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NB that this handbook is to be read in conjunction with the Second and Third Year Handbook in History and the Handbook in Philosophy, Politics and Economics.

Format of the Handbook

Three types of print are used in the Handbook:

bold print is used for examination regulations, and for the texts, documents or subjects which are prescribed for individual papers, and which have the status of examination regulations;

ordinary print is used for all descriptive material, including course descriptions. Course descriptions are guides to the content of courses, and do not have the status of examination regulations;

italics are used to alert students to particular points of which they should be aware.

1. EXAMINATION REGULATIONS

HONOUR SCHOOL OF HISTORY AND POLITICS

A

1. The Examination in the Honour School of History and Politics shall consist of such subjects in History and Politics as the Board of the Faculty of History and the Social Sciences Board shall from time to time in consultation prescribe by regulation.

2. No candidate shall be admitted to examination in this School unless he or she has either passed or been exempted from the First Public Examination.

3. The examination in the Honour School shall be under the joint supervision of the Board of the Faculty of History and the Social Sciences Board, which shall appoint a standing joint committee to make proposals for regulations concerning the examination. Such proposals shall be submitted to the boards which shall make regulations concerning the examination and which, in the case of difference of opinion, shall hold a joint meeting at which the matter in dispute shall be resolved by the vote of the majority.

4. The Chairs of Examiners for the Honour School of History and for the Honour School of Philosophy, Politics, and Economics shall consult together and designate such of their number as may be required for the examination for the Honour School of History and Politics, whereupon the number of Examiners shall be deemed to be complete.

B

1. Except where indicated a paper cannot be substituted. Candidates shall offer seven papers from the following options, which must include the compulsory substitute thesis based on original research, as specified under Regulation 6 below.

With effect from 1 October 2009 (for first examination in 2011)

Candidates shall offer either one British History paper and one General History paper as specified under sections 2 and 3, or two British History papers or two General History papers.

2. Paper 1. Each candidate may offer one or two papers in a period of the *History of the British Isles*, as specified for the Honour School of History, provided that:

(a) one paper may be replaced by a compulsory thesis in History;

(b) no candidate may offer a period of British History already offered in the First Public Examination;

(c) candidates who have not offered a period of British or General History before the nineteenth century in the First Public Examination are required to choose at least one such period in the Honour School of History and Politics. The list of papers satisfying this provision is given in the Handbook for History and Politics;

(d) candidates who have taken or are taking British History VII (since 1900) cannot also take Politics paper 202 (British Politics and Government since 1900); and candidates taking British History VI (1815-1924) in the Honour School of History and Politics and who are also taking Politics Paper 202 must not substantially duplicate material in the two papers.

3. Paper 2. Each candidate may offer one or two papers in a period of *General History*, as specified for the Honour School of History, provided that:

(a) one paper may be replaced by a compulsory thesis in History;

(b) candidates who have not offered a period of British or General History before the nineteenth century in the First Public Examination are required to choose at least one such period in the Honour School of History and Politics. The list of papers satisfying this provision is given in the Handbook for History and Politics;

(c) candidates taking Politics Paper 212 (International Relations in the era of the Two World Wars) cannot also take General History XIII (1914-45); candidates taking Politics Paper 213 (International Relations in the era of the Cold War) cannot also take General History XIV (1945-1973).

4. **Papers 3 and 4.** Each candidate shall offer any *two* of the five ‘core subjects’ in Politics, as specified for the Honour School of Philosophy, Politics and Economics (i.e. 201, 202, 203, 214, and 220). A thesis as specified in Regulation 6 below may not be substituted for a Politics core subject.
5. **Papers 5, 6 and 7.** Each candidate shall offer one of the following combinations:
 - i. one Special Subject in History (examined in two papers) and one of subjects 201-228 in Politics which is not offered under Regulation 4 above;
 - ii. one Further Subject in History and two of subjects 201-228 in Politics which are not offered under Regulation 4 above;
 - iii. one Further Subject in History, one of subjects 201-228 in Politics which are not offered under Regulation 4 above, and one Special Subject in Politics.

Provided that:

- (a) one of the optional papers in Politics in any of these combinations may be substituted by a compulsory thesis from the Honour School of Politics, Philosophy and Economics:
 - (b) candidates who choose Politics Further Subject 215 (Political Thought: Plato to Rousseau) cannot also take History Further Subjects *Scholasticism and Humanism* and *The Science of Society*. Candidates who choose Politics Further Subject 216 (Political Thought: Bentham to Weber) cannot also take History Further Subject *Political Theory and Social Science c.1780-1920*. Candidates who choose the Politics Further Subject 221 (British Society in the 20th Century) cannot also take the History Further Subject *British Society in the 20th Century*.
6. **Paper 8.** Each candidate must offer a *thesis* based on original research, which must be offered in place of either a period of the *History of the British Isles*, as specified under Regulation 2 above, or a period of *General History*, as specified under Regulation 3 above, or a Politics option in any of the combinations as specified under Regulation 5 above. A thesis offered in place of a Politics optional paper shall be either a substitute thesis or a

supervised dissertation submitted in accordance with the regulations prescribed for Politics in the Honour School of Philosophy, Politics, and Economics.

(a) A thesis in History submitted in accordance with the Regulation VI, *A thesis based on original research*, for the Final Honour School of History may be offered in place of a paper in the History of the British Isles or General History, and the candidate (unless he or she is a Senior Student, as defined by the decree of Council, or has passed the First Public Examination in a course other than History and Politics, History, or any other joint school with History) must also offer a paper satisfying those requirements specified in Regulation 1 (c) above which have not been satisfied in the First Public Examination.

(b) A thesis or supervised dissertation in Politics submitted in accordance with the regulations prescribed for Politics in the Honour School of Philosophy, Politics, and Economics may be offered in place of any one of subjects 201-228 in Politics (as specified for the Honour School of Philosophy, Politics and Economics) which is not offered under Regulation 4 above.

