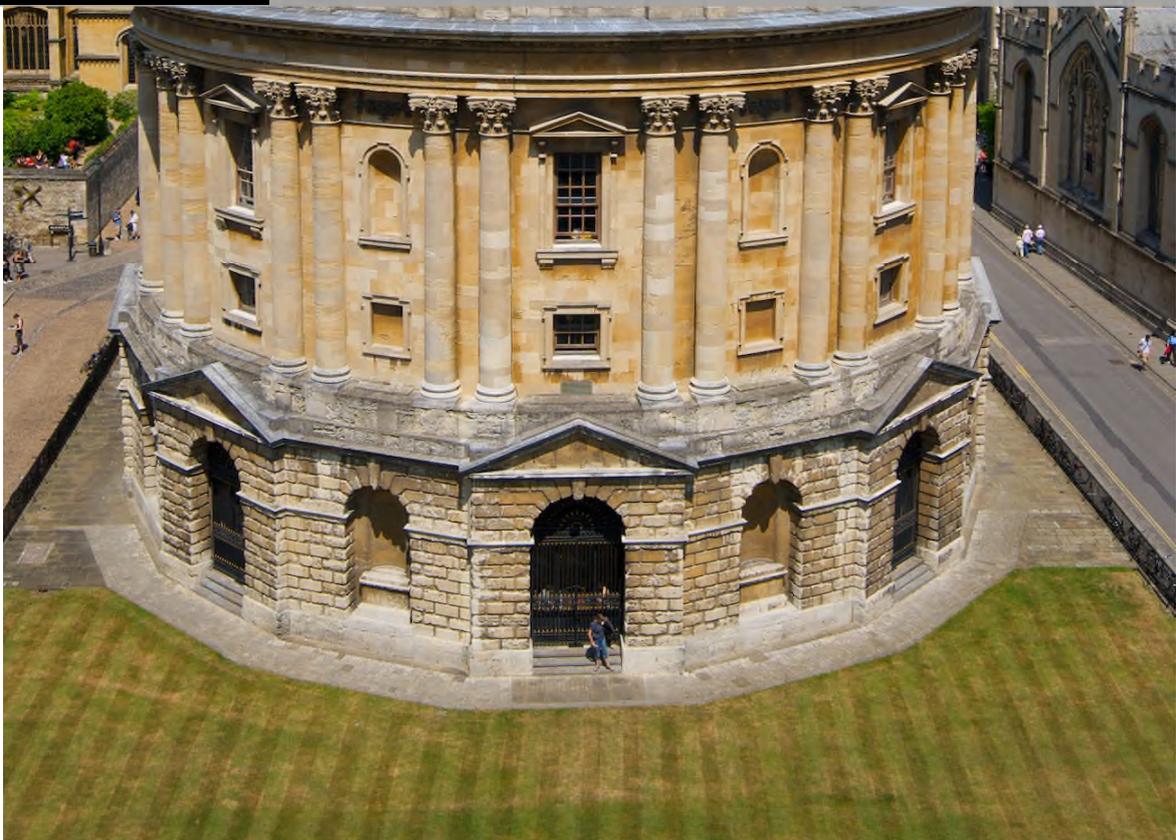




DEPARTMENT
OF
SOCIOLOGY

DPHIL IN SOCIOLOGY 2018/19:
STUDENT HANDBOOK



A NOTE ABOUT HOW TO USE THIS HANDBOOK

This handbook provides you with all the information you need to know for studying on the DPhil in Sociology.

Please note that your degree is formally governed by the Examination Decrees and Regulations (the Exam Regs). This is published in September each year, and can be found online at <http://www.admin.ox.ac.uk/examregs/>. The DPhil in Sociology handbook contains informal descriptions and interpretations of some of the most relevant rules but any formal question has to be settled primarily by reference to the Examination Decrees and Regulations. If you have any concerns please contact the Graduate Studies Administrator at graduate-studies@sociology.ox.ac.uk.

The information in this handbook is accurate as at 28 September 2018. However, it may be necessary for changes to be made in certain circumstances. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

This handbook applies to students starting the doctoral programme in Sociology in Michaelmas Term 2018. The information in this handbook may be different for students starting in other years.

Other key sources of information for students on the DPhil in Sociology include:

- The Sociology Student WebLearn site – accessible by clicking through from the link on the top of the front page of the Department's web page (<http://www.sociology.ox.ac.uk/>). (WebLearn is Oxford's Virtual Learning Environment, where the Department and many courses have pages with further information, course assignments, etc.)
- The Exam Conventions, which will be made available on the above WebLearn site
- The University's website for students: <http://www.ox.ac.uk/students>
- The handbooks provided by Oxford colleges

Finally...

We continuously strive to improve our services and welcome any feedback, concerns or suggestions received in connection to the handbook content. These should be sent to the Graduate Studies Administrator, at graduate-studies@sociology.ox.ac.uk

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Welcome from the Department

Dear incoming Oxford Sociology DPhil students,

Welcome to the University of Oxford and to the Department of Sociology. We are delighted you have chosen to study and research with us. We hope that you will have an enjoyable and productive time here.

This handbook provides a guide to your degree course and to life as a graduate student in the Department of Sociology. Please read it carefully! And in future if you have a question or need to refresh your memory please turn back to this document as your first port of call. It is also available online via the Departmental web page

(https://www.sociology.ox.ac.uk/materials/documents/handbooks/DPhil_Student_Handbook.pdf).

If you cannot find the answer to your question, then please do not hesitate to contact our Graduate Studies Administrator, Natasha Cotton, either by email (graduate-studies@sociology.ox.ac.uk), phone (01865 286183), or by going to her office, no. 326. **Natasha will be in post from 15th October 2018, before that date please contact Jane Greig at reception (01865 281740; jane.greig@sociology.ox.ac.uk).**

Professor Stephen Fisher is the Director of Graduate Studies (DGS). The main purpose of this position is to chair the Sociology Graduate Studies Committee (GSC) which is responsible for delivering all the degree programmes for the department. When it comes to administration, the Taught Course Director (TCD), Professor Colin Mills, is primarily responsible for overseeing the two Masters programmes and the DGS focuses more on the doctoral programme.

Issues that several students collectively want to discuss are often brought to what is known as the Graduate Joint Consultative Committee (GJCC). The name is one of the many examples of strange terminology used in Oxford. Essentially it is a termly committee meeting where faculty and students discuss whatever issues students want to raise. Please see page 32 for further details, and do let your course representative know if there's anything you are concerned about.

If there is some question or issue that you personally want to raise at a senior level please do not hesitate to get in touch. Usually the best way is to arrange a meeting by email with the DGS stephen.fisher@sociology.ox.ac.uk, or with the TCD colin.mills@sociology.ox.ac.uk.

There are, of course, other aspects of student life in Oxford that this handbook does not cover, including information about the Social Sciences Division of which the Department of Sociology is a part (<https://www.socsci.ox.ac.uk/>), the Social Studies Library (<http://www.bodleian.ox.ac.uk/ssl>), the wider university (<http://www.ox.ac.uk/>), your college, student organisations, etc. Oxford provides many opportunities which we hope you will be able to take some advantage of as well as engaging wholeheartedly in study and research for your degree.

We look forward to meeting you all in person.

Stephen Fisher
Director of Graduate Studies

Colin Mills
Taught Course Director

DPhil at a glance

Overview

The DPhil in Sociology is a research based degree. It is a full-time, three-year programme of doctoral study which is intended for students who would like to undertake original and independent research in preparation for an academic career and other research-intensive jobs. The DPhil is examined by a thesis, prepared under guidance of one or two academic supervisors.

Degree Structure

The DPhil programme offers training to prepare a student for academic life and the job market. S/he will develop skills by undertaking research under the guidance of an academic supervisor and by participating in the Department's workshops and seminars. In addition, there are a wide variety of courses, lectures and seminars taking place all over Oxford, that are relevant for research and allow the student to become a well-rounded sociologist.

The research students have the opportunity to be fully involved in the department's research environment, which is characterized by a rich tradition of methodologically rigorous empirical sociology. They are exposed to cutting edge research undertaken by the scholars in the department and the many visitors that Oxford welcomes each year.

A student who successfully completes the course will have the skills necessary to apply for academic/research positions at universities in the UK and across the world, as well as to research-intensive jobs in government and international organizations, NGOs, and the private sector.

Degree Progression

The main aim of the DPhil programme is to produce a thesis. In order to be able to award the DPhil, examiners must, in their report, be able to certify that:

- The candidate possesses a **good general knowledge of the field** of learning within which the subject of the thesis falls;
- The thesis is presented in a lucid and scholarly manner;
- The candidate has made a **significant and substantial contribution** in the particular field of learning within which thesis falls.
- Examiners shall bear in mind that their judgement of the substantial significance of the work or the extent of the candidate's contribution to knowledge or understanding of the relevant field of learning shall take into account **what may be reasonably expected of a capable and diligent student after three years of full-time study.**

A number of checks have been set up along the way to ensure that students are making proper progress towards completing this goal. The expected normal time-table is as follows:

1. **Admission as Probationer Research Student (PRS).**
2. **Application for Transfer of Status from PRS to DPhil status**
To be submitted by Friday of 1st Week in Trinity Term of the first year; that is at the beginning of the third term after starting;
3. **Application for Confirmation of DPhil status**

Those conducting substantial fieldwork in their second year will not be expected to submit for Confirmation until their seventh term. Otherwise students should

submit by the end of the sixth term from admission as a PRS student and no later than the ninth term.

4. Submission of DPhil Thesis

To be submitted by the end of the third year.

This is the time-table the Graduate Studies Committee, in normal cases, encourages research students to follow. Circumstances may make this inappropriate in individual cases, and the Examination Regulations (the Grey Book) do not impose this time-table. The University, however, aims to ensure DPhil

submissions by the end of the fourth year. If more than 12 terms are needed to complete and submit the DPhil thesis, students must apply to the Graduate Studies Committee for an extension of time. The University also imposes stringent conditions on granting intermissions in student status (e.g. medical notes).

The table below shows the compulsory and recommended elements of the DPhil in Sociology; please see further descriptions following the table.

Course Schedule

Year One

Compulsory	Recommended
PRS Workshop Series	Advanced methods short courses
Departmental Seminars	Intermediate Quantitative Methods
Skills Training Courses	Nuffield College Seminars
Participate in DPhil Conference	
Transfer of Status	

Year Two

Compulsory	Recommended
Professional Development Workshop Series	Skills Training Courses
Presentation at DPhil Conference	Advanced methods short courses
	Departmental Seminars
	Nuffield College Seminars
	Confirmation of Status

Year Three

Compulsory	Recommended
Confirmation of Status	Departmental Seminars
	Nuffield College Seminars
	Visit the Careers Centre
	Thesis Submission

Term Dates

Oxford term dates for the 2018-19 academic year:

- Michaelmas Term: 30 September – 8 December 2018
- Hilary Term: 6 January – 16 March 2019
- Trinity Term: 21 April – 29 June 2019

Course Work

Probationer Research Student (PRS) Workshop Series

Coordinator Stephen Fisher
(stephen.fisher@sociology.ox.ac.uk)

Aim of the course

The aim of the course is to guide first-year DPhil students through the start of their DPhil project. In the PRS seminar, students will have the opportunity to present and actively discuss their project proposals, the Transfer of Status process, first paper or chapter, and professional aspects of being an academic (e.g., publishing and reviewing). Students will learn about how to receive and give constructive comments, to respond to them, and to use them in a productive way, in revising and improving their work.

