received. However, for some of the larger courses (such as the

MPhil in Modern Middle Eastern Studies) applications are considered in a gathered field exercise organised by the course management committee.

A good source of introductory information for academic staff about Graduate Admissions procedures is the 'Application and Admissions' section of the 'Graduate Courses' section on the University website, <http://www.admin.ox.ac.uk/postgraduate/apply/>.

## IT and Learning Resources

### IT and AV Resources in the Faculty

The Faculty provides extensive IT facilities for all of its academic and administrative staff including: the use of computers and laptops, networked and personal printers, access to document and slide scanners, website hosting, and central file storage. All buildings are connected to the University network providing access to University resources and the Internet. The Oriental Institute is covered by the OWL wireless network allowing any University member to use their laptop to access the University network. As well as a computer in each office there are two computer rooms for use by academic staff and graduate students, two language labs to assist the language teachers, and lecture theatres with digital projectors.

The full-time IT Support Officer provides help and support to all the Faculty staff and looks after the IT infrastructure. The IT Support Officer, Richard Carpenter, can be contacted by [email: it-support@orinst.ox.ac.uk](mailto:it-support@orinst.ox.ac.uk) or by telephone: 288201.

Two computing rooms are available for the use of academic staff and graduate students of the Faculty:

The Oriental Institute computing room has six workstations, two Apple Macintosh computers and four Windows PCs. All the computers are connected to the network and to a networked laser printer in the same room. One of the PC's is a dedicated scanning machine which is connected to a A4 flatbed scanner and also to a slide scanner which can scan both slides and negatives.

The China Centre graduate room has four desktop computers (SSO required to login) and additional workspace for OS and OSGA graduate students only. The computers are connected to the network and to a printer in the same room.

There are three language labs to aid language teaching in the Faculty; two small ones in the Oriental Institute and one in the China Centre. The labs are equipped with the Melissi multimedia language teaching and learning laboratory system with eighteen student positions and a 42-inch TV monitor (two 26-inch TV monitors in the Oriental Institute). The system is connected to a DVD player, and a satellite receiver.

The two lecture rooms in the Oriental Institute are both equipped with digital projectors connected to a networked computer, DVD and video player. There is also provision for staff and visiting lecturers to connect laptops to the projectors. A lecture room in the Clarendon Institute has a projector and laptop for use by staff and visiting lecturers. The China Centre has a large lecture theatre, which can be divided; contact Rosanna Gosi for bookings.

An e-mail terminal is also available in the ground floor reception area of the Oriental Institute for both undergraduates, postgraduates and members of staff to use.

The Faculty has the following resources available to members of staff on request:

- Network printing
- File storage, including shared work areas if required
- Coloured laser printing
- Digital projectors and AV/PC facilities in main lecture rooms
- Resources that are also available on a short-term loan include:
- Portable digital projectors with PC laptop

If you wish to use any of the above resources please contact the IT Support Officer, Richard Carpenter. ([it-support@orinst.ox.ac.uk](mailto:it-support@orinst.ox.ac.uk), tel. 288201)

There are PC laptops and digital projectors available which can be used to give talks, lectures and presentations. You will need to book the equipment in advance by contacting [it-support@orinst.ox.ac.uk](mailto:it-support@orinst.ox.ac.uk)

Colleges provide for the use of their undergraduates and graduate students computer rooms with access to the University network, the internet, email, standard software packages, and software for logic teaching.

### Wireless Internet Access

Wireless access is available in all Oriental Studies locations. Two wireless networks available: OWL and Eduroam. The OWL network is equivalent to the old OWL-VPN and OWL-VISITOR networks combined. It is an unsecured network that requires either the use of a VPN client or a temporary visitor account to use. If you previously connected to the wireless using the University supplied VPN client you can continue to do this via the OWL network.

Visitors requiring wireless access can be set up with a temporary visitor account. Please e-mail the IT Support Officer, [it-support@orinst.ox.ac.uk](mailto:it-support@orinst.ox.ac.uk) with the name of the visitor and the dates they require access. Accounts are limited to a maximum of two weeks at a time but can be renewed.

The Eduroam network is available for use by any member of the University and any member of a participating institution, including universities in Europe and the Asia-Pacific region. The Eduroam network uses the computer operating systems inbuilt security to connect and so does not require any extra software (e.g. a VPN client).

Unless you are already connecting using the VPN client, it is recommended that staff use Eduroam, as it only has to be set up once and is then easier to use than the VPN client.

Full details on how to configure a computer to connect to the Eduroam network can be found at: <http://www.oucs.ox.ac.uk/network/wireless/services/eduroam/>.

Further information on wireless services in Oxford and the OWL Phase 2 system can be found at: <http://www.oucs.ox.ac.uk/network/wireless/>.

### E-mailing Lists

The Faculty operates a number of emailing lists for members of the Faculty and students. You will be placed automatically on certain lists (e.g. postholders, room holders, members of the faculty) to which only vital pieces of information are sent. Mailing lists are used to circulate larger volumes of subject-specific information about conferences, seminars, calls for papers, etc.