7. All candidates must offer a substitute thesis or supervised dissertation, but may not offer more than one substitute thesis or supervised dissertation in place of a paper.

8. Any candidate may be examined viva voce.

9. In every case where, under the regulations for this honour school, candidates have any choice between one or more papers or subjects, every candidate shall give notice to the Registrar not later than Friday in the fourth week of Michaelmas Full Term preceding the examination of all the papers and subjects being offered.

2. INTRODUCTION TO THE FINAL HONOUR SCHOOL OF HISTORY AND POLITICS

In your second and third years you will broaden and deepen your first-year work. Most of the techniques that you have acquired and developed during your first year will be deployed once again, but they will be deployed at a higher level, and augmented by a greater specialization on both sides of the joint school. There will be opportunities to develop the understanding of political theory that you will have gained in studying Theories of the State, and to extend the linguistic or statistical skills that you might have developed in studying a Foreign Text paper or Quantification in History. Techniques of textual and documentary analysis acquired in studying a Foreign Text paper or an Optional Subject will be required again in studying the Special and Further Subjects in History. You will be able in your Politics papers to build upon the knowledge of political institutions and processes gained in studying the Introduction to Political Institutions paper. Finally, although the Final Honour School consists largely of examination papers, there are opportunities for assessed work, and you must offer a thesis based on independent research.

This Handbook is intended to act as guide to the course requirements for History and Politics. This joint school consists entirely of papers prescribed for the parent schools of History and Philosophy, Politics and Economics; detailed descriptions of these papers are given in the handbooks for the parent schools, which are available at (<http://www.history.ox.ac.uk>) for History and (<http://www.politics.ox.ac.uk>) for PPE. The same is true of general information concerning such matters as the constitution of the parent faculties, library resources, information technology, etc, all of which is to be found in the parent school handbooks. You should therefore ensure that you are familiar with the two parent school handbooks, as they will be vital when you are deciding, for instance, which Politics core papers or History Further Subjects to study. Regulations for the production of theses/dissertations also differ between the parent schools. There are, though, respects in which the requirements of the History and Politics course differ from those of the parent schools, and the purpose of this Handbook is to identify and explain those differences.

You should remember that there is a risk - unavoidable in a diverse joint school such as History and Politics - that lectures in one of your History papers may clash with those in one of your Politics papers. You should be aware of this risk from the start of your second year, but you can be reasonably confident that

courses for most papers will be run every year, and that where there is a clash, it will be possible to attend one course in your second year and the other in your third year. Look for possible clashes with papers that you will be studying in the future, and plan your lecture attendance strategically across the second and third years.

1. The nature and purpose of the syllabus

The outline of the syllabus is set out at the beginning of this Handbook. You will also have been issued with a copy of the **Examination Regulations 2008**, (the ‘Grey Book’) at the start of your first year. The paper edition of the Regulations may not be up-to-date, but they are available online (<http://www.admin.ox.ac.uk/examregs/>) and you should refer to this Handbook or the History and Politics web-sites (where they form part of the on-line handbooks). The syllabus consists of an outline paper or papers in History, core papers in Politics, along with papers requiring more detailed specialist study and a thesis (History or Politics) or supervised dissertation (Politics only). You will have an even greater range of choices before you than was available in the first-year course, and you will naturally be expected to reach a higher level of analytical sophistication than was required at Prelims.

The syllabus is as follows:

The *Final Honours School in History and Politics* shall consist of seven papers from the following eight. These must include paper 8, the compulsory thesis, which must be substituted for one of papers 1 *or* 2 *or* a politics option from papers 5, 6 and 7.

1. *One or two periods of British History*, provided that
 - (a) one paper may be replaced by a compulsory thesis in History;
 - (b) no candidate may offer a period of British History already offered in the First Public Examination;
 - (c) a candidate who has not offered a period of British or General History before the nineteenth century in the First Public Examination is required to choose at least one such period in the FHS;
 - (d) a candidate who has taken or is taking British History VII (since 1900) cannot also take Politics paper 202 (British Politics and Government since 1900); and a candidate taking British History VI (1815-1924) in the FHS and who is also taking Politics Paper 202 must

not substantially duplicate material in the two papers.

2. *One or two periods of General History*, provided that
 - (a) one paper may be replaced by a compulsory thesis in History;
 - (b) a candidate who has not offered a period of British or General History before the nineteenth century in the First Public Examination is required to choose at least one such period in the FHS;
 - (c) a candidate taking Politics Paper 212 (International Relations in the era of the Two World Wars) cannot also take General History XIII (1914-45); a candidate taking Politics Paper 213 (International Relations in the era of the Cold War) cannot also take General History XIV (1945-1973).
- 3, 4. *Two of the five 'Core subjects' in Politics* (ie PPE papers 201, 202, 203, 214, 220).
Note that a thesis may not be substituted for a Politics Core Subject.

5, 6, 7 *One of the following combinations:*

- i. *one Special Subject in History* (examined in *two* papers) and *one of subjects 201-228 in Politics* which is not offered in papers 3 and 4 above;
or
- ii. *one Further Subject in History* and *two of subjects 201-228 in Politics* which are not offered in papers 3 and 4 above; *or*
- iii. *one Further Subject in History, one of subjects 201-228 in Politics* which is not offered in papers 3 and 4 above, and *one Special Subject in Politics*;

provided that

- (a) one of the optional papers in Politics in any of these combinations may be substituted by a compulsory thesis in PPE;
- (b) a candidate taking Politics Subject 215 (*Political Thought: Plato to Rousseau*) cannot also take the History Further Subjects *Scholasticism and Humanism* and *The Science of Society 1650-1800*; and a candidate taking Politics Subject 216 (*Political Thought: Bentham to Weber*) cannot also take the History Further Subject *Political Theory and Social Science c.1780-1920*.