Preparation and assignments for class

The seminars will take place during the first two terms and all first year PRS students are required to participate. The detailed schedule will be provided at the beginning of the academic year together with specifications of what assignments will be needed by when. Typically, classes will be on Monday afternoons and when assignments are required they have to be completed by the Thursday preceding each of the meetings. They need to be sent as indicated in each seminar by e-mail (students will be informed at the first class). The first main assignment early in the first term will be to present an outline of the proposed doctoral research project. Later in Michaelmas term a literature review is required. Discussion of

methodology and final presentations, including detailed project specifications and perhaps initial results will be in Hilary term.

Class Proceedings

The classes will be organized as a combination of both larger group sessions, with all students, as well as some sessions where students will be divided into smaller groups. Some sessions will be faculty led while others will focus on student presentations.

Attendance and participation

This course is a requirement to obtain a DPhil at the Department of Sociology, but also a key resource to guide students in preparing and revising their Transfer of Status documents. More importantly, it is resource for understanding professional academic life and expectations. Attendance and active participation is considered as essential for this course. Students are expected to have read the material and if required, prepare written comments in advance where they are discussants. Students who are unable to attend a particular session should contact both the lecturer(s) for that session and the overall seminar coordinators in advance.

Research Skills Training

Supervisors will discuss initial training requirements with their new students. **PRS students with no prior training in Introductory Statistics and/or Qualitative Methods may be required to attend relevant lectures and classes.** Additionally,

they may, depending on the general requirements for a DPhil in Sociology, or the specific character of their thesis, be required to audit and complete assignments for (but not submit for examination in) any of the core taught course papers.

During their first term students should review their needs for additional training together with their Supervisor. A variety of (short) courses are offered around in Oxford and elsewhere. Please consult these websites for an overview of the training opportunities: <http://researchtraining.socsci.ox.ac.uk/>; <http://www.ncrm.ac.uk/>. Students are asked to report on their training needs and plan in the Michaelmas Term Graduate Supervision Reporting (GSR) report and to review their skills training annually.

Advanced Quantitative Methods

If they have not had similar training previously, PRS students are recommended to attend the course in Advanced Quantitative Methods (AQM) and submit all coursework. They should consult with their Supervisor and

the AQM course providers about participating. Details of the AQM course can be found on in the MSc Handbook, which is available via WebLearn.

Professional Development Workshop Series

The department provides a set of workshops, typically in Hilary Term, for **Second-Year Doctoral students. Attendance is compulsory** (students doing fieldwork in this term will be required to attend in their Third Year). More advanced doctoral students are welcome to attend if they wish. Examples of workshop topics are: Managing an academic career; Surviving the job market; Publishing the thesis as a book; Publishing journal articles; Reviewing for journals; Giving a job talk and interviews; Careers in public service; Careers in the private sector. Topics vary from year to year.

A schedule of the workshops will be circulated at the start of Hilary Term. The workshops are coordinated by the DGS.

Departmental Seminars

Departmental Seminars are held during term throughout the year in the Lecture Theatre, Manor Road at 12.45 on Mondays. A sandwich lunch is served at 12.30 for those attending the seminars. See the departmental website for further [details](#).

Attendance is mandatory for First-Year research students; Second- and Third-Year students are very much encouraged to attend.

All students are also highly encouraged to attend the Nuffield College Sociology Seminars. Details are available on the Nuffield College website.

DPhil Conferences

At the DPhil Conferences students with DPhil status present their work, comment on each other's papers and receive feedback from a faculty member and PRS students.

All doctoral students participate at least twice. In their first year, PRS students attend a conference and provide feedback on the

presentations of their fellow students. Those away on fieldwork in their second year present a paper/chapter in their third year, typically in Michaelmas term. Otherwise, students are expected to make a presentation towards the end of their second year. Presentations are often of one of the papers/chapters prepared for Confirmation of Status. Each paper is refereed by a faculty member and a fellow second or third year student.

Participation in the first and second/third year is mandatory as part of the DPhil programme. All other DPhil students (Third-Year and beyond) are very much encouraged to participate. The conferences are always interesting and informative.

The DPhil Conferences are typically held in Michaelmas and Trinity Terms. For scheduling reasons there is likely to be more than one a year. Detailed instructions and the final programme will be circulated in due course.

Further Research and Skills Training

Your Development as a Researcher

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

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

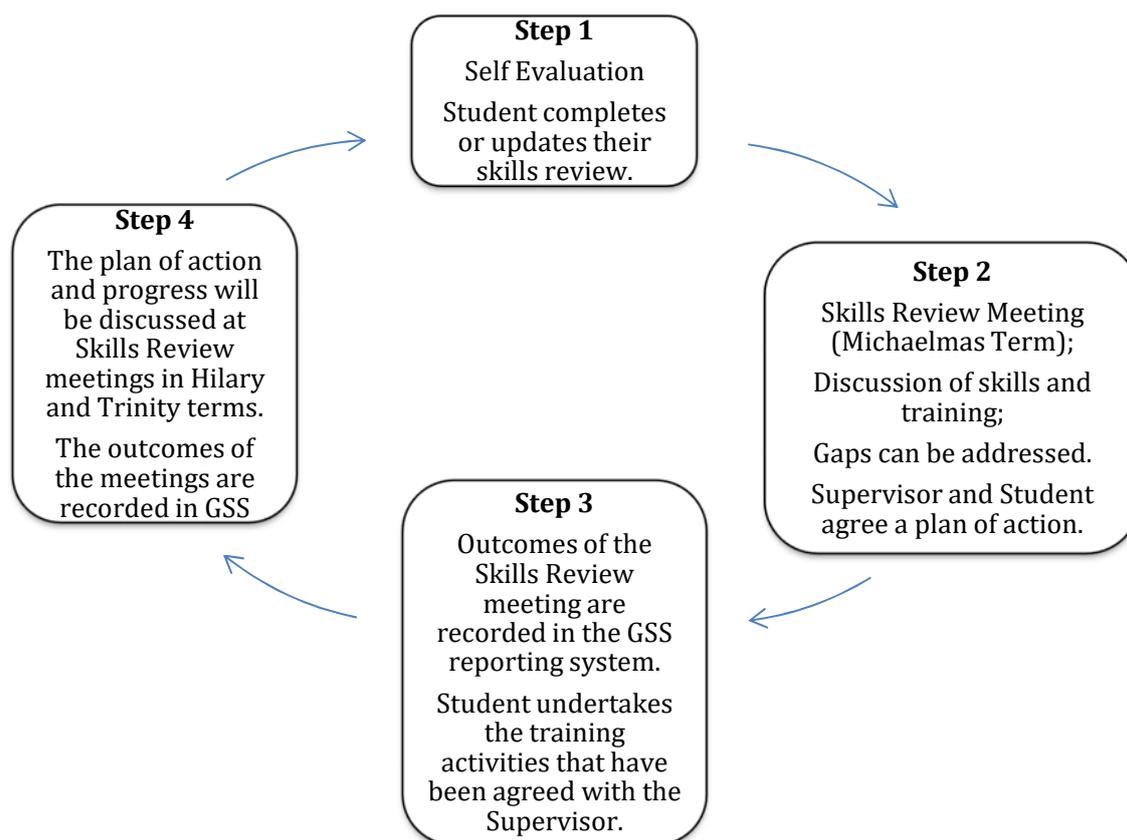
- Research methods training within our department, and other departments as appropriate

- Research and skills training coordinated by the Social Sciences Division open to all doctoral students
- Training provided by University providers such as the Careers Service, IT Services and Bodleian Library

Skills Review

As a doctoral student, you will have the opportunity to engage with a variety of research and skills training as appropriate to different stages of your graduate career. During your time as a research student, you are encouraged to think strategically about your ongoing development as a researcher and professional, and to take advantage of the variety of training on offer.

As the diagram shows, skills review is an ongoing and iterative process:



Working together, you and your supervisor will develop a bespoke training and development plan each year.

You should upload your review(s) to the Graduate Supervision Reporting (GSR) on a regular basis, and at a minimum, once a year. **You should also enter comments about your training directly into the relevant free text boxes supplied within GSR. This will allow both you and your supervisor to have a record of your changing training needs and your development over time. It is also important for University-level monitoring.**

Research and Skills Training in the Social Sciences

Research and Skills in the Social Sciences is the Social Science Division's programme of research training and skills development for all social science doctoral students. This includes:

Research Methods Training

In addition to the methods training offered by the department you can access specialist and advanced research methods training in other Departments through the Division (<http://researchtraining.socsci.ox.ac.uk/>), and across the University. Oxford's participation in the [ESRC's Advanced Training Network](#) gives you access to selected advanced research methods training offered at other UK universities. Further information is available online where you can also browse and search for courses.

Skills Development Training

To support your broader development as a researcher, the Social Sciences Division organises a skills training programme covering a range of generic and transferable skills. For more information, and to sign up to courses, see the [Research and Skills Training](#) website.

Research Integrity and Ethics Training (mandatory)

The University and the Department of Sociology are committed to ensuring that its research involving human participants is conducted in an approved manner. All Sociology graduate students are required to complete and provide evidence to the departmental Research Facilitator of completion of the [Research Integrity Online Training: Social and Behavioural Sciences](#).

One of the following live training sessions organised by the Research Ethics Committee for the Social Sciences and Humanities (SSH IDREC) are also a compulsory part of all graduate students induction training:

1. Introduction to Research Ethics at Oxford (dates of available session can be found on the [Social Sciences Research & Skills Training website](#)); or
2. Research Ethics workshop, designed specifically for Sociology graduate students organised in collaboration with SSH IDREC (training dates to be communicated to all students at the beginning of each Michaelmas term).

Other University Services

Oxford offers a wide range of training opportunities and resources for social science doctoral students. In addition to research methods training and the skills development programme, there are also University-wide resources and career development opportunities.

The [Bodleian Library](#) provides training in information skills and information literacy. Some workshops are offered by the Division; others are offered directly by the Library. The [Careers Service](#) has a range of events and resources for doctoral students. Through its [IT Learning Programme](#), [IT Services](#) offers a range of computing courses. Several online courses are available, including the [Research Skills Toolkit](#) and a [Research Integrity](#) course for social science researchers. The [Oxford Learning Institute](#) (OLI) has a useful set of resources on [supervision](#).

The Language centre offers specialist and difficult languages training.