For further information, or to subscribe to any list from which you think you may be missing, please contact the Senior Administrator (Resources) in the first instance ([trudi.pinkerton@orinst.ox.ac.uk](mailto:trudi.pinkerton@orinst.ox.ac.uk)).

The faculty office has access to graduate and undergraduate e-mailing lists, which are only used for university or faculty business that will be of direct interest to students. It is also possible to obtain subject-specific e-mail lists from the office, should you wish to e-mail a particular sub-section of students.

### Oxford University Computing Services

A vast range of IT resources, including e-learning, are available through the University Computing Services. Information may be obtained via their website: <https://services.it.ox.ac.uk/>.

### Oxford University Language Centre

The Language Centre offers primarily extra-curricular language tuition to students, academic and professional staff who want to improve their language skills. They offer courses in 11 modern languages and Academic English - from intensive short courses to in-depth three-term programmes, and from daytime to evening to suit your schedule. For further information about the OULC, please visit their website at <http://www.lang.ox.ac.uk/>.

## Staff Support, Development, Progression, and Review

### Personnel Information for Academic Staff

You should read the information available on the [Personnel Services website](#) as part of your induction. The site contains helpful information about pay, pensions, and insurance, as well as advice about accommodation, childcare, counselling, disability, equal opportunities, health and safety, harassment and bullying, problems and complaints, trade unions, and the Newcomers' and University clubs. You will also find links to more detailed information about all of the above.

The University policy and procedure on harassment and bullying is available on the website here: <http://www.admin.ox.ac.uk/eop/har/policy.shtml>

Please note that the faculty has nominated the Faculty Board Secretary as a first contact for matters concerning students with disabilities or special educational needs.

### Development

#### Lecturing Skills

The [Centre for Teaching and Learning](#) offers courses and written material on lecturing skills, together with a whole raft of courses on teaching and learning. New staff are strongly advised to contact the CLT for advice on which courses they should attend; indeed some courses are compulsory for staff in their probationary period (see also section below on 'Academic Staff Development').

All lecturers are encouraged to draw upon the support and advice of colleagues and to make use of student feedback.

## The Centre for Teaching and Learning (CTL)

The Centre for Teaching and Learning supports all those who teach at the University of Oxford. They promote a range of teaching practices that are relevant to Oxford's unique learning environment.

They offer a range of courses, support and services, including:

- Accredited programmes in teaching and learning in Higher Education, including PLTO, DLT and PGCert
- Digital tools, training and technical support
- Online courses and resources
- Consultancy for course and programme design (including blended and online)
- Networks and events for sharing teaching practices

For further information please visit their website <https://wwwctl.ox.ac.uk>

## Review

### Criteria for reappointment

The criteria for reappointment are determined by the Humanities Division (for most academic posts) or the Faculty, and are outlined in your contract of employment. For APs and Instructors these are as follows:

### Associate Professors

Upon completion of the initial period of office as stated in the letter of appointment, an associate professor is eligible for reappointment and, if reappointed, will hold office until he/she reaches the retiring age, provided that in a special case the divisional board may permit the reappointment of an associate professor who has completed his/her initial term of appointment for a further limited period, after which if reappointed he/she will hold office as above.

Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to the retiring age.

You are asked to note that there is a two-stage review of those in their initial period of office. An initial stage review is held around the end of the second year to ensure that there are no difficulties, and so that advice can be given if problems are found to exist. A final review takes place no later than the beginning of the last year before the expiry of the initial period of office.

In connection with the final review you will be asked to submit for the information of the faculty board and the divisional board a report dealing with the following matters:

Details of graduate supervision and/or graduate teaching

Lectures and classes given

Publications

Research other than that included in published work

Average amount of college teaching.

Attendance at staff development seminars will be taken into account when the progress of university lecturers in their probationary period is reviewed, and therefore, in addition you will be asked to say in your report which of these seminars you have attended.

Note: Separate procedures apply to the renewal of college appointments for those holding a tutorial fellowship.

Before confirming a reappointment for a further limited period under the proviso stated above, the divisional board must be satisfied that the associate professor has been given an opportunity to state a case to the faculty board (or the appropriate committee thereof).

If at the end of the initial period of office or of a limited period of appointment under the proviso stated above the divisional board proposes to terminate the appointment, an associate professor will be asked whether he/she wishes the opportunity to show cause why this decision should not be confirmed. If so the Personnel Committee or a panel thereof will hear statements of the case from both parties - the divisional board and the associate professor (who will have the right to be accompanied by a representative, or by a colleague of his/her own choice from within the University). The Personnel Committee's decision will be final within the University, save that a member of academic staff who is dismissed or under notice of dismissal may appeal under the provisions of Statute XII Part H.