A candidate taking Politics Further Subject 221 (British Society in the 20th Century) cannot also take the History Further Subject *British Society*

in the 20th Century.

8. A *thesis*, which must be offered in place of *either* paper 1 *British History*, *or* paper 2 *General History*, *or* a Politics option in any of the combinations for papers 5, 6 and 7. A thesis offered in place of a Politics optional paper shall be *either* a substitute thesis *or* a supervised dissertation submitted in accordance with the regulations prescribed for Politics in the Honour School of PPE.

2. Programme Specifications

The Programme Specifications for the undergraduate degree in History and Politics can be found on the History Faculty website at (http://www.history.ox.ac.uk/faculty/programme_specifications/ba_modern_history_and_politics.pdf). The Programme Specifications are primarily intended to provide a formal statement of our syllabus aims and students outcomes, in response to official requirements. The Specifications provide some detail on the range of skills and capacities fostered by the History and Politics Degree which will be of use in justifying the study of History and Politics to future employers, and will show you the kinds of expectations that your tutors have of students undertaking this degree.

The following is a tabular form showing four different ways of combining papers for the History and Politics Final Honour School, with a suggested teaching timetable:

HO = History Outline Paper (General History or British History)

PC = Politics Core Paper (two from PPE papers 201, 202, 203, 214, 220)

HS = History Special Subject (1 and 2)

HF = History Further Subject

PO = Politics Option (one or two of PPE papers 201-228, excluding those taken as core papers, and the Politics Special Subject paper)

The four possible combinations:

1. HO, PC, PC, HS1, HS2, PO, Thesis in History
2. HO, HO, PC, PC, HS1 HS2, Thesis or Supervised Dissertation in Politics
3. HO, HO, PC, PC, HF, PO, Thesis or Supervised Dissertation in Politics
4. HO, PC, PC, HF, PO, PO, Thesis in History

The constraints on timetabling are:

History Outline Papers need to be in MT or TT.

History Further Subjects need to be in HT.

History Special Subjects need to be in MT of the third year.

Politics core papers can be in any term.

Politics options need to be in MT or TT as far as possible.

Theses (if in History) need to be in HT of the third year.

The HP committee therefore suggests that the timetables shown overleaf are followed wherever possible:

F.H.S.	Michaelmas Term 2nd year		Hilary Term 2nd year		Trinity Term 2nd year		Michaelmas Term 3rd year	Hilary Term 3rd year
HO, PC, PC, HS1. HS2, PO, Thesis in History	1 st Politics Core Paper	History Outline Paper	2 nd Politics Core Paper		Politics Optional Paper		History Special Subject	Thesis in History
HO, HO, PC, PC, HS1 HS2, Thesis or Supervised Dissertation in Politics	1 st Politics Core Paper	1 st History Outline Paper	2 nd Politics Core Paper		2 nd History Outline Paper		History Special Subject	Thesis or Supervised Dissertation in Politics
HO, HO, PC, PC, HF, PO, Thesis or Supervised Dissertation in Politics	1 st Politics Core Paper	1 st History Outline Paper	2 nd Politics Core Paper	History Further Subject	2 nd History Outline Paper		Politics Optional Paper	Thesis or Supervised Dissertation in Politics
HO, PC, PC, HF, PO, PO, Thesis in History	1 st Politics Core Paper	History Outline Paper	History Further Subject		2 nd Politics Core Paper	1 st Politics Optional Paper	2nd Politics Optional Paper	Thesis in History

3. PLAGIARISM

Definition

Plagiarism is a form of intellectual theft, and as such is a serious offence. Plagiarism is the presentation, as if it were your own work, of material from another source. Such sources include printed publications, information or text from the internet, unpublished essays and theses written by other people, and lecture handouts. The most common form of plagiarism is the use of a passage copied unchanged and unacknowledged from another author; but you will be guilty of plagiarism too if you disguise your borrowing in the form of a close paraphrase, or if you present the ideas or arguments of others without due acknowledgement. Plagiarism also includes the citation without due acknowledgement from secondary sources of primary materials that you have not consulted yourself. Collusion, in which you collaborate with one or more other people in the composition of an essay or thesis which is then presented as the work of only one of those authors, also constitutes plagiarism.

Explanation

Plagiarism is a serious offence. It is dishonest in that the plagiarist is claiming credit for work and writing that he/she has not done. It deprives the author of the plagiarized passage of credit for the work that he/she has done. And if undetected in essays and theses submitted for assessment, it devalues the achievement of honest students who have done the work themselves but get the same marks as the student who has cheated. Furthermore, the plagiarist remains dependent on the opinions of others, and therefore fails to develop the independence of mind that is required of a historian, and indeed of anyone with an Oxford degree.

The University, the Faculty of History and the Department of Politics respond to plagiarism very severely. Students found guilty of plagiarism in any piece of work will be penalized. Even inadvertent plagiarism – the result, for example, of careless note-taking, where you have copied down in your notes what another author has written, and then transferred that wording to your essay or thesis without realizing that it is not your own – will be punished.

Guidance

Everything you write at Oxford – tutorial essays, extended essays, theses – will inevitably involve the use and discussion of material written by others. If material written by others is duly acknowledged and referenced in your work, no offence will have been committed. And it is not of course necessary to provide a full reference for every fact or idea that you mention in your work: some things – such as the date of the Battle of Hastings, for example – can be said to be common knowledge. Such legitimate practices must however be clearly distinguished from plagiarism, which is the appropriation without proper acknowledgement of material that has been produced by someone else. What therefore should you do if you need to make use of or discuss information or ideas from another (published or unpublished) source? There are two ways in which you can proceed.