Developing Teaching and Learning

As a second or third year doctoral student, you may wish to undertake a *Preparation for Teaching and Learning at Oxford* (PLTO) seminar, which provides an introduction to teaching in higher education:

<https://weblearn.ox.ac.uk/portal/hierarchy/socsci/dtcssd/professional/teaching> If you have completed a PLTO seminar and are undertaking some teaching, then you may register for the Oxford *Developing Learning and Teaching* (DLT) programme. This one-term seminar series, available under the auspices of the skills development programme, encourages you to reflect upon and make the most of your first teaching experiences in higher education. If completed in full it leads to an award that is recognised at universities across the UK: Associate Fellowship of the Higher Education Academy (HEA). The [Teaching Development](#) website provides further information on teaching and teaching development within the Social Sciences Division.

Finding and Signing-up for Training

The [Research and Skills Training](#) website lists all of the skills training sessions that are coordinated by the social sciences division. You can also find out about other training related news and events via the announcements section on this site.

The [Researcher Training Tool](#) in WebLearn provides a means of browsing and signing up for training within social sciences departments, the divisional skills training programme and other training providers across the University.

Other Resources

Research and Skills Training in the Social Sciences
<https://researchtraining.socsci.ox.ac.uk>

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

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

Bodleian Library
<http://www.bodleian.ox.ac.uk/bodley>

Careers Service
<http://www.careers.ox.ac.uk>

IT Services
<http://www.it.ox.ac.uk/>

IT Learning Programme
<http://www.oucs.ox.ac.uk/itlp/>

Research Skills Toolkit
https://weblearn.ox.ac.uk/portal/hierarchy/skills/res_skill_kit

Oxford Learning Institute
<http://www.learning.ox.ac.uk/>

Research Supervision
<http://www.learning.ox.ac.uk/supervision/>

Language Centre
<http://www.lang.ox.ac.uk/>

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

NCRM Training Database
<http://www.ncrm.ac.uk/training/>
 University Policy on Data Protection
<http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/>

University Guidance on Data Protection
<https://www1.admin.ox.ac.uk/councilsec/compliance/dataprotection/policy/>

Research Data Oxford – Ethics and Data Protection
<http://researchdata.ox.ac.uk/home/managing-your-data-at-oxford/ethical-legal-commercial/>

DPhil Thesis

Completing the thesis is the final requirement for the DPhil. In the Department of Sociology, the thesis can take one of two forms:

- The **Book format** follows the traditional thesis style, with a single study or set of studies presented as a single narrative in a monograph. The ultimate goal of this format is to eventually submit the thesis to a press as a book manuscript, although, *after the viva*, the student can also decide to break down the monograph into a series of articles to be submitted to journals.
- The **Articles/Integrated format** can take two basic forms:
 - The Articles format includes a minimum of three related but separate articles that can stand alone but are presented together with a single introduction, literature review and conclusion.
 - The Integrated format includes a one or more articles and one or more conventional chapters, and

also includes a single introduction, literature review and conclusion.

The ultimate goal of this format is to eventually submit each of the thesis articles, individually, to journals. However, *after the viva*, the student may decide to weave together the articles into a book manuscript to be submitted to a press. Normally each article would adhere to a 7,500 to 10,000 word count as typically found in sociology journals. Candidates should be aware that the inclusion of one or more articles which have already been accepted for publication or have been published, does not of itself constitute proof that the work is of sufficient quality or significance to merit the award of the degree concerned. This remains a judgement of the Graduate Studies Committee on the recommendation of its examiners.

Students wishing to submit a thesis using the Articles/Integrated format will be required to state at Transfer of Status and confirm at Confirmation of Status that this is the route

they plan to take. The Assessors will need to agree the route and recommend approval to the GSC, whose decision will be final. The statement and justification should form part of the research proposal submitted by the student as part of the written work submitted as part of both the Transfer of Status and the Confirmation of Status. If applicable, the decision and justification to return to the Book format at the time of Confirmation should also form part of the research proposal. The research proposal should also note future plans to undertake co-authored work, including remarks about the planned contribution of the student and the proportion of the contributions of the co-author/s.

Regardless of format, the thesis is expected to follow three basic principles:

First, the thesis should represent a *program of research*. A Book format thesis will have a unifying narrative, and the articles in the Articles/Integrated format thesis must be linked around a theme that can be expressed in the introduction to the thesis and summarized in the conclusion. To ensure the format of the thesis constitutes a thematically coherent whole, an Articles/Integrated thesis must include an introduction, a literature survey, and a conclusion. There should also be clarity about how the chapters are integrated as a complete text.

Any submitted/published papers should relate directly to the candidate's approved field of study, and should have been written whilst holding the status of PRS or a student for the MSc (by Research), MLitt or DPhil. No material from a Masters from another institution can be incorporated into an Oxford DPhil thesis. However, a DPhil thesis may build directly on work completed during a Master's programme at Oxford.

Second, the thesis should be solely or largely *independent scholarship*. Co-authored empirical chapters are permitted, although it is expected that the DPhil candidate would take the lead role on any co-authored chapters and therefore be the first author. Papers written in collaboration with others should not be included unless the greater part

of the work is directly attributed to the candidate themselves. It is important that the extent of the student's contribution to collaborative work is clear and all co-authors should certify in writing as a part of the Transfer/Confirmation of Status what part of the work represents that of the candidate. In addition, students should submit a statement with their Application for Appointment of Examiners demonstrating that their work represents the majority contribution to any co-authored papers.

Co-authorship of thesis chapters with other Oxford students requires exceptional justification to be provided in order to be approved. Given the expectation that students take the lead role on a co-authored thesis chapter, only one student would be able to submit any particular DPhil chapter co-authored with another student. Approval decisions are part of the Transfer/Confirmation review process.

For any co-authorship, statements outlining the student's contribution to the relevant chapter(s) need to be submitted together with applications for Transfer and Confirmation of Status. Please note that a GSO.2 (Transfer of Status) or GSO.14 (Confirmation of Status) will not be considered for approval until co-authorship statements, if needed, have been submitted. The Transfer/Confirmation of Status assessors will, as part of their assessments, review the co-authorship statements and consider and report on whether the greater part of the work included in the (planned) thesis is the student's own.

In addition, as students approach completion and final examination of their thesis, they are asked to provide a statement with the Appointment of Examiners form (GSO.3) detailing their contribution to the chapter(s) and thesis. The Examiners will therefore assess how much of the thesis is the student's own original work, and will take this information into consideration when deciding whether sufficient original work of high enough quality has been produced in order for the DPhil to be awarded.

Third, the thesis should represent new and original work.

Transfer of Status

The Purpose of Transfer of Status

The Probationer Research Student (PRS) status is intended to be used constructively, permitting a wise choice of the research topic to be made in the context of broader reading as well as preliminary research, helping the student to become accustomed to the rhythm of graduate work, and allowing for the acquisition of any specific skills appropriate to the research.

The Transfer of Status assessment is to ensure that the student is making satisfactory progress in the development of the research, to ensure that the work is of potential D.Phil. quality, and that the methodology of the research is appropriate and practicable. The transfer process provides the opportunity for the student to discuss their work with two independent members of staff and to receive feedback. Broadly the assessment should show a plan for the thesis, which locates the research in the context of earlier work in the field, sets out the questions, hypotheses or issues on which it will focus, and describes and explains the methods by which these will be answered, tested or addressed.

The assessment procedures are intended to remove the risk of failure and to reduce the risk of referral as far as possible, and must therefore be as rigorous as is necessary to achieve this.

The formal Regulations for Transfer of Status are set out in the general regulations of the *Examination Regulations*, and in the special regulations for individual subjects, grouped within their particular Division.

The Timing of Transfer of Status

The *Examination Regulations* state that PRS status can be held for a maximum of four terms for students commencing their studies from October 2011 onwards. However, Departments and Faculties are strongly encouraged by the University's Education

Committee to require students to transfer status sooner, and in this Department, submitting for transfer of status is normally required by **Friday, Week 1 of Trinity Term of the first year**; that is, at the beginning of the third term after admission.

How to Apply for Transfer of Status

Applications for transfer of status should be made using the GSO.2 form available from <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>

Students are required to complete the form and to provide supplementary information on development of both research specific and personal and professional skills during their time as a Probationer Research Student. Students are also required to indicate whether their work requires research ethics approval (Sociology DREC Checklist is available on Weblearn). Both the student's supervisor and College should then sign the form. **Students in this Department will also be required to complete the supplementary Form SOC.1 which can also be found at the above link.**

Supervisors are asked [in consultation with their student] to suggest names of appropriate assessors.

Students are encouraged to start the process of applying for ethical approval as soon as possible, especially if there is any reason to believe that complex ethical issues might need to be addressed. Please read more about the process of ethics approval on the research support website: <https://researchsupport.admin.ox.ac.uk/governance/ethics/apply/sshidrec>; or address any questions about ethics approval to Agnieszka Swiejkowska, the Research Facilitator, (drec@sociology.ox.ac.uk).

In addition to the above mentioned forms, students will be required to **submit/complete the following:**

- Thesis Title & Thesis Outline
- Research Proposal of 5,000 to 7,000 words maximum, consisting of the following: a short description of the project, including the research question; a brief account of the relevant literature, and an account of how the research question and data analysis fit into it; and a description of the research design and associated methods. The proposal should also justify the choice of format for the thesis (traditional monograph, set of papers, or a mixture “integrated”).
- Written Work between 5,000 and 7,000 words maximum: draft of a first chapter/paper including putting the project in the context of the wider literature; written work may include empirical analysis
- Bibliography (this is usually included in the research proposal and written work)
- Timetable for Completion
- Evidence of participation in the PRS seminar and departmental seminars (the GSA will contact any students whose attendance is not in compliance)
- If the data you are planning on using are not pre-existing and anonymised: Research Ethics Forms. Include either the letter confirming that ethics approval has been granted, or a copy of the completed form (if the application is still in process). See later section in this handbook for further details.
(<http://researchsupport.admin.ox.ac.uk/governance/ethics/apply/sshidrec>).
- If necessary: Risk Assessment Forms. Please ensure that all risk assessment forms are submitted at least one month in advance of travel. See later section in this handbook for further details.
(<https://weblearn.ox.ac.uk/portal/site/:socsci:sociology:students:graduates>)
- If applicable: statement(s) on the contribution of each co-author, signed by all co-authors.
(<https://weblearn.ox.ac.uk/portal/site/:socsci:sociology:students:graduates>)

The combined length of the research proposal and written work should be between 10,000 and 14,000 words maximum. The complete application for Transfer of Status should be submitted to the Graduate Studies Administrator. Please submit one copy of the

forms, and two bound hard copies and an electronic copy of all other documents.

Note that the GSO.2 form requires you to confirm that you have the necessary permissions for your data and that you will store it according to University guidelines, and in compliance with provider requirements. For further information on the University’s policy on data protection please see

<http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/>

The Transfer Assessment

The Graduate Studies Committee/Director of Graduate Studies will appoint two assessors, neither of whom will normally be the student’s supervisor, to read the transfer application and to interview the candidate. The assessors will normally be academic staff working in the University of Oxford; only in exceptional circumstances will external assessors be appointed. It is permissible, and common, for one or both of the assessors to be reviewers for both Transfer and Confirmation of status, and one of these assessors may also act as the internal examiner for the D.Phil. viva voce examination.