#### Language Instructors

Your appointment will be reviewed formally at the end of your probationary period. In this connection you will be asked, at the beginning of your fourth year of appointment, to submit for the information of the faculty board and the divisional board a report describing the duties you have undertaken in your probationary period.

This report will cover the following matters:

- Teaching undertaken
- Average amount of college teaching
- Any other relevant items such as development of courses, research or publications

No undertaking to confirm your appointment will be valid unless notified to you in writing with the specific approval of the appropriate authority of the University so authorised by the relevant Statutes and Regulations. For the purposes of this appointment the appropriate authority is the Secretary of the Humanities Division.

#### Interim and Final Review of Appointment

All **fixed-term** posts (e.g., Departmental Lecturers) have a probationary period, and a defined review towards the end of that period. The length of the probationary period will normally be no greater than half the length of the appointment, and no more than 12 months.

All **re-appointable** posts (e.g., Associate Professors) have a defined interim review, at roughly the halfway point of the initial period of appointment, together with a 'final' review roughly 12 months before the end date of that period.

#### Probationary Reviews (fixed-term posts)

One month before the end of the appointee's probationary period, the Humanities Divisional Office will write to the Assessor to ask for an assessment (the assessor normally meets with the appointee to discuss his or her activities, and should attend a lecture or class). The report is considered by a

Review Committee on behalf of the Oriental Studies Faculty Board, on the basis of which a recommendation is made to the Divisional Board.

#### Interim Reviews (re-appointable posts)

Before the end of the interim review period (normally the half-way point of the initial period of appointment), the Humanities Divisional Office will (a) write to the new appointee to request a report on activities since appointment (see below); and then (b) forward this report to the Assessor to ask for an assessment. As part of the review the Assessor will be expected to attend at least one of the appointee's lectures and/or classes.

Once the review has been initiated in this way, the Faculty Board will appoint a review committee comprising the Assessor, the Chair of the Board (who will normally chair the review committee) and one other person.

The Review Committee will consider the following written material:

- the assessor's report (which will include comments on classes, lectures, etc. attended and
- any meetings with the member of staff under review)
- the self-report
- the college report
- the Faculty Board Chair's report regarding administration and research expectations
- a report from the Undergraduate Course Co-ordinator/subject organiser
- any relevant information on the member of staff's file (to be determined by the Board Chair before being circulated)
- any student feedback received

Instructors only: Pre-observation and Class Observation and Feedback forms, if used.

The Review Committee will produce a report containing a recommendation to the Division, and identifying any areas that need to be addressed before the final review. Before the final report is submitted to the Division, all of the material listed above (including the report) will be sent to the member of staff under review, who will be invited to submit comments in writing, so that these may also be considered by the Division.

Once the Division has communicated the outcome of the review to the member of staff concerned, the Board Chair will discuss the findings of the review with him or her. The Division may also be involved if any further action is required.

#### Final Reviews (re-appointable posts)

Before the end of the initial period of appointment (normally fourteen months in advance), the Humanities Divisional Office will write to the new appointee to request a report on activities since appointment (see below); and forward this report to the assessor (as nominated by the Faculty Board) to ask for an assessment. As part of the review the assessor is expected to attend at least one of the appointee's lectures and/or classes.

Once the review has been initiated in this way, the Faculty Board will appoint a review committee comprising the Assessor, the Chair of the Board (who will normally chair the review committee) and one other person.

For Associate Professors, the appointee will be asked to nominate two or more external referees in a related field, whom the Review Committee will select and invite to submit a written contribution to the review. The review committee will not be limited to those names proposed by the post holder.

- The Review Committee will consider the following written material:
- the assessor's report (which will include comments on classes, lectures, etc. attended and
- any meetings with the member of staff under review)
- the self-report
- the college report
- the Chair of the Faculty Board's report on administration and research expectations
- a report from the Undergraduate Course Co-ordinator/subject organiser
- the report from the interim review
- at least two external references (APs only)
- any relevant information on the member of staff's file (to be determined by the Board Chair before being circulated)
- any student feedback received

Instructors only: Pre-observation and Class Observation and Feedback forms, if used.

After the review meeting, the Review Committee will produce a written report containing a recommendation to the Division. Before it goes to the Division, the material listed above (including the report, but excluding the report of the selection committee) will be sent to the member of staff under review, who will be invited to submit comments in writing, so that these may also be considered by the Division.

Once the Division has communicated the outcome of the review to the member of staff concerned, the Board Chair will discuss the findings of the review with him or her. The Division may also be involved if any further action is required.

### Career Progression

Associate Professors may apply for 'promotion' to the title of Professor through the 'Recognition of Distinction' exercise, details of which are published in the *University Gazette*.