- a) Material from another source might be presented by a direct quotation in inverted commas, as follows, with the source clearly indicated in a footnote:

‘The idea of providence [became] powerfully divisive in early modern Ireland since each confessional group was convinced that it had unique access to the power of God’.¹

Note the use here of square brackets to indicate an alteration to, or interpolation in, the quotation from Professor Gillespie’s book. It is important always to make clear to the reader what is your own work, and what has been taken (with acknowledgment) from another writer.

- b) Alternatively, you might paraphrase the passage from the source. This is acceptable, as long as the paraphrase is written entirely in your own words: it is not enough merely to change or omit a few words of the original text. Note too that such a paraphrase still requires a footnote reference to the original source:

Providence caused conflict in early modern Ireland: each confession claimed particular Divine favour.²

1 R. Gillespie, *Devoted People: Belief and Religion in Early Modern Ireland* (Manchester, 1997), p. 50.

2 R. Gillespie, *Devoted People: Belief and Religion in Early Modern Ireland* (Manchester, 1997), p.

The example used here is very brief – a single sentence. But the same principles apply when you want to make use of a longer quotation, or to discuss a more extensive argument from another source.

When you conduct research for your thesis, you should always consult the primary materials, as far as possible, rather than depending on secondary sources. The latter will often point you in the direction of the original sources, which you must then pursue and analyze independently. There may, however, be occasions when it is impossible to gain direct access to the relevant primary source (if, for example, it is unprinted and located in a foreign or private archive, or has been translated from a language with which you are unfamiliar). And of course, when you are preparing a tutorial essay, there is rarely time to check the primary sources cited by other authors. In these circumstances, you may cite the primary source from the secondary source; but make sure you always acknowledge in a footnote where you found the quotation you are using. This should be in the following form, here using a Welsh-language example:

‘In order to buy this [the Bible] and be free of oppression, go, sell thy shirt, thou Welshman’.³

When choosing your thesis subject it is important to check that you can gain access to most of the primary materials that you will need, in order to avoid the type of dependence discussed here.

Guidance for note-taking

The best way to ensure that you do not engage in plagiarism is to develop good note-taking practices from the beginning of your career in Oxford.

When you are working on a primary source, whether for essays or for the thesis, keep a full record of author, title, editor if appropriate, place and date of publication, and page numbers (for printed sources), and of the library/archive where it is held, plus any other details, shelf marks and page/folio numbers necessary (for unpublished sources). Make sure that

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³ Thomas Jones, *Hen Gwndidau Carolau a Chywyddau*, cited and translated in G. Williams, *Wales and the Reformation* (Cardiff, 1997), p. 358.

you distinguish clearly in your notes between passages that you have copied directly from another source, and summaries or paraphrases that you have composed yourself.

When you are working on a secondary source, always record the author, title, place and date of publication at the head of your notes. For shorter pieces in books and journals, record also the full details of the publication in which the essay or article appears. Material derived from electronic media should also be carefully sourced (keep a note of the URL for anything obtained from the internet, for example, and the date you accessed it). When taking notes, do not simply copy down what the author says word for word: summarize the argument in your own words, and include page-numbers of the sections you take notes on so that you (and your eventual readers) can identify the source precisely later. If you think you might want to quote a sentence or phrase from another author in your essay or thesis, put it in quotation marks in your notes from the outset, so that there can never be any confusion between your wording and that of the other author. And if you find in a secondary source a quotation from a primary source which you want to use later, make sure you record also all the detail necessary to enable you to cite it properly in your own work, as indicated above.

Penalties

The Proctors regard plagiarism in the examinations as a serious form of cheating, and offenders should expect to receive a severe penalty. Where plagiarism is identified in an extended essay or thesis, for example, a mark of zero may be returned, a punishment that will have a devastating result on the final degree classification. Even the lightest penalties for plagiarism will almost certainly have the effect of pulling down a candidate's overall examination result by a class. The examiners do check all submitted work for plagiarism, and will use electronic forms of detection if necessary to identify it.

For further information on plagiarism, go to:

<http://www.admin.ox.ac.uk/epsc/plagiarism/index.shtml>.

4. BRITISH AND GENERAL HISTORY

REGULATION

Paper 1.

Each candidate may offer one or two papers in a period of the *History of the British Isles*, as specified for the Honour School of History, provided that:

- (a) one paper may be replaced by a compulsory thesis in History;**
- (b) no candidate may offer a period of British History already offered in the First Public Examination;**
- (c) candidates who have not offered a period of British or General History before the nineteenth century in the First Public Examination are required to choose at least one such period in the Honour School of History and Politics.**
- (d) candidates who have taken or are taking British History VII (since 1900) cannot also take Politics paper 202 (British Politics and Government since 1900); and a candidate taking British History VI (1815-1924) in the Honour School of History and Politics and who are also taking Politics Paper 202 must not substantially duplicate material in the two papers.**

Paper 2.

Each candidate may offer one or two papers in a period of *General History*, as specified for the Honour School of History, provided that:

- (a) one paper may be replaced by a compulsory thesis in History;**
- (b) candidates who have not offered a period of British or General History before the nineteenth century in the First Public Examination are required to choose at least one such period in the Honour School of History and Politics.**
- (c) candidates taking Politics Paper 212 (International Relations in the era of the Two World Wars) cannot also take General History**

XIII (1914-45); candidates taking Politics Paper 213 (International Relations in the era of the Cold War) cannot also take General History XIV (1945-1973).

A full description of the British and General History papers is given in the History Handbook, chapters 4 and 5 (refer to the website at <http://www.history.ox.ac.uk/currentunder/honours/history/british/index.htm> and

<http://www.history.ox.ac.uk/currentunder/honours/history/general/index.htm> which you should consult before making your choice). It is important, though, to spell out here the special requirements applying to History and Politics. First and foremost, you must ensure that you have opted – either in Prelims or in Finals – for *at least one* paper – British or General – covering a period before the nineteenth century. If, for example, you offered British History I (c.330-1087) at Prelims, you have satisfied this requirement and need worry about it no further. If, on the other hand, you studied General History IV (1815-1914) at Prelims, you have still to ensure that the requirement is satisfied. This requirement is not fulfilled by your thesis subject choice.