Students should *normally* expect to be interviewed within six weeks of submitting their transfer application, *though this may be longer during the vacation periods due to availability of the assessors*. The interview is not an official examination or viva, and *sub fusc* is not worn.

The assessors will write a report and submit recommendations to the Graduate Studies Committee. Following their interview, students should *normally* expect to hear the outcome of their assessment within three weeks, *though this may be longer during the vacation periods*.

Criteria for Success

For transfer of status to be approved, the student will need to be able to show that their proposed thesis and treatment represents a

viable topic and that their written work and interview show that they have a good knowledge and understanding of the subject. Students must show that they are competent to complete and present their thesis in English. In addition, the assessors will judge the application against the following criteria:

- Attendance of all required subject specific training courses
- Competence in both written and spoken English
- **The aims of the research are realistic and focused**
- **Evidence of wide reading and critical analysis**
- **Appropriate methodology and research techniques are proposed**
- Limitations to the research are addressed
- It is clear how the research will develop for a D.Phil.
- There is a suitable timetable for the research
- The candidate demonstrates the progression of an argument
- The candidate shows a scholarly and rigorous approach to research issues
- The research topic and treatment meet the Division's ethical standards
- The written work and interview show that the candidate has a good overall knowledge and understanding of the subject
- The University has adequate facilities (including supervision) to enable the research to progress
- **The student is capable of carrying out advanced research**
- **The proposed schedule of work can be completed within three or at most four years for the D.Phil.**

The specific criteria that the Assessors are asked to confirm include the following:

- That they have considered the candidate's thesis proposal, research schedule, and draft thesis chapter.
- That they have examined the candidate orally.
- That the student is competent to complete and present a thesis in English;
- That the proposed thesis topic and treatment represent a viable D.Phil. project.

- That the draft thesis chapter and oral examination show that the candidate has a good knowledge and understanding of the subject.
- That the research schedule is viable and that the applicant should, in principle, be able to complete the proposed schedule of work for the D.Phil. within three, or, at most, four years from initial registration as PRS.

Outcomes of Transfer of Status

The assessors may recommend one of four outcomes, which must be considered and approved by the Graduate Studies Committee:

- (i) Successful transfer – Accompanied by suggestions and advice for future progress.
- (ii) Referral for a second attempt at transfer (with or without a further interview) – This should normally involve the same assessors and take place within one term of the first attempt. If the first attempt is made in the fourth term or later of PRS status, a one-term extension of PRS status is automatically granted to allow the second attempt. This extension of PRS status does not affect the total amount of time permitted for registration on the D.Phil. The assessors should provide clear guidance on what needs to be done to improve the application prior to the second attempt at transfer being submitted. This may require additional written work or other evidence, and possibly the appointment of an additional assessor.

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

- (iii) Transfer to the M.Litt. – Although the work presented was not suitable for transfer to D.Phil. status, nonetheless, the assessors felt it was strong enough for the lower award which is a less

demanding and shorter time-scale research degree.

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

At the first attempt at transfer only options (i)-(iii) should normally be chosen. At the second attempt, options (i), (iii) or (iv) should be considered. (Only in exceptional circumstances may a third attempt at transfer be made, and this would require the support of the Graduate Studies Committee and approval by the University's Education Committee).

If at the first attempt a student is transferred to the lower degree of M.Litt. s/he may accept this, or may choose to retain PRS status and make a second transfer application the following term. If a student accepts transfer to the lower degree at the first attempt, or is transferred to the lower degree at the second attempt, s/he may exceptionally be permitted one further opportunity to transfer to D.Phil. status provided that sufficient time has elapsed (normally at least six months) to allow the possibility of significant improvement, that significant progress has been made, and that the student's supervisor supports the application. In addition the student's college and Director of Graduate Studies would also need to endorse the application.

If a student fails to transfer to D.Phil. status or to the status of the applicable lower degree after two transfer applications, s/he shall cease to hold the status of a PRS student and his/her name shall be removed from the Register of Graduate Students. In such

circumstances, informal counselling, often involving the student's college, should be an integral part of the procedures.

Deferral of Transfer of Status

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

In exceptional cases only, an extension of PRS status may be granted beyond six terms. Applications for such extensions should be again made using the form GSO.2b and would require the same approvals as above and, in addition, approval of the University's Education Committee as it requires formal dispensation from the *Examination Regulations*. Any extensions to PRS status do not affect the overall time permitted for registration on the D.Phil.

Confirmation of Status

The Purpose of Confirmation of Status

The Confirmation of Status process allows the student to have an assessment of his/her

work by two assessors, normally other than the supervisor(s), **to give a clear indication of whether it would be reasonable to consider submission within the course of a further three terms**, if work on the thesis continues to develop satisfactorily. However, successful confirmation of status should not

be seen as being explicitly linked to the final outcome of the examination of the thesis. The Confirmation assessment is different to the transfer assessment. **The assessors will be focusing on how the research is progressing, the quality of the draft chapters, and on the plan for completion.** The assessors will therefore be looking to ensure that the student is making the appropriate amount of progress in the development of the thesis, so that submission will be achieved within three or at most four years. In doing so, they are also required to ensure that the student is not attempting to deal with an impossibly or unnecessarily large amount of material. The student should benefit from independent assessment of his/her work and should receive authoritative comments and suggestions on problems and how to address them. The assessors may be able to provide guidance on how to better present the material, or on the use of concepts or methods. Even if the thesis is in good shape, the assessors may often stimulate valuable improvements to it. However, the assessors may also identify any weaknesses in theory, research design, data collection and analysis, which may compromise the final thesis. It should also be remembered that the confirmation assessment is a test (which it is possible to fail), and receiving critical comments can be difficult, and it may take a few weeks to come to terms with them. Finally, the interview is a good opportunity to prepare for the *viva voce* examination of the thesis.

The formal Regulations for Confirmation of Status are set out in the general regulations of the *Examination Regulations*, and in the special regulations for individual subjects, grouped within their particular Division. The most important elements are covered below, but if questions arise please check the *Examination Regulations*.

The Timing of Confirmation of Status

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

The general regulations of the *Examination Regulations* state that all students should

apply for Confirmation of Status within nine terms of their admission as a graduate student. However, in this Department **students are highly recommended under the subject specific regulations to apply for Confirmation of Status by the end of the sixth term for those not undertaking substantial fieldwork, or seventh term for those doing fieldwork in their second year.**

Students who progressed to the D.Phil. from an M.Phil. are usually admitted as PRS. Please consult the Examination Regulations in the exceptional circumstance of admission directly to DPhil Status.

How to apply for Confirmation of Status

Applications for Confirmation of Status should be made using the GSO.14 form available from <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>. Students are required to complete the form, which should then be signed by the student's supervisor and College. Students should include details of any research specific and/or personal and professional skills acquired, or further training needed in, and also information on any other related activities undertaken, e.g. presentation of posters, attendance at conferences etc. Students are also required to state whether their work required research ethics approval (and if appropriate, was granted). Students in this Department will also be asked to complete the supplementary form SOC.2 (<https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1>). Supervisors are asked (in consultation with their student) to suggest names of appropriate assessors.

In addition to the two forms, students will also be required to submit/complete the following:

- Thesis title and abstract
- Thesis outline (2-3 paragraphs on each chapter). The outline should also justify the choice of format for the thesis (traditional monograph, set of papers, or a mixture "integrated").
- Two substantive chapters, conveying original findings, out of a thesis expected

to be based on three or four substantive chapters. If the thesis plan involves a larger number of smaller chapters then more may be submitted, up to the equivalent of two-thirds of the substantive component of the thesis. An introductory chapter which merely reviews the literature or describes the methods should not be submitted; the chapters need to include a bibliography.

- Timetable for completion
- Risk Assessment Forms (a risk assessment must be submitted for any travel taken on University business; this includes fieldwork and conference attendance); please ensure that all risk assessment forms are submitted at least one month in advance of travel. (<https://weblearn.ox.ac.uk/portal/site/socsci:sociology:students:graduates>)
- If applicable: statement(s) on the contribution of each co-author, signed by all co-authors. (<https://weblearn.ox.ac.uk/portal/site/socsci:sociology:students:graduates>)

If applicable: updated Research Ethics Forms (<http://researchsupport.admin.ox.ac.uk/governance/ethics/apply/sshidrec>). Either the confirmation letter or completed form (if the application is still in process).

The combined length of the above materials should not exceed 30,000 words. The complete application for Confirmation of Status should be submitted to the Graduate Studies Administrator. Please submit one copy of the forms, and two bound hard copies and an electronic copy of all other documents.

The Confirmation Assessment

The Graduate Studies Committee/Director of Graduate Studies will appoint two assessors neither of whom will normally be the student's supervisor to read the confirmation assessment and interview the candidate. The assessors will normally be academic members of staff working in the University of Oxford; only in exceptional circumstances will an external assessor be appointed. (It is common for the same assessors to be used for both Transfer and Confirmation of Status, and one of these people may also act as the internal examiner for the *D.Phil.* viva voce examination).

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

Criteria for Success

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

Students must also show that they are able to present and defend their work in English. In addition, the assessors will judge the application against the following criteria:

- Evidence of wide reading and critical review of the literature

- A clear indication of how the research is being developed into a thesis
- Potential original contribution to the field of study
- Evidence of a progression of argument and logic throughout the thesis
- Evidence of a scholarly and lucid approach to the research issues
- **A clear timetable for the completion of the research within three, or at most four years from admission**
- The ability to write in clear and coherent manner, with due attention to presentation
- Competence in both written and spoken English
- The ability to articulate and defend the argument in the interview
- Presentation of the thesis at the DPhil Conference
- **The draft chapters are of the quality expected for a final D.Phil. thesis**

The specific criteria that the Assessors are asked to confirm include the following:

- That they have considered the candidate's thesis outline, research schedule, and two draft chapters.
- That they have examined the candidate orally.
- That the draft thesis chapters are of the standard that would be expected at this stage.
- That the research schedule is viable and that the applicant should, in principle, be able to complete the proposed schedule of work for the D.Phil. within three or at most four years from initial registration as PRS.
- That they have seen a co-authorship statement for each co-authored piece of work, and that each statement describes the contribution of the student clearly.

Outcomes of Confirmation of Status

The assessors may recommend one of five outcomes, which must be considered and approved by the Graduate Studies Committee:

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

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

- (iii) Transfer to M.Litt – Although the work presented was not suitable for Confirmation of D.Phil. status, nonetheless, the assessor(s) felt it was still strong enough for the lower award which is a less demanding and shorter-timescale research degree. In cases where transfer to a lower award is

approved, if the student is already in their ninth term or beyond, a formal extension of time will also be needed to allow the student to stay on the graduate register for the M.Litt., otherwise their status will lapse, and they will have to subsequently apply for reinstatement to the graduate register.

- (iv) Reject the application – The assessors cannot recommend confirmation of status, or transfer to the lower award. This exceptional outcome should only be used if the quality of the student's work has regressed to below the standard previously achieved for transfer of status.