## Research

### Research Activity in the Faculty of Oriental Studies

The faculty aims to foster a supportive research culture, to provide staff with the time and facilities to conduct research, and to enhance the faculty's international reputation as a leading centre of research. The faculty supports numerous individual research projects which reflect the specialist expertise of the academic staff concerned, and encourages collaborative and interdisciplinary projects, both within Oxford and with other institutions. The Faculty's research contributes on a national and international level in all areas and there is a significant amount of international collaboration. From general funding and through its trust funds, the Faculty makes available financial support for research travel, research assistance, editorial help, and grants towards the costs of conferences organised by postholders and held in Oxford. The faculty also strongly encourages and supports applications for externally-funded research leave (e.g. under the AHRC and Leverhulme schemes). In recent years, research activity in the Faculty has grown rapidly, with new projects of varying size and length and size, funded by the AHRC, the ERC (European Research Council), the British Academy, the Leverhulme Trust, Wellcome Foundation, smaller charities, and the University's John Fell fund.



The Humanities Division employs a team of research facilitators who are available to assist with any aspect of applying for external research funding. All postholders are strongly encouraged to make use of their expertise and are required to consult them at certain stages of the application process. See the section below entitled 'Humanities Division Research Facilitators' for further details. See also [www.humanities.ox.ac.uk/oxford\\_only/academics](http://www.humanities.ox.ac.uk/oxford_only/academics) for information on research support.

All researchers should be aware of the University's Code of Practice and Procedure on Academic Integrity in Research, at <http://www.admin.ox.ac.uk/ps/staff/codes/air.shtml>, and the Code on Public Interest Disclosure, <http://www.admin.ox.ac.uk/ps/staff/codes/pid.shtml>.

Anyone working in the UK with a visa should check the immigration rules before travelling abroad for prolonged periods of time for research purposes, whether this is during normal sabbatical leave or as extended paid or unpaid research leave.

Information is already held by the faculty on all externally-funded research grants, including John Fell awards. Throughout the year, staff are encouraged to report any other achievements to Emily Bush (Administrative Assistant) to be added to the Faculty website.

### The Humanities Division Research Facilitators

The Divisional Research Support Team assists post holders and faculty members in all aspects of applications for external research funding. The team can guide applicants through the application process and offer advice and comments on applications, including issues about costings, the case for support and the Je-S application system (the online application system used by the UK Research Councils). The contact for the Oriental Studies Faculty is Thea Vidnes, e-mail [research.support@humanities.ox.ac.uk](mailto:research.support@humanities.ox.ac.uk). Anyone considering applying for any type of external grant or any type of leave should contact the Divisional Office at the earliest opportunity. The team will also advise on applications to the John Fell Fund if costings for full posts are required.

## Taking leave

### Sabbatical and Other Leave

The faculty welcomes applications for leave, and encourages funded research leave. In order for the faculty to make proper provision during such leave, it is necessary to gather certain information well in advance, and the following notes explain what information is required by the Board before leave can be approved.

Professors and Associate Professors are entitled to request Sabbatical Leave once the required period of service has been achieved. The process is described in the document *notes on applying for academic leave* found on the [Oriental Studies website under resources](#). Please note that applications are considered together in a 'gathered field' by the Board each November, for any periods of leave in the following academic year; that the initial formal request needs to go to the Divisional office; and that the Board will need to see the Subject Group's comments before a decision can be reached.

Applications for Research Leave (paid or unpaid) follow a similar process, though there is no gathered field. Contact the Head of Administration and Finance to discuss any plans.

Anyone with a college appointment should discuss their leave separately with the college, and should not normally expect the faculty to fund any temporary appointment made by the college to cover the postholder's period of absence.

The faculty will consider requests, from staff taking unpaid leave, for the faculty to continue to make employer's contributions to the postholder's pension scheme. This should be requested at the time of application for unpaid leave. If approved by the faculty, at the end of the period of unpaid leave, the postholder will be invited by the Pensions Office to contribute the amount they would have paid into the scheme had they received a salary, which then automatically triggers the payment of the employer's contribution.

### [Applying for leave – notes for Language Instructors](#)

Under the terms of their contracts, Language Instructors (and Senior Language Instructors) are not entitled to apply for sabbatical leave. However, the Faculty Board of Oriental Studies agreed in 2007 that applications could be considered from Instructors for partial teaching buyouts or full leave if their replacement teaching costs could be covered in full by external funding.

Full leave should not occur for more than one year in five, and should not last longer than one year. The leave may be paid or unpaid (in which case external funding would not be required for replacement teaching).

### [Sick leave and maternity/paternity/shared parental leave](#)

If you need to be away from work because you are ill, you should inform the Head of Administration and Finance. If appropriate (i.e. for all academic appointments), he will then inform the Humanities Divisional Office on your behalf.

Maternity, Paternity and Shared Parental Leave should be applied for according to the procedures on the university website. Inform the Head of Administration and Finance in the first instance. For most posts the application will be submitted to the Humanities Divisional Offices.