The papers defined as covering a period before the nineteenth century are as follows:

British History I (c.300-1087) to V (1685-1830)

General History i (285-476) to x (1715-1799)

General History xv (History of the USA, 1600-1812)

Where there is an overlap between the contents of a History paper and those of a Politics paper, you may not choose both papers. The papers affected by this rule are:

- General History xiii (1914-1945): cannot be offered alongside Politics paper 212 (International Relations in the Era of Two World Wars).
- General History xiv (1941-1973): cannot be offered alongside Politics paper 213 (International Relations in the Era of the Cold War).

- British History VII (Since 1900): cannot be offered alongside Politics paper 202 (British Politics and Government since 1900).
- British History VI (1815-1924): this CAN be offered alongside Politics paper 202, but you must avoid significant duplication of material.

5. CORE PAPERS IN POLITICS

REGULATION

Papers 3 and 4.

Each candidate shall offer any *two* of the five ‘core subjects’ in Politics, as specified for the Honour School of Philosophy, Politics, and Economics (i.e. 201, 202, 203, 214, and 220). A thesis in Politics as specified in Regulation 6 below may not be substituted for a Politics core subject.

The five core subjects in Politics are as follows:

- 201. Comparative Government.
- 202. British Politics and Government since 1900.
- 203. Theory of Politics.
- 214. International Relations.
- 220. Political Sociology.

The content of these papers is described in detail in the PPE Handbook.

**6. SPECIAL AND FURTHER SUBJECTS IN HISTORY,
FURTHER SUBJECTS IN POLITICS,
SPECIAL SUBJECTS IN POLITICS**

REGULATION

Papers 5, 6 and 7.

Each candidate shall offer one of the following combinations:

- i. one Special Subject in History (examined in two papers) and one of subjects 201-228 in Politics which is not offered under Regulation 4 above:**
- ii. one Further Subject in History and two of subjects 201-228 in Politics which are not offered under Regulation 4 above;**
- iii. one Further Subject in History, one of subjects 201-228 in Politics which are not offered under Regulation 4 above, and one Special Subject in Politics.**

Provided that:

- (c) one of the optional papers in Politics in any of these combinations may be substituted by a compulsory thesis from the Honour School of Politics, Philosophy and Economics;**
- (d) candidates who choose Politics Further Subject 215 (Political Thought: Plato to Rousseau) cannot also take History Further Subjects *Scholasticism and Humanism* and *The Science of Society*. Candidates who choose Politics Further Subject 216 (Political Thought: Bentham to Weber) cannot also take History Further Subject *Political Theory and Social Science c.1780-1920*. Candidates who choose the Politics Further Subject 221 (British Society in the 20th Century) cannot also take the History Further Subject *British Society in the 20th Century*.**

Over eighty different papers fall under this heading. If you opt for a History Special Subject, that will account for two papers (one a commentary paper on extracts from the set texts, the other an extended

essay submitted at the beginning of Hilary term), leaving you to choose one Politics further subject or a Politics core subject that you have not taken already. The list of History Special Subjects is given in chapter 7 and refer to the website at

<http://www.history.ox.ac.uk/currentunder/honours/history/special/index.htm>

of the History Handbook, which also gives details of the scope and themes of each subject. The list of Politics further subjects is given in the PPE Handbook under the section, *The Final Honour School of PPE, 2. Politics* along with a description of each subject. The list of History Further Subjects with descriptions is given in chapter 6 of the History handbook and refer to the website at

<http://www.history.ox.ac.uk/currentunder/honours/history/further/index.htm>.

If you opt for a History Further Subject, you may not then take a History Special Subject: you must either take one of subjects 201-228 in Politics and one Politics Special Subject, or take two of subjects 201-228 in Politics. The operation of this section ensures that overall your Final Honour School course will be as balanced as is possible with an odd number of papers, i.e. that you will either take four History papers and three Politics papers or vice versa (including your thesis).

You may substitute a thesis (History or Politics) or supervised dissertation (Politics) for a British History or General History paper or a Politics paper (provided that is not a Politics core paper).

Please note that some of the more popular History Special and Further Subjects are ‘capped’, in order to avoid placing an undue strain upon the Faculty’s teaching resources. Each year a ballot takes place to determine who should be allowed to take those subjects, and you cannot therefore be certain that you will be able to study the subject that you want until the outcome of the ballot is clear. The ballot procedure is described in detail in the section on Further Subjects in the History Handbook, chapter 6. NB Candidates should also note that the Politics subjects available in any particular year will depend on the availability of teaching resources. Not all subjects will be available in every year and restrictions may be placed on the number of candidates permitted to offer certain subjects in any particular year.

Note once again the restrictions upon your combinations of papers,

designed to ensure that those taking one of the History Further Subjects in Political and Social Thought cannot duplicate their work by taking the nearest political theory papers in Politics. Remember also that your choice of Politics papers might have been restricted by your earlier choice of British and General History papers if you chose General History xiii or xiv or British History VI or VII (see above, section 4).

7. THESIS OR SUPERVISED DISSERTATION

REGULATION

Paper 8.

Each candidate must offer a *thesis*, which must be offered in place of either a period of the *History of the British Isles*, as specified under Regulation 2 above, or a period of *General History*, as specified under Regulation 3 above, or a Politics option in any of the combinations as specified under Regulation 5 above. A thesis offered in place of a Politics optional paper shall be *either* a substitute thesis *or* a supervised dissertation submitted in accordance with the regulations prescribed for Politics in the Honour School of Philosophy, Politics, and Economics.