At the first attempt at confirmation only options (i)-(iii) should normally be chosen. At the second attempt, options (i), (iii) or exceptionally (iv) should be considered. The Graduate Studies Committee may also request additional work or other evidence, or appoint an additional assessor to help in making a final decision. (Only in exceptional circumstances may a third attempt at Confirmation be made, and this would require the support of the Graduate Studies Committee and approval by the University's Education Committee).

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

Deferral of Confirmation of Status

If a student is unable to apply for confirmation of status within nine terms of admission as a

graduate student (or by the deadline defined in the subject specific regulations if later), they must apply for a deferral of confirmation of status, otherwise their student status will lapse and their name will be removed from graduate register. It is possible to apply for a deferral of confirmation of status for up to three terms, as long as the total number of terms from admission as a graduate student does not exceed twelve.

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

To apply for a deferral of confirmation of status, a student will need to submit the GSO.14B form available from <http://www.ox.ac.uk/students/academic/graduates/forms>. Students are required to complete the form, which should then be signed by the student's supervisor and College. The Director of Graduate Studies/Graduate Studies Committee will then assess the application for deferral, taking into account any recommendations from the academic review meeting.

If confirmation of status is not achieved within nine terms of admission as a graduate student, or approval given for a deferral of confirmation of status, his/her status will lapse. In exceptional cases only, deferral may be granted beyond twelve terms; however, this requires approval by both the Director of Graduate Studies/Graduate Studies Committee and the University's Education Committee as it requires formal dispensation from the *Examination Regulations*.

DPhil Examination

Appointment of Examiners

Applications for the appointment of examiners should be submitted to the Graduate Studies Administrator for approval by the GSC/DGS. The Supervisor shall consult with the candidate concerning possible examiners, and forward the names of suggested examiners. Two examiners are required but candidates must suggest reserves in case the preferred examiners are unable to act. Neither examiner may be the student's Supervisor, anyone who has given significant help or advice to the student in the preparation of the thesis, or anyone else with a potential conflict of interest with the student.

It is normal for one of the assessors who acted at the time of transfer or confirmation of status to be the internal examiner.

Examination Arrangements

The Oral Examination shall be held at Oxford in a suitable University or College building, unless the Proctors give special permission for it to be held at some other place. It shall, except in special circumstances, begin not earlier than 9am or later than 5pm and may be held in term or vacation. The place and time of the examination shall be fixed by the examiners, who shall be responsible for informing the candidate of the arrangements made. The day shall be fixed by the examiners to suit their convenience.

The examination may be attended by any member of the University in academic dress. No person who is not a member of the University may attend it except with the consent of both examiners.

Candidates are strongly recommended to take a copy of their thesis to the examination.

Early Viva

Candidates may apply to the Graduate Studies Committee for the oral examination to be held

not later than a certain date, provided that this date shall not be earlier than one calendar month after the date on which the thesis has been received at the University Offices or after the date on which the examiners have agreed to act, whichever is the later. If the GSC is satisfied that there are special circumstances justifying this application, it will ask the examiners to make arrangements to enable the Oral Examination to be held within the period specified.

In such cases the examiners, when invited to act, will be informed that the candidate has asked that the Oral Examination should be held not later than a certain date, and acceptance of the invitation to examine will be on the understanding that they would seek to meet this request.

Candidates should note that it may be impossible for the GSC to arrange an early viva, in which case they will be subject to the regular procedure.

Examination Requirements

In order to be able to award the DPhil, examiners must, in their report, be able to certify that:

- The candidate possesses a good general knowledge of the field of learning within which the subject of the thesis falls;
- The thesis is presented in a lucid and scholarly manner;
- The candidate has made a significant and substantial contribution in the particular field of learning within which thesis falls.
- Examiners shall bear in mind that their judgement of the substantial significance of the work or the extent of the candidate's contribution to knowledge or understanding of the relevant field of learning shall take into account what may be reasonably expected of a capable and diligent student after three years of full-time study.

Thesis Submission

Formatting

All DPhil theses must:

- Use 12 point font, and preferably a serif font such as Times New Roman;
- Give the length of the text in number of words;
- Be printed on one side of the paper only;
- Present the main text in double spacing with quotations and footnotes in single spacing. Place footnotes, where present, at the bottom of each page;
- Have numbered pages;
- Use referencing that corresponds to one of the established bibliographic conventions: preferably APA style and not Vancouver;
- Be submitted in English; unless for exceptional reasons otherwise determined by a relevant Board, in the term in which the candidate is first admitted;
- have a margin of 1.25 to 1.5 inches (3.2 to 3.8 cm) on the left-hand side of each page.

The thesis should be of **no more than the 100,000 words**, with **footnotes and tables included** in this figure; **references and appendices are not included**. (As a guideline, Appendices should make up no more than 30% of the thesis.)

Students should note that successful DPhil theses are often considerably shorter than this maximum length. Increases to the maximum DPhil limit are rarely permitted, and must have a strong justification related to the substance of the thesis. The Graduate Studies Committee should be consulted about any request for such an exception well in advance of submission of the thesis.

The thesis must include an **abstract of no more than 300 words** which should concisely summarise its scope and principal arguments. It should be printed on one side only of A4-sized paper. Each copy of the

abstract should be headed with the title of the thesis, the name and College of the candidate, the degree for which it is submitted, and the term and year of submission. One copy of the abstract prepared at the time of the examination should be bound into each of the examiners' copies of the thesis. Subsequently, when the examination is completed, candidates should also arrange for a copy of the abstract to be bound into the library copy of their thesis, and should submit with the library copy a separate, unbound copy of their abstract. The copy of the abstract should be presented separately and should be:

- On one side of a single sheet of A4 paper,
- A clear photocopy, or a printed copy (i.e. not a poor photocopy), and
- Headed up with name, college, year and term of submission and the title of the thesis.

The thesis must be securely and firmly bound in either hard or soft covers. Loose-leaf binding is not acceptable. Candidates are responsible for ensuring that examiners' copies are securely bound and should note that theses which do not meet this requirement will not be accepted.

Submission

The thesis should be submitted to the Submissions Desk at the Examination Schools in an unsealed envelope (one envelope per copy), ready in all respects, except the address, to be posted to the examiners. Each envelope should bear the candidate's name and college and the words "DPHIL THESIS AND ABSTRACT" in BLOCK CAPITALS in the bottom left-hand corner. It must also be accompanied by a slip giving the address to which the examiners should write in order to contact the candidate about arrangements for the oral examination.

Joint Work Submitted as Part of a Thesis

At the time of submission the student is asked to provide a statement with the Appointment of Examiners form, detailing which (if any) parts of the thesis are not the student's own work. The Examiners will therefore assess how much of the thesis is the student's own original work, **and will take this into consideration when deciding whether sufficient original work of high enough quality has been produced in order for the DPhil to be awarded.** Please ask the Graduate Studies Administrator for the latest guidelines for the authorship statement.

Work *must* be clearly referenced, and if tables/figures etc. from co-authored material are reproduced, then it should be made clear if this is the student's own work. Written permission should also be sought from co-authors to re-use any material from co-authored papers in the thesis. Co-authorship must also be referenced within the acknowledgements, and also in footnotes/references in the relevant sections.

ORA (Oxford Research Archive) and Digital Publication of Theses

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

All students following the DPhil are required to deposit *both* a hardbound and a digital copy of their thesis with the Bodleian Libraries. The digital copy should be deposited in the ORA at <http://ora.ox.ac.uk> after [Leave to Supplicate \(LTS\) has been granted](#).

ORA provides maximum visibility and digital preservation for Oxford digital theses. Students should read the important information about the deposit of, and access to, digital theses which is available at www.bodleian.ox.ac.uk/ora/oxford_etheses and includes:

- Legal requirements and author responsibilities
- When to deposit the digital copy of your thesis
- How to deposit the digital copy of your thesis
- Options for open access and embargo access (for reasons such as sensitive content, material that would affect commercial interests, pre-publication or legal reasons) to all of part(s) of your thesis
- Information about file formats, fonts and file sizes

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

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

http://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues/copy_right_held_by_third_parties_and_other_rights

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

The Social Sciences Division – Restricted access arrangements

Whilst the Social Sciences Division strongly supports open access to, and wide dissemination of, theses produced by its students, the Division has agreed that during the initial period (whilst both authors and publishers adapt to open access), access by others to the full text of digital theses will be restricted for three years by default. When

completing the ORA online deposit form authors should therefore enter an embargo end date of three years from the date of deposit. There is no need to complete a separate GSO3.C Dispensation from Consultation form at the time of deposit.

During the period of the embargo, only the following information from your thesis will be available in ORA:

- Item record (details including your name, thesis title, subject area)
- Abstract
- Full text search for single words or short passages of text.

At the time of deposit an author may request permanent closure in ORA under the following circumstances:

- For digital material where copyright is held by a third party and permission to disseminate it via the Internet in ORA has not been granted by the copyright holder, the Department will grant permission for the copyright material to be deposited as a separate file from the thesis, on the understanding that the thesis will be available for consultation or reproduction but access to the copyright material will be restricted.
- Where confidential material forms only a small part of a thesis and the force of the thesis will not be seriously impaired by the removal of such material, the Department may grant permission for the access to the confidential material to be closed on the understanding that the thesis will be available for consultation or reproduction but access to the confidential material will be restricted.

Authors can also choose to override the default embargo and make their thesis open access, either at the time of deposit or at any time during the three year embargo. Authors who wish to make their thesis freely available on deposit should indicate this on the Deposit and Consultation of Thesis form (GSO3A) and on the online ORA deposit form. Once the embargo is in place, students wishing to end it early should e-mail ORA@bodleian.ox.ac.uk with instructions. Those planning to publish their research as a book or article are not recommended to place their thesis on open

access in ORA without first discussing this matter with their supervisor and consulting potential publishers to ascertain their policy. The embargo will be automatically lifted after the three year period, and it is the responsibility of the author to apply for an extension if required. No reminder will be sent and it will be assumed that the full text can be released if a Dispensation from Consultation form (GSO.3C) is not submitted (see below).

Dispensation from consultation of your thesis – Library and ORA

- Authors may apply for dispensation from consultation beyond the end of the default three year embargo period of the copy of the thesis deposited in the Bodleian or other University Library and of the electronic copy of the thesis deposited in ORA if there is good reason for such a request. Reasons for requesting dispensation might include that consultation or reproduction would put at risk confidential material or invalidate an application for a patent on a product or process described in a thesis. Students are advised to be particularly mindful of the terms of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis.
- Dispensation will always be granted:
 - In cases where confidentiality has been made a condition of access to materials that are subsequently incorporated in a thesis, and
 - For material where copyright is held by a third party and permission to disseminate it via the Internet has not been granted by the copyright holder. Students should apply for dispensation by completing form GSO.3C.

Journal Articles Included Within the Thesis

Authors sometimes include published journal articles within their theses. Authors needing to include such articles as part of the e-thesis can make the article freely available only in

compliance with copyright and any sponsor permissions. See www.sherpa.ac.uk/romeo.php for guidance or ask ORA staff (ORA@bodleian.ox.ac.uk).