## Grants and Support

### [Research Support Funding for Staff and Students in Oriental Studies](#)

Faculty funds to support research fall into five categories:

1. Research support allowances for post holders
2. General research activity
3. Graduate Research support
4. Graduate Language Study support
5. Graduate Research Training (seminars)

Details of these will be found on the Faculty's website, at <https://resources.orinst.ox.ac.uk/research-funding>

### [Applying for a research grant - information for academic staff and graduate students](#)

The Faculty has produced a [guide](#) for staff interested in applying for an external grant for a research project. This describes the process for developing and getting approval for your application.

### [Management and Administration of Research Grants](#)

Once an external research (or John Fell) grant has been accepted by the University and set up, the Head of Administration and Finance will write to the Principal Investigator (the lead applicant) to

confirm this, and advise him or her of the University reference code that should be used in any correspondence about the grant.

The dates of the award will be confirmed, including the end-date, by which time all claims for reimbursement of expenditure should have been submitted. Should it be necessary to extend the end-date of the project for any reason, please apply to the awarding body yourself for this. If an extension is granted, please send a copy of this to the Head of Administration and Finance in order to authorise Research Accounts to process payments beyond the original end-date.

If overheads are payable on the grant, they will be paid direct into the faculty's main account, not into the project account. It is the policy of the faculty that overheads contribute to the core running costs of the faculty, and are not normally at the disposal of the Principal Investigator. However, for FEC grants over £100k, the Board may agree to set aside 10% of the overheads, after all infrastructure charges, premises charges, refurbishment costs, etc. have been deducted. The money will be earmarked for expenditure on the wider subject area, any activities arising from the project, and any other relevant academic costs of the Principal Investigator, but may not be reinvested in the project or used to off-set any direct costs on the project not covered by the grant. Expenditure is subject to normal faculty controls, i.e. any expenditure over £600 requires the approval of the Board. It is hoped this will provide an incentive for staff to apply for major grants.

Financial reports on the status of their grants are routinely sent to Principal Investigators as soon as possible after each month end. If at any other time you wish to know how much of your grant has been spent, or would like an explanation of the standard transaction report you have been sent by email, please feel free to contact the Finance Officer, Stephanie Yoxall

All consumables purchased from a grant remain the property of the faculty after the end of the grant. This means that, for example, any IT equipment must be returned to the IT Support team, and any books should be offered to the appropriate library. If the library does not wish to accept the books, they may be kept by the person who purchased them (having first checked with the Principal Investigator, if that is a different person).

It is ultimately the Principal Investigator's responsibility to ensure that the grant is spent in accordance with the terms and conditions of the award. This includes any decisions to move money from one budget heading to another. Since awarding bodies take very different views on this, please take care to ensure that permission is obtained in advance, if required, before expenditure is incurred under a different budget heading.

If a grant employs research assistants or research officers, the Principal Investigator will be regarded as the Line Manager to these staff. As such, the PI will be responsible for ensuring that they comply with the University's personnel policies and procedures, and they should be aware of the need to contact the Head of Administration and Finance should any difficulty arise. They will also be expected to participate in the annual Personal Development Review (PDR) process, and in most other respects the personnel administration of their staff will be handled by the Head of Administration and Finance. Training is available on request for new managers of staff, and there is also a PI induction course.

The University provides much more information on Research Support on its website here:  
<https://www.ox.ac.uk/research/support-researchers?wssl=1>

## Grants for IT and AV Equipment

Each year, the Oriental Studies Faculty Board assigns a budget, to which members of the Faculty's academic and administrative staff may make applications for IT and AV equipment, for themselves or for shared equipment for the Faculty. Applications from non-permanent or non-University postholders will also be considered in cases where the applicant is making a significant contribution to university teaching, research, examining or administration extending over a period of several years.

Bids for IT and AV equipment are invited at the start of each term. Applications are considered by the Faculty's IT/AV Committee, which meets on Monday of 5th Week of each term. The Chair of the IT Committee is currently Professor Jay Lewis, and the Secretary to the Committee is Trudi Pinkerton.

Please note the following guidelines before making an application. For further information contact the IT Support Officer.

## Guidelines for IT and AV Equipment

**Purchasing policy.** The approval to purchase IT/AV equipment is at the discretion of the Committee, determined mainly by precedent, and limited primarily by the financial limitations of the budget. The following purchasing policies have been agreed:

- Faculty members are eligible for either a desktop or a laptop, PC or Mac
- Computers will be replaced by the Faculty at the end of their warranty period.
- Wherever possible staff are expected to use start-up grants, trust funds, etc. to purchase IT equipment
- Members of staff who are based in the Oriental Institute normally use shared printers located in the printer rooms on the first and second floors, or the large printer in the Faculty Office, and room holders in the Institute for Chinese Studies are connected to the shared printer in the Graduate Computer Room and the ground floor photocopier. If they wish, staff may request a basic printer (standardised across the faculty) in their office for small print-runs, whilst still relying on the networked printers for large print-runs or higher-quality printing. (This helps with the issue of confidentiality when printing exam papers.) Staff are required to change their own toner and deal with minor operating problems, to avoid additional requests being made in the Faculty Office.
- Faculty members requiring CDs in large numbers are encouraged to purchase them from OUCS or elsewhere.
- Flash drives / portable memory sticks: the IT Support Officer keeps a small supply of these for use by staff.