- (a) a thesis in History submitted in accordance with the Regulation VI, *A thesis based on original research*, for the Final Honour School of History may be offered in place of a paper in the History of the British Isles or General History, and the candidate (unless he or she is a Senior Student, as defined by decree of Council, or has passed the First Public Examination in a course other than History and Politics, History, or any other joint school with History) must also offer a paper satisfying those requirements specified in Regulations 1 (c) above which have not been satisfied in the First Public Examination.
- (b) a thesis or supervised dissertation in Politics submitted in accordance with the regulations prescribed for Politics in the Honour School of Philosophy, Politics, and Economics may be offered in place of any one of subjects 201-28 in Politics (as specified for the Honour School of Philosophy, Politics and Economics) which is not offered under Regulation 4 above.

All candidates must offer a substitute thesis or supervised dissertation, but may not offer more than one substitute thesis or supervised dissertation in place of a paper.

The Thesis or Supervised Dissertation provides an opportunity for you to carry out an extended study of a theme or topic, involving your own independent or guided research. The thesis is a demanding part of the Final Honours School, requiring a good deal of organisation and self-discipline, but it does allow you to break free from the constraints of structured, exam-oriented work and to embark upon research of your own choosing. You are likely to find it the most intellectually rewarding part of your course.

You have a choice to do your thesis in either History or Politics, depending which of the seven Finals papers you decide to replace with a thesis. As the Regulations for theses differ between the parent schools, it is important to be clear under which category you are submitting your thesis. If you feel that your thesis subject is on the boundary between History and Politics, discuss this with your tutors as soon as possible to ensure that it falls into the appropriate category.

a) *Choosing a History thesis*

If you substitute a thesis for a History paper, your thesis must be in History and must be undertaken according to the Regulations for the History Main School. These are laid out in Regulation VI A *thesis from original research* in the History Main School Regulations. These are reproduced and explained in the History Main Subject on-line Handbook (<http://www.history.ox.ac.uk/currentunder/honours/history/theses/index.htm>) including the amount of tutorial support you are allowed to receive and advice on writing a thesis synopsis. The title, together with a written synopsis of no more than 250 words, has to be submitted by the end of week 6 Michaelmas Term in your Final Year, and the thesis itself submitted by the end of Hilary Term. The word limit is 12,000 including footnotes, but excluding bibliography.

A thesis in History can be submitted in place of the British or General History written papers. It does not have to be confined to the subject area of the paper replaced. Note, though, that you may not evade the requirement to offer a pre-nineteenth century paper in your First Year or Final examinations by submitting a thesis instead, even if the subject of the thesis itself falls within these areas.

b) *Choosing a Politics thesis*

If you substitute a thesis for a Politics paper, your thesis must be in

Politics and must be undertaken according to the Regulations for Politics under the PPE Honour School, as detailed and explained in the PPE Handbook (<http://www.politics.ox.ac.uk>). The amount of supervision allowed, and the word length (15,000) differ from the requirements of History. In addition Politics does offer the option of a Supervised Dissertation which you can do instead of a “normal” thesis. The Supervised Dissertation is similar to the thesis in structure but the subjects for these dissertations will have been suggested by members of the Department of Politics and International Relations in areas of their own expertise, with a view to their providing specialist guidance to undergraduates. For more information, see the PPE handbook, (<http://www.politics.ox.ac.uk>).

8. EXAMINATIONS FOR THE FINAL HONOUR SCHOOL

Criteria for marking examination questions in History and Politics

These criteria will be used in marking all three-hour question papers in both public examinations (Prelims; Schools), and in the marking of College Collections.

Exam questions are assessed on the following criteria:

<p><i>Engagement:</i> incisiveness of engagement with the question; range of issues addressed; depth and sophistication of comprehension of issues and implications of the question; historiographical awareness; directness of answer to the question.</p>
<p><i>Argument:</i> coherence of argument; analytical clarity and power; intellectual penetration and sophistication of conceptualization; originality of argument.</p>
<p><i>Information:</i> relevance of deployment of information; depth, precision and detail of evidence cited; range of material deployed; accuracy of facts.</p>
<p><i>Organization & Presentation</i> clarity and coherence of structure; clarity, fluency and elegance of prose; correctness of grammar, spelling, and punctuation.</p>

These criteria inform the following mark-bands:

I	86-100	Scripts will be so outstanding that they could not be better within the framework of a three-hour exam. These marks will be used rarely, for work that shows remarkable originality and sophistication comparable to the best published work.
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	80-85	Scripts will excel across the range of the criteria.
	75-79	Scripts will excel in more than one area, and be at least highly competent in other respects. That is, they must be excellent for some combination of sophisticated engagement with the issues, incisiveness of argument, and quality of knowledge, as well as being presented clearly and coherently. Truly outstanding features may compensate for mere high-competence elsewhere.
	70-74	Scripts will be at least very highly competent across the board, and probably excel in at least one group of criteria. Relative weaknesses in some areas may be compensated by conspicuous strengths in others.
II.1	65-69	Scripts will demonstrate considerable competence across the range of the criteria. They must exhibit some essential features, addressing the question directly and relevantly across a good range of material, and offering a coherent argument substantiated with accurate information, the whole being clearly-presented. Nevertheless, additional strengths (for instance the range of issues addressed, the sophistication of the arguments, or the range and depth of information) may compensate for other weaknesses.
	60-64	Scripts will be competent and should manifest the essential features described above, in that they must offer relevant, substantiated and clear arguments; but they will do so with less range, depth, precision and perhaps clarity. Again, qualities of a higher order may compensate for some weaknesses.
II.2	50-59	Scripts must show evidence of some solid competence in expounding information and analysis. But they will be marred by a failure on one criterion or another: failure to discuss the question directly, irrelevant citing of information, factual error, narrowness in the range of issues addressed or information adduced (or lack of detail), or poor organization and presentation, including incorrect prose.
III	40-49	Scripts will fall down on a number of criteria, but will exhibit some vestiges of the qualities required, such as the ability to see the point of the question, to deploy

		information, or to offer some coherent analysis towards an argument. Such qualities will not be displayed at a high level or consistently, and will be marred by irrelevance, incoherence, error and poor organization and presentation.
Pass	30-39	Scripts will display a modicum of knowledge or understanding of some points, but will display almost none of of the higher qualities described in the criteria. They will be marred by high levels of factual error and irrelevance, generalization and lack of information, and poor organization and presentation.
Fail	<30	Scripts will fail to exhibit any of the required qualities. Candidates who fail to observe rubrics and rules beyond what the marking-schemes allow for may also be failed.