The Copyright in the Thesis

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

Third Party Copyright

If material has been incorporated within the thesis where copyright is held by an individual or group that is not the author (third party copyright) permission will be needed to make such material freely available on the Internet. It is best to obtain such permission when sourcing the material. Proof of permission will need to be provided when depositing the thesis in ORA (e.g. e-mail or letter). Authors should contact ORA staff (ORA@bodleian.ox.ac.uk) if they are unsure. A useful template to keep track of permissions for use of third party copyright materials is available for download at: http://www.bodleian.ox.ac.uk/ora/oxford_et_heses/copyright_and_other_legal_issues/copy_right_held_by_third_parties_and_other_right_s/wording_-_thesis-seeking_permission_for_3rd_party_materials

Intellectual Property Rights

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

Plagiarism

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

General Queries

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

Disclosure of Data Sources

At some point in the thesis the source of the empirical material has to be described in detail. For secondary data it has to be made clear where the data used in the study can be obtained for purposes of replication. For primary data, the method section and/or appendices have to describe the data collection process and provide relevant materials to allow the readers to assess the quality of the data and, if applicable, to replicate the data collection.

DPhil Theses – Library Copy & Leave to Supplicate

In order to have your degree conferred at a graduation ceremony you must submit one hard-bound copy of the final version of your thesis (including any approved minor corrections) for deposit in the Bodleian Library. You must submit [forms GSO.3a and GSO.26](#) to the Research Degrees team at the Examination Schools with your Bodleian copy. The library copy of the thesis must be in a permanently fixed binding, drilled and sewn, in a stiff board case in library buckram, in dark colours, and lettered on the spine with the candidate's name and initials, the degree, and the year of submission. Candidates should note that Leave to Supplicate is *conditional* upon receipt by the Graduate Studies Office of the library copy of their thesis; and that candidates may *not* proceed to take their degree until they have fulfilled the requirement to submit a library copy of the thesis.

Late Submission

Candidates may submit the examiners' copies of their thesis, prepared as described above, at the same time as they apply for the Appointment of Examiners. If they intend, however, to submit the examiners' copies at a later date, they will be required to state, at the time of their application for Appointment of Examiners, the date by which they will submit. This should be as soon as possible

after the date of application and may in no case be later than the last day of the vacation immediately following the term in which application for appointment of examiners has been made. If a candidate fails to meet this deadline, his or her application for Appointment of Examiners will be automatically cancelled; if s/he has also reached the end of the time when his or her status will lapse then he or she will be unable to apply again, unless s/he is reinstated, which would normally be for one term only in order to submit the thesis for examination.

Supervision

All graduate students have a University Supervisor. The University Supervisor guides the student through his or her course of study.

The Supervisor reports on the student's progress to the Graduate Studies Committee (DPhil students) and the Teaching Meeting (MPhil & MSc students) at the end of each term and will also provide feedback to the student. The advice of the Supervisor will always be sought by the GSC before recommending any change in status, transfer between courses, and so on. It is of great importance for the student to keep in regular contact with his or her Supervisor and to keep the Supervisor fully informed as to the progress of his or her studies.

Students and Supervisors are required to electronically submit a termly progress report to the Graduate Supervision Reporting (GSR).

Graduate Supervision Reporting

The Graduate Supervision Reporting (GSR) is used by Supervisors each term to review, monitor and comment on their student's academic progress and performance and to assess skills and training needs. Students are given the opportunity to contribute to their termly supervision reports by reviewing and commenting on their own academic progress.

All students are required to submit a GSR report each term.

Students will receive a report of their termly supervision from their Supervisor. Divisions, Departments and Colleges use the completion of supervision reports as an essential means of monitoring student progress.

The supervision reporting process is controlled by a structured timetable with automatic notifications and reminders. Once reports are submitted they are immediately available to the student, Supervisor and DGS for review. Additionally, Subject Administrators, College Advisors, College Administrators and Scholarship and Funding Administrators are able to view reports.

PRS and DPhil student should comment on the progress of their project but are also asked to list any training needs discussed with their supervisor and training that they undertook (this can range from giving a presentation to workshop, summer schools to professional courses).

Graduate students will also all have a College Adviser. The role of the College Adviser is to provide pastoral and general academic advice. They can be particularly helpful if the student has any academic or other difficulties that he or she does not feel able to discuss with the University Supervisor.

Change of Supervisor

It may be appropriate in some cases to change Supervisor if, for example, the direction of the student's work changes. The Graduate Studies Committee and all university Supervisors also recognise that occasionally there can arise incompatibilities of temperament or approach between Supervisor and student. Because of the central importance Oxford attaches to the relationship between Supervisor and student, students are urged to discuss any problems of this kind freely and in full confidence with the DGS. An alternative method of approach in such cases is through the student's College Advisor or College Tutor for Graduates. A change of Supervisor requires the approval of the Graduate Studies Committee.

Code of Practice for Supervisors of Research Students

Supervisors responsible for Probationary Research or Doctoral students are expected to:

- Meet with students (in general three times per term)
- Agree initial requirements for training through taught courses
- Discuss progress, providing feedback to the Director of Graduate Studies, and report on their students' progress to the termly Teaching Meeting.
- Write termly supervision reports on GSR
- .

Formal responsibility ceases once students have passed the four year submission deadline. Supervisors are nevertheless encouraged to read and comment on such students' final thesis drafts. .

Regulations Governing Graduate Degree Courses

Below is a summary of the most relevant rules. In exceptional circumstances it may be possible to seek dispensation from these rules. Students should consult the Examination Regulations <http://www.admin.ox.ac.uk/examregs/> for the full text and seek further advice from their Supervisor.

Plagiarism

What is Plagiarism?

The JISC Plagiarism Advisory Service (2003) states that: 'Plagiarism is the presentation of someone else's work as though it were your own'. You may be found guilty of plagiarism if:

- You are presenting or passing off another person's work as your own
- You import into your own work 'more than a single phrase from another person's work without the use of

quotation marks and identification of the source'

- You make 'extensive use of another person's work, either by summarising or paraphrasing it merely by changing a few words or altering the order of the presentation, without acknowledgement'
- You use 'the ideas of another person without acknowledgement of the source' or submit or present work as your own' which is substantially the ideas or intellectual data of another'
- You make 'a deliberate attempt at passing off the ideas or writings of another person as your own'
- You take 'the words, ideas and labour of other people and give the impression that they are your own.'

From "Beat the Witch-hunt! Peter Levin's Guide to Avoiding and Rebutting Accusations of Plagiarism for Conscientious Students."

Please see

www.admin.ox.ac.uk/proctors/info/pam/index.shtml for full references.

Plagiarism and University Policy

Cases of apparently deliberate plagiarism, while happily infrequent in the University, are taken extremely seriously, and where examiners suspect that this has occurred, they bring the matter to the attention of the Proctors. For further details, please refer to: <http://www.admin.ox.ac.uk/proctors/pam/section9.shtml>

Your attention is drawn to the Proctors' and Assessor's Memorandum, Section 9.5, 'Conduct in Examinations' and in particular to Sections 4 and 5 and the concluding paragraph of the section:

4. *No candidate shall present for an examination as his or her own work any part or the substance of any part of another person's work.*
5. *In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person's work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.*

"The University employs a series of sophisticated software applications to detect plagiarism in submitted examination work, both in terms of copying and collusion. It regularly monitors on-line essay banks, essay-writing services, and other potential sources of material. It reserves the right to check samples of submitted essays for plagiarism.

Although the University strongly encourages the use of electronic resources by students in their academic work, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions."

Online Plagiarism Quiz and Self-Tests

By the end of Week 2, all students are required to take the Avoiding Plagiarism Tutorial

(<https://weblearn.ox.ac.uk/portal/hierarc>

[hy/skills/plag](#)), and to email a copy of the certificate of completion to the GSA.

In addition, the websites for a number of online plagiarism tests are shown below. These tests will also help you to understand and avoid plagiarism in your work.

<http://education.indiana.edu/~frick/plagiarysm>

<http://www.essex.ac.uk/plagiarism/contents.html>

<http://www.ecf.utoronto.ca/~writing/interactive-plagiarismtest.html>

Guidance for examiners, Annex B and information for students is provided at www.ox.ac.uk/students/academic/exams/guidance.

Third Party Proof-readers

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

The default position is that the guidance outlined below applies to all assessed written work where the *word limit is 10,000 words or greater*. However, departments and faculties may opt to specify that, for certain assessments, students should not be allowed any proof-reading assistance, if the purpose of the assessment is to determine students' abilities in linguistic areas such as grammar or syntax. In this case, the rubric for the assessment should state clearly that no proof-reading assistance is permitted.

The use of third party proof-readers is not permitted for work where the *word limit is fewer than 10,000 words*.

What a proof-reader may and may not do

Within the context of students' written work, to proof-read is to check for, identify and suggest corrections for errors in text. In no cases should a proof-reader make material changes to a student's writing (that is, check or amend ideas, arguments or structure), since to do so is to compromise the authorship of the work.

A proof-reader may

- Identify typographical, spelling and punctuation errors;
- Identify formatting and layout errors and inconsistencies (e.g. page numbers, font size, line spacing, headers and footers);
- Identify grammatical and syntactical errors and anomalies or ambiguities in phrasing;
- Identify minor formatting errors in referencing (for consistency and order);
- Identify errors in the labelling of diagrams, charts or figures;
- Identify lexical repetition or omissions.

A proof-reader may not

- Add to content in any way;
- Check or correct facts, data calculations, formulae or equations;
- Rewrite content where meaning is ambiguous;
- Alter argument or logic where faulty;
- Re-arrange or re-order paragraphs to enhance structure or argument;
- Implement or significantly alter a referencing system;
- Re-label diagrams, charts or figures;
- Reduce content so as to comply with a specified word limit;
- Translate any part of the work into English.

Authorial responsibility

Students have overall authorial responsibility for their work and should choose whether they wish to accept the proof-reader's advice. A third party proof-reader should mark up the student's work with suggested changes which the student may then choose to accept or reject.

Failure to adhere to these guidelines could constitute a breach of academic integrity and contravene the *Proctors' Disciplinary Regulations for Candidates in Examination* (<http://www.admin.ox.ac.uk/statutes/regulations/288-072.shtml>). It is therefore the student's responsibility to provide the proof-reader with a copy of this policy statement.

Fees

Fees are paid termly.

The maximum number of terms for which DPhil students must pay fees are:

- Nine Terms
- Six, if they have an Oxford MPhil

Fees are charged whether or not the student is working in Oxford. Fees are not charged if the student status is formally suspended by the Graduate Studies Committee.

College fees are also payable: candidates should enquire of their colleges about these.

Residence Requirements

The residence requirement is shown below. Students must be in Oxford for this period. Residence as a Recognised Student does not count towards residence required for Oxford degrees. Additional residence requirements may apply to scholarships or other forms of funding.