IT support is defined as:

- the purchase and installation of IT and/or AV equipment approved by the IT committee;
- the purchase and installation of software approved by the IT committee;
- diagnosis and resolution of problems;
- general advice;
- provision of printing, discs, etc.

Standard IT equipment will be purchased and/or installed for established academic staff. Standard equipment for Research Officers and other staff employed on research grants will only be purchased

and installed if such purchases are provided for in the grant (either as direct costs, or from overheads associated with the grant).

Anything over and above the usual support and equipment provided to other staff will not be provided for externally-funded research/teaching projects even if funding exists for such support as the faculty does not have the staffing resources to provide it. Care should therefore be taken not to commit the faculty to support it is not able to provide, either for the duration of the project or to maintain the output of the project after its conclusion. Should the IT Support Officer have any concerns, the matter should be referred to the Chair of the IT Committee.

Certain administrative staff use computers provided by the University, which are networked to the University, and for whom the University provides IT support. These are now reduced to just the Head of Administration and Finance and the Finance Officer, though all administrative staff in the Faculty Office are connected to the central network.

Any other room holder or other person who is not a member of faculty staff is not eligible for equipment or support of any kind.

### Website

Requests for changes to material on the Faculty's website, whether the public facing site or the internal 'resources' site, should be made to the Administrative Assistant Emily Bush, who is the Faculty's communications officer. Requests for new sites (for example for research projects) should be discussed first with the IT Support team.

All material on the website must be in keeping with the general house style and be in accordance with the University regulations.

### Ownership

Any equipment (including software) purchased from faculty funds or from an external grant is the property of the Faculty, not of the individual. Should you leave, the Faculty can agree to a buy-out of the equipment. Second-hand or disused computers may be kept by staff (including retiring staff), but these will not be supported by the faculty in any way.

### Insurance and Maintenance

All equipment purchased by the Faculty is covered by the University's insurance scheme (although laptops carry an excess of £1,000).

All computers purchased by the faculty come with a 3 or 4 year maintenance contract, depending on the manufacturer. Should any equipment breakdown the IT Officer will arrange for it to be fixed, providing it is still within this maintenance period. Should equipment breakdown once the maintenance contract has expired an IT Officer may attempt to fix it, but the normal course of action is to replace machines before the contract expires.

### Information Security

All University staff need to pass the **Information Security and Data Privacy Awareness course each year**. The course has been created primarily to ensure that staff fully understand information security and come to view it as an integral part of their day-to-day work.

The content has been created in order to help you:

- Understand the importance of protecting data
- Understand data privacy rules

- Know how to safely access and share information
- Know how to keep your information safe in the office, at home, and in public places
- Know how to spot phishing
- Know how to use your own device to work securely
- Know how to report issues

To pass the module you need a score of 75 or above. You will be asked to take the module again if you do not pass. Once you've passed you'll receive a confirmation email from the system including a link to download a certificate. To take the course click [here](#) and look for Information Security and Data Privacy Awareness.

All staff should visit the [Information Security website](#) for a better understanding of what is expected of them.

### Use of Graduate Computer Rooms

Requests from Faculty members for access to the Graduate Computer Room for visiting scholars and other visitors or non-faculty members should be put in writing to the Chair of the IT Committee, who is responsible for approving such requests.

### Travel

#### Travel to work

The [Travel and Transport section of the University website](#) has a wealth of information on travelling on University business and commuting, including:

- Claiming travel expenses
- Travel health clinic
- Begbroke and Science transit shuttle bus
- Travel insurance
- Bike loan scheme
- Mobile bike mechanic scheme
- Bus pass scheme
- Car parking, car share scheme and P&R parking permit
- University parking permits
- Season ticket loan scheme
- Train pass scheme

#### Travel on University business

If you intend to travel on University business, whether within the UK or abroad, it is mandatory to submit an itinerary to the Chair of the Faculty Board for approval. A *pro forma* for this is provided in the '[Forms for Staff and Students](#)' section on the Faculty website. If you will be undertaking fieldwork, you will then be required to complete a full risk assessment that must also be approved by the Chair of the Board.

If your travel will take you to a country or area where the FCO site advises against all but essential travel, approval will be required from the Safety office (in addition to the Chair of the Board), and referral will need to be made to the Insurance Company. If cover is available, an additional premium may be payable.

## Travel insurance

The University operates a block travel insurance policy that can be used by all staff and students travelling for a University purpose. To benefit from this policy, the itinerary and, if applicable, the risk assessment, outlined above must be submitted and approved, after which time you will be sent a short Travel Insurance Application Form to register for cover. Under the current university policy there is no limit to the amount of time for which insurance can be provided, but this and all other details of the policy should be checked before travel on the University website here:

<http://www.admin.ox.ac.uk/finance/insurance/travel.shtml> The website includes details of the medical cover included in the policy. These can be found in the document entitled "Confirmation and Summary of Cover" under the "Medical Assistance" section.