CONDUCT OF EXAMINATIONS AND OTHER MATTERS

Your attention is also drawn to the regulations governing the *Conduct of University Examinations*, which are printed in the *Examination Regulations* and available online at:

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

Your attention is drawn especially to parts 9-10, 12-14 and 16, which deal *inter alia* with the late alteration of options, candidates with special examination needs, religious festivals and holidays, dictation of papers, the use of word-processors and calculators, non-appearance and withdrawal from examinations, and illegible scripts. See also Appendix I, Regulations on Financial Matters.

If you believe that these regulations are likely to affect you in any way, you should raise the matter with your college tutor as soon as you are aware of the problem. In all such cases communication with the Examiners will be through the Senior Tutor of your college.

In particular, if you believe that either your preparation for the examination, or your performance in the examination itself, has been affected by illness or a chronic medical condition, you should alert your college tutor as soon as possible. Details of the illness or condition, supported by appropriate medical documentation, will be forwarded by your college's Senior Tutor to the Proctors, for transmission to the Examiners. Neither you nor your tutor should communicate directly with the Examiners.

Criteria for marking theses and extended essays in History

These criteria will be used in marking all theses and extended essays in public examinations.

Essays & Theses are assessed on the following criteria:

<p><i>Engagement:</i> identification and definition of a problem; location in historiographical context; range of issues addressed; depth and sophistication of comprehension of & engagement with issues.</p>
<p><i>Argument:</i> coherence of argument & its relevance to problem; analytical clarity and power; intellectual penetration and sophistication of conceptualization; originality of argument.</p>
<p><i>Information:</i> use of primary material; sophistication of methods of research; range of material deployed; relevance of information deployed; depth, precision, detail and accuracy of evidence cited.</p>
<p><i>Organization & Presentation</i> clarity and coherence of structure; clarity, fluency and elegance of prose; correctness of grammar, spelling, and punctuation; correctness of apparatus and form of footnotes & bibliography.</p>

These criteria inform the following mark-bands. (In what follows, ‘theses’ encompasses both essays and theses.)

I	86-100	Theses will be so outstanding for their originality and sophistication that they could be immediately published .
	80-85	Theses will excel across the range of the criteria, and be publishable with little revision.

	75-79	Theses will excel in more than one area, and be at least highly competent in other respects. That is, they must be excellent for some combination of quality of problem-identification and research-design, incisiveness of argument, and quality of primary evidence on display, as well as being presented clearly and coherently. Truly outstanding features may compensate for mere high-competence elsewhere.
	70-74	Theses will be at least very highly competent across the board, and probably excel in at least one group of criteria. Relative weaknesses in some areas may be compensated by conspicuous strengths in others.
II.1	65-69	Theses will demonstrate considerable competence across the range of the criteria. They must exhibit some essential features, identifying a clear problem (almost certainly in historiographical context), and offering a coherent argument based on accurate primary evidence found in research, the whole being clearly-presented. Nevertheless, additional strengths (for instance the range of issues addressed, the sophistication of the arguments, or the range and depth of research and information) may compensate for other weaknesses.
	60-64	Theses will be competent and should manifest the essential features described above, in that they must offer an argument in response to a clearly-identified problem based on evidence acquired in research; but they will do so with less range, depth, precision and perhaps clarity. Again, qualities of a higher order may compensate for some weaknesses.
II.2	50-59	Theses must show evidence of some solid competence in research and analysis. But they will be marred by a failure on one criterion or another: inadequate definition of the problem (or lack of historiographical context), failure to offer a clear argument, narrowness in the range of issues addressed, lack of research and primary evidence or irrelevance in its deployment, or poor organization and presentation, including incorrect prose and inadequate apparatus.
III	40-	Theses will fall down on a number of criteria, but will

	49	exhibit some vestiges of the qualities required, such as the ability to define a problem, to deploy evidence found in research, or to offer some coherent analysis towards an argument. But such qualities will not be displayed at a high level or consistently, and will be marred by irrelevance, incoherence, error and poor organization and presentation. Very short theses which nevertheless have promise may fall into this band.
Pass	30-39	Theses will display a modicum of knowledge or understanding of some points, but will display almost none of the higher qualities described in the criteria, and will not be based on any meaningful research. They will be marred by high levels of factual error and irrelevance, generalization and lack of information, and poor organization and presentation; and they may be very brief.
Fail	<30	Theses will fail to exhibit any of the required qualities.

FHS in History
FHS in Ancient & Modern History
FHS in History and Economics
FHS in History and English
FHS in History and Politics

CONVENTIONS FOR CLASSIFICATION

The following criteria will be used to determine a candidate's overall classification

First:	Average mark of 68.5 or greater. At least two marks of 70 or above. No mark below 50.
Alternative route to a First:	At least 50% of the papers must have a mark of 70 or above. The average mark must be 65 or greater.
Upper Second:	Average mark of 59 or greater. At least two marks of 60 or above. No mark below 40.
Lower Second:	Average mark of 49.5 or greater. At least two marks of 50 or above. No mark below 30.
Third:	Average mark of 40 or greater. Not more than one mark below 30.
Pass:	Average mark of 30 or greater. Not more than two marks below 30.