For the DPhil	six terms
For a DPhil candidate who has successfully taken the Oxford MPhil	three terms

It is vital that every overseas student familiarises him/herself with UK Visa Rules and Regulations. Please refer to the UK Border Agency Website and the relevant section of the University Website. It is your responsibility to inform your Department and College of any change in circumstances, including address.

Applications from DPhil students (on the Graduate Studies Office form) for dispensation from the residence requirement can be considered if and only if it is essential for the work on the thesis to be carried out away from Oxford. The maximum number of terms for which such dispensation may be granted is three.

Candidates for research degrees should note that, with the consent of their college (and the support of their Supervisor) they may leave Oxford for a period, as long as they return and fulfil the necessary residence requirement before submitting their theses. It should be noted however that fees will continue to be payable during such absence.

Suspension of Status as a Postgraduate Student

With the support of his or her Supervisor and college, students may apply to the Graduate Studies Committee for suspension of status for a specified period. If the application is approved, the candidate will not be liable to pay fees during the period of suspension and will automatically resume his or her former status at the end of the period.

The Graduate Studies Committee may consider applications for suspension on the following grounds:

- Where the student is prevented from pursuing his or her course of study in circumstances which are outside his or her control though there are good grounds for believing that he or she will be able to resume work within a reasonable period (e.g., physical or mental incapacity, maternity leave and unexpected domestic crises).
- To take up temporary work which is likely to be relevant to his or her subsequent career and the opportunity for which is unlikely to recur.
- Any such application should have the support of the student's Supervisor and College and should normally be for a specified period.

Candidates are expected to endeavour to complete their studies within the normal time limits for the course in question and the Graduate Studies Committee is not prepared to consider applications for suspension merely on the ground that a candidate wishes to engage, for personal reasons, in some other activity and then return to his or her postgraduate work at some later date.

Illness

The University records should show correctly for how many terms a student has been actively working on a thesis. Students whose work is unavoidably interrupted by illness are encouraged to apply for suspension of status immediately. ESRC-funded students must additionally comply with all of the ESRC's regulations for suspension of the course. Failure to comply with these regulations may have serious consequences for the Department's ability to award ESRC studentships in the future.

If a research student falls ill and it is thought that this might result in a subsequent application for extension of time, it would be desirable to obtain a medical certificate at the time. The student should always let his or her Supervisor know when illness has prevented work on the thesis.

Teaching Opportunities and Paid Work

There are several opportunities to teach in the department and the university in general. A limited number of Teaching Assistants is recruited for Lab Sessions and Tutorials in the Department. Please contact the Course Provider of the course you would like to teach. The Department of Politics and International Relations (DPIR) has a register of Tutors for Undergraduate teaching. DPhil students (those who have successfully Transferred Status) interested in Tutorial work should contact DPIR directly.

Students may take on limited amounts of paid work but they should ensure this does not

interfere with their studies. See the University's paid work guidelines: <http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/>

Ethical Review Procedures for Research

Research Ethics Review and Approval

Ethics approval is needed for all projects involving human subjects except where the data are fully anonymised, pre-existing and not from the NHS. Students with projects based on secondary data analysis of such anonymised data will be asked to confirm this in the Transfer of Status application form.

Otherwise, you will need to apply for ethics approval prior to applying for Transfer of Status. In which case, please ensure that you read and comply with the following. **You will not be able to undertake any research until your application has been approved. Please start the process of completing the form and gather then required material as soon as possible.**

The University's [policy and guidance on the ethical review of research](#) undertaken by staff and students which involves human participants is available on the University website. Departmental Policy on Ethical Training Requirements for Research Staff and Graduate Students (mandatory) is available from WebLearn. It covers all research in which people participate in a direct way by, for example,

- answering questions about themselves or their opinions,
- or performing tasks - such as completing an online survey
- or being observed,
- all research which involves data about identified or identifiable people.

Why is ethics scrutiny and approval important?

- It is part of the responsible conduct of research.
- It demonstrates that your research has been conducted according to the highest

ethical standards. It is important to protect the dignity, rights and welfare of all those involved in the research (whether they are participants, researchers or third parties)

- It is a University requirement.
- It is now the expectation - and in some cases formal requirement - of funding bodies.

What to do:

- Visit the Central University Research Ethics Committee (CUREC) site and identify if you need a CUREC form filled in using the [decision flowchart](#).
- The University's procedures have two stages to reflect the level of risk associated with the particular research project. The first stage is complete the first section of the [checklist](#). Once you have done that the form will advise you whether to complete filling out the CUREC 1A or to complete CUREC 2.
- Fill out the [relevant form](#) well in advance of starting your research

When writing any CUREC application, assume that you are the expert in your topic area and explain your project methods clearly and simply. This includes giving a clear idea of potential ethical issues and how you propose to address them. Remember that the ethics committee partially relies on your expertise as a researcher in your field, in order to be clear about the ethics of a project.

It is likely your application will need documents to support it and help to explain what you are doing. These documents can be broadly classified as for external (participant) or internal (researcher) use. Documents for external use include invitation letters/emails, information sheets, written consent forms, oral consent scripts, project recruitment advertisements, participant-completion surveys or questionnaires (paper or online). Please see the main CUREC page on [informed consent](#) for more details. Documents for internal use include sample research instruments (researcher-completion surveys or questionnaires, semi-structured interview guides), detailed study protocols, and record of oral consent forms.

In most cases, the Departmental Research Ethics Committee (DREC) will want to see final versions of external use documents in order to check compliance with the relevant University policy. As far as possible the DREC will also want to see examples of interview schedules and draft questionnaires. (We are aware that survey questions and other research instruments evolve as part of project methodology.)

- Complete the form electronically and send it in Word format from your Oxford email account to drec@sociology.ox.ac.uk. As well as signing your form you will need to obtain your supervisor's signature too. Applications are not valid until signatures and relevant supporting documents have been provided. There is more information about signatures in the checklist itself.
- Please note that the anticipated turn around on Ethics applications is five working days to 6 weeks for CUREC 1A application and might be much longer for CUREC 2 ([more details here](#)), depending among others, on the complexity of the study. Once your research has received ethical approval you will receive a letter to confirm this. Please include this letter as part of your Transfer of Status application if you have received it in time. If not, include a copy your completed ethics approval application form.

Ideally you should have completed the process of receiving ethical approval before you apply for Transfer of Status in Week 1 of Trinity Term of your first year. Please ensure that you leave enough time to complete the forms, collect the requisite signatures, and for the approval process to take place. For projects requiring only CUREC 1A approval, applications submitted early in Hilary Term should have sufficient time for approval. If you believe that you may need CUREC 2 approval, please contact Agnieszka Swiejkowska, the Research Facilitator, in Michaelmas Term for advice. It is understood that those needing CUREC 2 approval may well take too long to be complete before the start of Trinity term even with an early application.

Other resources:

- The [Research Ethics Guidebook](#), funded by the ESRC as part of the Researcher Development Initiative and developed by a team at the University of London's Institute of Education, is a guide through ethics review and regulatory processes for social scientists.

Risk Assessment, Insurance and Safety Considerations for Any Travel or Fieldwork

Any travel (including for conferences etc) undertaken as part of University business requires the submission of a risk assessment, and qualifies for cover under the University's travel insurance policy. It is vital that risk assessments and travel insurance applications are submitted at least one month before planned travel. Forms for high-risk travel should be submitted even further in advance, to allow the forms to be approved by the Divisional Safety Officer, and possibly by the University Safety Office. Both the risk assessment and travel insurance application forms can be found here: <http://www.admin.ox.ac.uk/finance/insurance/travel/>

Please submit the completed forms to the Graduate Studies Administrator (graduate-studies@sociology.ox.ac.uk), via the online system

You are advised to talk to your Supervisor at the earliest opportunity. In addition, you should make an appointment to talk to either the Departmental Secretary (Jane Greig) or the Graduate Studies Administrator (GSA) **at least one month before the start of your trip**. They can provide the appropriate links and assist with the risk assessment process.

The need to complete a risk assessment should not be seen as an obstacle, but as an integral and fundamental part of travel and fieldwork preparation. Those conducting interviews in **areas of high risk** (e.g. areas of serious political unrest) or in **an environment which poses a higher risk than the normal place of work** (e.g.

interviewing prisoners in a prison) must be able to demonstrate that they have thought properly about where risk may be present and describe clearly their proposed actions to mitigate such risk as far as is reasonably possible.

As a separate but related matter, you should always provide Jane with an itinerary and contact details for your next of kin, in order to meet university regulations.

Please be aware that you may need to complete a full risk assessment. (Whether this is required or not is determined by the type of activity you are to undertake and the location you are to visit). Your Supervisor will be able to offer advice in the first instance. Risk assessments are considered by either the Head of Administration and Finance or the Head of Department, who, in some instances, may need to refer it to the Divisional Safety Officer or the University's Safety Office before approval can be given. After you have answered any questions raised by the Divisional Safety Officer or the University's Safety Office, your risk assessment will have to be reassessed and approved by your supervisor before it is passed along for final authorisation by the Head of Administration and Finance or the Head of Department.

The Social Science Division and the University's Safety Office run training courses each term which may be suitable for those planning extensive periods of fieldwork or those who are new to the idea of risk assessment. Jane Greig and the GSA can advise on these.

Those travelling to risky areas or those carrying out particularly sensitive activities (*wherever* they may be being done) will be required to have their forms referred to the Safety Office for approval. Sufficient time in advance of the start of the trip must be allowed for this referral to take place.

Travel Insurance

Please note that the University's insurance will not be valid if you do not have a valid risk assessment for Medium- and High-Risk travel, and do not complete this process in good time. There is no cost to students associated with taking out University travel insurance, and the policy offers a good quality of coverage.

More information on the university's scheme is available at:
<http://www.admin.ox.ac.uk/finance/insurance/travel/>

The Foreign and Commonwealth Office gives up-to-date advice on travel to anywhere in the world, country by country. You are strongly advised to refer to this in any case; and particularly where advisory information applies. All travel plans to FCO advisory areas must be the subject of a risk assessment and will be referred to the Safety Office by the Head of Administration and Finance. To check if your travel plans might be affected by an FCO advisory please check the website: www.fco.gov.uk/en/travelling-and-living-overseas/

Some key points:

- Allow plenty of time (at least one month) before the start of your trip to do the planning and get any approvals
- The University has a duty of care to you wherever you are - when you are there on what may be perceived as legitimate university business. Research would count as such. Even if your trip is taking you home to your own country (e.g. you are a Turkish national going to do fieldwork in Turkey), you will still need to demonstrate that you have considered the risks and completed a risk assessment.
- If your fieldwork involves human participants or use of personal data you will also need to consider the ethical implications of such activity. Detailed information on the university's policy and the application process are available at www.admin.ox.ac.uk/curec/index.shtml

Committees

Sociology Graduate Studies Committee

The members of the Sociology Graduate Studies Committee are:

- Prof Stephen Fisher - DGS (Trinity)
- Prof Colin Mills - TCD(Nuffield)
- Prof Leigh Payne (St Antony's)
- One student representative (the student rep shall attend for unreserved business only)

For 2018/19 the Chair will be Professor Stephen Fisher. The Graduate Studies Committee:

- Considers applications for admission,
- Appoints a University Supervisor for each student,
- Considers applications from students during the course of study (e.g. change of course; Transfer of Status; Confirmation of Status; Extensions of time etc.)
- Appoints examiners for MLitt and DPhil candidates
- Reviews the programme of teaching and considers changes in regulations etc.