Undergraduate students studying abroad for a year are required to complete an itinerary for the faculty which, together with a signed risk assessment, will make them eligible for cover from the university insurance scheme (for study abroad, but not leisure activities or holiday time). Where undergraduate students travel regularly to the same institution the Year Abroad Co-ordinator will have prepared a 'generic' risk assessment that is reviewed annually and issued to students. The same is expected for graduate students attending approved language study abroad. Graduate students conducting research are required to complete their own risk assessment for approval by their supervisor. In all cases the completion of an itinerary is compulsory. All enquiries about travel may be referred in the first instance to the Senior Administrator (Facilities), Trudi Pinkerton.

## Fundraising and Development

The Chair of the Faculty Board holds regular meetings with staff from the University Development Office to discuss funding opportunities and the faculty's fundraising goals and priorities. Subject Groups may be asked to identify their fundraising priorities but individual members of staff are also encouraged to seek out opportunities. The Faculty is particularly keen to secure new external funds for existing posts that are not currently supported in this way.

If any member of the faculty wishes to follow up a development initiative, they must first discuss with the Chair of the Board.

## Statements and Codes of Practice

For a complete list of the University's policy statements and codes of practice, please see:

<http://www.admin.ox.ac.uk/iso/statutes/>

### Conflict of Interest

<http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/>

All University staff and students are required to recognise and disclose activities that might give rise to conflicts of interest or the perception of conflicts and to ensure that such conflicts are seen to be properly managed or avoided.

### Bribery and Fraud

<http://www.admin.ox.ac.uk/iso/statutes/briberyandfraudpolicy/#d.en.52126>

The University is committed to conducting its business fairly, honestly and openly and in accordance with relevant legislation, and to the highest standards of integrity. The University has no tolerance of bribery and fraud, and believes that action against bribery and fraud is in the broader interests of society. As a charity deriving a significant proportion of its income from public funds, benefactions and charitable organisations, the University is concerned to protect its operations and reputation and its funders, donors, staff and students from the detriment associated with bribery and other corrupt activity.

### Complaints Policy and Procedure

Before problems reach the level of a formal complaint, students should be encouraged to approach the member of staff concerned, as this is widely regarded as the best way to deal with most problems. Students should also raise their concerns at the earliest possible opportunity at a Faculty Joint Consultative Committee (JCC) meeting, and can also use the Student Feedback forms as a way of registering their discontent. Students may also wish to speak to the Senior Tutor of their College, but concerns raised via this route are not always passed on to the faculty sufficiently early for the problem to be addressed effectively by the faculty.

The faculty takes complaints very seriously, and aims to resolve them as quickly and amicably as possible. Full details of the faculty complaints procedure are set out in student handbooks, and an outline of the procedure is provided on the Proctors' website here:

<http://www.admin.ox.ac.uk/proctors/complaints.shtml>

The University policy and procedure on harassment and bullying is available on the website here:

<http://www.admin.ox.ac.uk/eop/har/policy.shtml>

### Finance

All aspects of the finances of the university are governed by Council Regulations. For a list of all areas of financial regulation, please see: <http://www.admin.ox.ac.uk/statutes/regulations/101-078.shtml>

In particular, you should familiarise yourself with the regulations relating to claiming expenses, which are appended to the downloadable claim form:

<http://www.admin.ox.ac.uk/finance/forms/expensesandrelocation/>



## University Publications

Oxford University publishes a number of publications and newsletters. They range from daily news alerts to annual bulletins. A complete list can be found on the [Publications and Newsletter website](#). All publications are electronic and all employees of Oxford University can subscribe to any of them.

A short description of the most popular publications is below.

### *Oxford Outline*

Facts and figures about the University, financial information, and information about the structure and

activities of the University. Published annually in March.

### *University Calendar*

A compendium of information about colleges, departments etc. Available in college and departmental libraries, or from the Oxford University Press Bookshop on the High Street.

### *University Gazette*

Information about what is going on in the University, including legislation, special lectures, notices, academic staff development seminars, vacancies and small ads. Published weekly in term.

### *Gazette Supplement: Grants, Scholarships and Prizes*

Annual publication in early October of prizes and many sources of funding, mainly for students, but also for academics, usually from trust funds but can include other types of funding. Also available on line by searching the 'Gazette'.

### *Oxford Magazine*

A non-official publication of articles, opinion and debate about current university matters.

### *Oxford Blueprint*

Published 4 times a term, Oxford Blueprint contains University news, features, information and comment about Oxford and higher education issues, as well as details about public events, research grants, staff honours, etc. Distributed with the Gazette, and also available from colleges and departments.

### *Oxford Women's Network newsletter*

A fortnightly [email](#) containing a round-up of news and events relating to women at Oxford.

### *Race Equality Network (REN) newsletter*

A fortnightly [email](#) about events around the University and city, as well as news about race equality issues.

## Faculty Publications

### Handbooks

Course Handbooks are updated annually and posted on the Faculty website at the start of Michaelmas Term.

The following handbooks are available:

[Post Graduate Research Degrees handbook](#) – an in-depth reference guide for all DPhil Graduate students in Oriental Studies

[Post Graduate Taught Degrees handbook](#) includes generic examination information for all students on MPhil, MSt and MSc courses, as well as detailed information for each course.

[Undergraduate Course Handbook](#) includes generic examination information for all Undergraduate students on Oriental Studies courses, as well as detailed information for each subject.

[Undergraduate Course Handbooks for joint courses](#) are for courses in European and Modern Middle Eastern Languages, Classics and Oriental Studies and Religion and Oriental Studies the handbooks are co-written by the two faculties. For language subjects, students will also need to read the relevant sections in the Oriental Studies Undergraduate Course Handbook.

## Information for staff

The following information can be found in the resources section of the Oriental Studies website:

- Academic staff handbook (annual update)
- Room Holders' Notes for the Oriental Institute, the Clarendon Institute and the Khalili Research Centre (annual update)
- Standing Orders (annual update)
- Health and Safety Information
- Notes on recruitment to academic posts
- Committee dates
- Officers and committee members
- Staff list and telephone numbers
- Role descriptions

### Graduate Teaching Register

This is a list of graduate students who are willing and able to teach in undergraduate tutorials or classes. Students' entries must be endorsed by their supervisor or referee, and attendance at a training course in tutorial teaching is a prerequisite for joining the register. The register of students who have attended the training is available from the Graduate Studies Administrator in the Faculty Office.

## Useful links and websites

Policy and Guidance for Examiners and Others Involved in University Examinations Booklet written by the Proctors and issued by Examinations Schools to all examiners at the time of appointment into the role of examiner. You should familiarise yourself with this document.

<http://www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/>

Exam Regulations <http://www.admin.ox.ac.uk/examregs/>

Examination Timetables

<http://www.ox.ac.uk/students/academic/exams/timetables>

Secure WebLearn site for depositing exam scripts and mark sheets

<https://idp.shibboleth.ox.ac.uk/idp/Authn/MessageOTP?conversation=e2s1>

Oriental Studies Course Handbooks are on the [OS website](#) and for 2019/20 also on Canvas. (Canvas replaces WebLearn in 2019/20 for first year undergraduate and graduate students only)

The [main University website](#) contains links to faculty and department intranets, and to individual college websites. <http://www.ox.ac.uk>

[People and Organisational Development](#) for learning and development opportunities for academic, research and professional services staff.

<https://pod.admin.ox.ac.uk/more-about-us>

[Centre for Teaching and Learning](#) for courses supporting teaching <https://www.ctl.ox.ac.uk/>

The University's [email and telephone contacts](#) search engine <http://www.ox.ac.uk/contact/>

[Staff Benefits Handbook](#) <http://www.admin.ox.ac.uk/ps/staff/benefits/>

[Information for academic staff](#) <http://www.admin.ox.ac.uk/ps/staff/academic/>

[Oriental Studies Faculty website](#) contains a variety of useful resources for staff and students, including course handbooks, lists of Faculty members and their research interests, admissions information and forms to apply for grants. <http://www.orinst.ox.ac.uk>

[Past examination papers](#) <http://www.oxam.ox.ac.uk>

[University Gazette](#) <http://www.ox.ac.uk/gazette/>

## Acronyms and abbreviations

APT	Arabic, Persian and Turkish (Subject Group)
ARO	Academic Records Office
CRC	Camera Ready Copy
DES	Doctorate Extension Scheme
DGS	Director of Graduate Studies
DORS	(Final Honours School Examination code)
DQT	Data Quality Team
DUS	Director of Undergraduate Studies
EANES	Egyptology and Ancient Near Eastern Studies
EdC	Education Committee
EMEL	European and Middle Eastern Languages (degree course)
FHS	Final Honours School
FPE	First Public Examination, also known as 'Prelims'
GAF	Graduate Admissions and Funding Team
GSA	Graduate Studies Administrator
GSC	Graduate Studies Committee
GSO	Graduate Studies Office Forms
GSRs	Graduate Student Representatives
GSS	Graduate Supervision System
GTRs	Graduate Training Representatives
HJEC	Hebrew, Jewish and Eastern Christian studies (Subject Group)
JCC	Joint Consultative Committee
OxCORT	Oxford Colleges On-line Report for Tutorials
PLTO	Preparation for Learning and Teaching at Oxford
PRS	Probationer Research Student
RDT	Research Degrees Team <a href="mailto:researchdegrees@admin.ox.ac.uk">researchdegrees@admin.ox.ac.uk</a>
RPT	Recommended Patterns of Teaching
UAB	University Admitting Body
UG	Undergraduate
Viva (Voce)	Oral exam