The Committee meets twice a term (normally Tuesdays in weeks 2 and 7). It is important that students submit any applications (and all accompanying material) to the Committee (via the Graduate Studies Administrator by Friday of week 1 and Friday of week 6) in good time for its meetings. While some

matters may be dealt with under Chair's action during the vacations, this is not the norm and will not always be appropriate. Enquiries about the work of the Graduate Studies Committee should be made to the Graduate Studies Administrator.

Academic records of all students are maintained centrally on the University student database. Each new record is opened on the issue of a formal notice of admission. Further information is added to students' records during their first term from matriculation forms and all records are continually updated as students progress on their course.

Graduate Joint Consultative Committee (GJCC)

The GJCC exists to provide a forum for graduate students to put forward suggestions, comments and grievances about the courses and facilities provided by the department. It will usually meet every term in Week 3. Membership includes student representatives (two for MSc, and one each for MPhil, PRS and DPhil), Head of Department, teaching staff, and the Graduate Studies Administrator. Some secretarial support is provided by the GSA. All students are welcome to attend and are encouraged to put forward items for discussion through their representatives.

Supporting You

Problems, Advice

Students who have problems, academic, administrative or personal, and who are uncertain of the proper way to go about solving them have several possible courses of action open to them.

- Consult their Supervisor or the Graduate Studies Administrator in the first instance. The Director of Graduate Studies (Prof Stephen Fisher) or the Head of Department (Prof Christiaan Monden) will if necessary consult the appropriate authorities on your behalf. The Director of Graduate Studies, Professor Stephen Fisher, is happy for students to drop in with *brief* questions when he is in the Department. For longer questions (i.e. requiring more than 15 minutes of time) an appointment *must* be booked.
- For issues about a particular course, please first talk to the course provider if appropriate.
- At your college, consult the Senior Tutor, the Tutor for Graduates or your own College Advisor, who will give similar help.
- Consult the elected graduate representatives in the Department who will give what help and advice they can.
- Consult the Graduate Studies Office in the University Offices or the Graduate Studies section of the University website, which will advise on the obtaining of necessary forms, submission of applications, dates and deadlines, deposit of theses, etc.
- Students who are not satisfied that the Department has addressed their concerns should consider making a formal complaint to the Head of Department, Professor Christiaan Monden. There are also some issues which the Department cannot address, e.g. complaints relating to exams, and a formal complaint to the Proctors must be made in these circumstances. See below for more information.
- On a more personal level, the University Counselling Service at 11 Wellington

Square (which acts in a strictly confidential way) is experienced not only in general psychological problems but also in the special problems and blocks associated with academic work.

Nightline is a confidential listening and information service run for students by students and is open from 8pm until 8am from 0th to 9th week each term. Students can phone (2)70270 or visit Nightline at 16 Wellington Square.

- The Disability Lead for the Department is Prof Stephen Fisher. The GSA is the Disability Coordinator.

Student Conduct

Students at Oxford are subject to two separate (but complementary) sets of disciplinary regulations: the rules and by-laws of your college provided in your college handbook, or equivalent document, and the University's conduct regulations.

The University regulations covering student conduct come from three main sources:

- University statutes, in particular Statute XI on University discipline;
- regulations, issued by: Council; the Proctors, as the University's disciplinary officers, including emergency regulations for student conduct, published in the University Gazette, notified to you by your college and remaining in force for a set period; the Rules Committee (six Congregation members and six student members who meet annually to review and issue conduct regulations); the Curators of the University Libraries; the IT Committee;
- rules on access and use, made and published by people or bodies responsible for managing University land and buildings, or operating University services and facilities.

The Examination Regulations cover a wide variety of important topics, you should read them carefully. Students who intentionally or recklessly breach regulations, or incite or

conspire with others to do so, are liable to disciplinary action.

For more information please see the Student Conduct page of the University website: <https://www.ox.ac.uk/students/academic/conduct?wssl=1>.

Complaints

Making a Formal Complaint

- The Proctors investigate complaints, and are responsible for seeing that University examinations are properly and fairly conducted.
- All complaints must be directed to the Proctors (customarily the Senior Proctor) at the Proctors' Office, University Offices, Wellington Square, Oxford OX1 2JD). Formal complaints sent to the Department or the Graduate Studies Office will be forwarded immediately to the Proctors.
- No complaint can be considered unless it is in writing. Only in exceptional circumstances will complaints be considered which do not come from either the candidate or the Supervisor. After a thesis has been submitted, the Proctors will not consider a complaint under this procedure dealing with allegations relating to inadequate supervision or other arrangements during the period of study.
- A complaint must relate to the outcome of the graduate degree in question. The complaint should identify the specific allegations relating to which remedy is sought. The Proctors will concern themselves principally with allegations relating to (i) procedural irregularities in the examination; (ii) circumstances affecting the student's performance of which the examiners were not aware when their decision was taken; (iii) evidence of prejudice or of bias or of inadequate assessment. **Candidates should note that complaints relating to the academic judgement of the examiners will not be considered.**
- Notice of the receipt of a complaint will be sent to the chair of the Divisional Board concerned, the responsible officer

of the candidate's college, and the candidate's Supervisor(s).

- A complaint must be lodged with the Proctors within twelve months of the date of the formal notification of the result of the examination from the Graduate Studies Office. Only in exceptional circumstances, for example where the Proctors are satisfied that new evidence has come to light since the expiry of the time limit, will a complaint be considered outside this limit.

Investigating a Complaint: the Candidate

- The candidate has the right to appear before the Proctors to state his or her case, and may be accompanied by a friend or adviser of his or her choice.
- A candidate does not have the right to see the examiners' report but, in the case of referral for the DPhil, or the relevant lower degree, will receive a statement from the examiners indicating the respects in which the thesis falls below the standard required for the degree. In the case of outright failure or the award of the relevant lower degree, the Proctors may ask the examiners for a statement on the thesis for transmission to the candidate.
- Candidates are reminded that direct communication with examiners during the course of a Proctorial investigation is not permitted.

Investigating a Complaint: the Proctors

- The Proctors may inspect any relevant material, including Divisional Board minutes relating to the receipt of the examiners' report, and reports from the candidate's Supervisor(s).
- The Proctors may consult the Supervisor, the examiners, the chair of the appropriate Divisional Board and anyone inside or, if necessary, outside the University whose views are considered relevant.
- The Proctors may call on a candidate to explain his or her case, and the candidate may be accompanied by a friend or adviser of his or her choice.

The Outcome of a Complaint

- At the conclusion of their investigation, the Proctors will decide, whether, on the facts of the case, the complaints should be upheld wholly or in part, or should be rejected. The Proctors' decision will be final.
- If satisfied that justice has not been done, the Proctors may recommend an appropriate course of action to the Divisional Board. They may, if necessary, seek a decree of the Hebdomadal Council to bring about the action which they recommend.
- The Proctors' decision and any subsequent recommendation will be communicated to the candidate. This will be accompanied by a reasoned statement of their decision.
- The Chair of the Divisional Board, the appropriate officer of the college, the Supervisor(s), and, in some circumstances, the examiners will be informed of the outcome of the Proctors' investigation.
- An annual report on the outcome of the investigation into complaints is given to the Educational Policy and Standards Committee in Hilary Term.
- The procedures followed reflect the general recommendations of the Code of Practice on Academic Appeals Procedure at Postgraduate Research Degree Level issued by the Committee of Vice-Chancellors and Principals in 1986.

Harassment

The Department is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all students are respected. Harassment or victimisation is regarded as unacceptable behaviour and is not tolerated in any form. All members of the University are expected to treat each other fairly and with respect, courtesy and consideration.

Help and advice can be found in the Department by contacting your Supervisor,

the DGS, the GSA or the Departmental Harassment Advisors (Professor Fisher and Agnieszka Swiejkowska, the Research Facilitator).

You can also contact our college for support and advice.

For more information about where to go for help and advice, please see the Harassment webpage on the University site (<https://www.ox.ac.uk/students/welfare/harassment?wssl=1>). See also the University Policy and Procedure on Harassment (http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/Harassment_Policy_and_Procedure_MT14_Final.pdf).

Whom to talk to about what

Academic Matters (e.g. Transfer of Status)
Supervisor;
Graduate Studies Administrator – Natasha Cotton (graduate-studies@sociology.ox.ac.uk; 286183) or
Director of Graduate Studies – Prof Stephen Fisher (stephen.fisher@sociology.ox.ac.uk; 286173)

Business of the Graduate Studies Committee
Graduate Studies Administrator Natasha Cotton (graduate-studies@sociology.ox.ac.uk; 286183)

Ethics Forms
Research Facilitator – Agnieszka Swiejkowska (drec@sociology.ox.ac.uk, 286177)

Use of Departmental Facilities
Departmental Secretary – Jane Greig (jane.greig@sociology.ox.ac.uk; 281740)

Computing and IT
itsupport@manor-road.ox.ac.uk; 284840

Change of Supervisor (see Page 26)
Supervisor;
Graduate Studies Administrator Natasha Cotton (graduate-studies@sociology.ox.ac.uk; 286183) or

Director of Graduate Studies – Prof Stephen Fisher (stephen.fisher@sociology.ox.ac.uk; 286173), or College Advisor.

Confidential Advice Relating to Harassment

University's confidential harassment number (2)70760

Equality and Diversity at Oxford

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

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

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

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

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

Student Welfare and Support Services

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

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

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

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

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

List of Abbreviations

CUREC and DREC – University and Department Research Ethics Committees respectively, these terms also used to refer to the Ethics assessment forms

DGS – Director of Graduate Studies

DPhil – Doctor of Philosophy

DTP – Doctoral Training Partnership. Oxford is part of the Grand Union DTP with Brunel and the Open University. It is funded by the ESRC and it is the means by which several of our doctoral students receive financial support. It is also facilities various training activities open to all Oxford students.

(<http://www.granduniondtp.ac.uk/home>)

EPC – Education Policy Committee

ESRC – Economic and Social Research Council

GJCC – Graduate Joint Consultative Committee

Grey Book – The Exam Regulations (now not produced in hard copy, can only found online

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

GSA – Graduate Studies Administrator

GSC – Graduate Studies Committee

GSR – Graduate Supervision Reporting

NCRM – National Centre for Research Methods. Maintains a UK research training courses database and offers bursaries.

(<https://www.ncrm.ac.uk/>)

Proctors – The two Proctors (Senior and Junior) have responsibilities under the statutes and regulations for aspects of student discipline, for ensuring the proper conduct of examinations and for dealing with complaints.

PRS – Probationer Research Student

SSD – Social Sciences Division

TCD – Taught Courses Director

TNA – Training Needs Analysis

Online Glossary:

<https://www.ox.ac.uk/about/organisation/history/oxford-glossary?wssl=1>