Before finally confirming its classifications, the Examining Board may take such steps as it considers appropriate to reconsider the cases of candidates whose marks are very close to a borderline, or in some way

anomalous, and to satisfy themselves that the candidates concerned are correctly classified in accordance with the criteria specified in these Conventions.

TARIFFS FOR INADEQUACIES IN HISTORY EXAMINATIONS

1 Overweight, Late and Shortweight Extended Essays and Theses

Under the *Regulations for the Conduct of University Examinations*, 16.6 and 16.8, work submitted either late or exceeding the word-limits prescribed may attract academic penalties.

a Late Work: for work submitted late without Proctorial sanction, the Board has adopted the following tariff:

Late submission	Penalty
Submitted on the day when submission was due, but after the deadline	-5 marks
Up to 1 week late	-10 marks
Up to 2 weeks late	-20 marks
More than 2 weeks late	Fail

b Over-length Work: the Board has adopted the following tariff:

Percentage by which the maximum word limit is exceeded	Penalty (up to a maximum of -10)	Example: theses with max. word limit of 12,000 – number of words that into which percentage translates
Up to 2%	-1 mark	1-250 words over
Over 2% and up to 4%	-2 marks	251-500 words over
Over 4% and up to 6%	-3 marks	501-750 words over
Each further 2%	-1 further mark	Each further 250 words over

Note: The percentages approximate the number of words, but were rounded up or down.

c Short-weight Work: there are no formal penalties for this, and

candidates are reminded that the word-limits are not a target, but a maximum. However, theses and essays which are significantly shorter than the maximum are likely to be inadequate in their coverage and content, and will be so marked. As a rough guideline, less than three-quarters of the maximum is likely to be inadequate (9000 words for theses, 4500 for essays).

These penalties are imposed by the Board as a whole, not by markers; and consideration is given to their effect on each candidate's overall classification.

2 Shortweight Exam Scripts

If too few questions are attempted in a script, the maximum mark achievable should be lowered by the proportion of the paper missing. This rule applies where no attempt has been made to answer a question. Where some attempt has been made, examiners should mark what is there.

3 Failure to comply with rubric

Where a candidate has failed to answer a compulsory question or failed to answer the required number of questions in different sections, markers mark as if the candidate had complied, but flag the script. All such cases are scrutinised by the Board so that appropriate and consistent penalties are applied.

TARIFF FOR PRESENTATION DEFICIENCIES IN UNDERGRADUATE SUBMITTED WORK

(Theses, Dissertations, Extended Essays, Course Essays)

Students are required to follow the guidelines on presentation in the on-line *Handbook* relevant to their course. Markers will assess the quality of student presentation against those provisions.

Penalties for falling short of the required provisions range from the loss of a mark for some sloppiness to more substantial deductions for systematic failures.

The most significant of these failures relates to referencing. Seriously inadequate footnoting may amount to a *prima facie* case for plagiarism, because the marker will not be able to assess the source of the candidate's information and ideas, or to distinguish between the intellectual

contribution of the candidate and those of his/her sources.

The following tariff will be applied by markers, although they will also use their discretion in assessing the extent and range of inadequacies. All presentation-failures will be checked by the relevant Examination Board for consistency of treatment.

1. Minor Infringements: for each of the following: BA: –1 mark:

unclear prose; poor grammar, spelling, punctuation

inadequate prefatory & structural apparatus: omission or inadequate presentation of candidate-number, word-count, title, contents, abbreviations, pagination, structural articulation

inadequate formatting:

inconsistent demarcation of paragraphs or presentation of quotations;

noticeably inconsistent use of capitalization, italics, date-forms.

sloppy forms of referencing material:

failure to follow, or inconsistency in following, Faculty guidelines regarding the form of footnote-references and bibliography (e.g. on quotation-marks, italics, commas, dates, volume numbers, roman and arabic numerals, the distinction between articles and books)

imprecise referencing: occasional references missing; occasional page-numbers missing, or too widely drawn to identify precisely the material cited.

2. Poor referencing practices: for each of the following: BA –3 marks:

no bibliography

missing bibliographical information:

items consistently missing from notes or bibliography;

consistently imprecise referencing: many references missing;

page-numbers often missing or too widely drawn (as above);

failure to distinguish between information and ideas derived from the work of others, and those which are author's;

perhaps only direct quotations footnoted.

Markers may judge that inadequacy in the ***consistently imprecise*** category needs to be more severely penalized, and in extreme cases it may amount to a question of plagiarism. Markers will give a mark which includes a presentation-penalty ***and*** notify the Chair of

the Exam Board about the possibility of plagiarism.

3. Footnotes

If **footnotes** are entirely lacking (or almost so) from a piece of submitted work, the presumption must be that this piece of work will fail. A special-subject extended essay (based on a definite repertoire of sources and reading) might just pass, but would still lose ten marks. Exam Boards will exercise discretion in such cases.

EXAMINERS REPORTS

Every year the FHS Board of Examiners writes a report on the conduct of the examinations and academic performance. Your tutor will usually have a copy of the previous year's report but past reports are available on the History Faculty website

(<http://www.history.ox.ac.uk/currentunder/exampapers/index.htm>). The FHS report for the preceding summer is usually posted on the website by the beginning of Hilary Term. You are strongly encouraged to read the reports as they will provide useful hints on how to prepare for your forthcoming exams. There are summaries on performance in individual outline papers (British and General History) towards the end of the main report.

9. LIBRARIES AND MUSEUMS

The availability of books is supremely important, and undergraduates at Oxford are fortunate in having access to libraries and museums of an unrivalled scale and variety.

To search for books and journals, use Oxford's discovery tool, SOLO (<http://solo.bodleian.ox.ac.uk/>) or OLIS, the library catalogue (<http://www.lib.ox.ac.uk/olis/>). Increasingly many journals are also available electronically via Oxford University eJournals (<http://ejournals.bodleian.ox.ac.uk>). Databases with full-text sources, such as historical newspapers, are accessed via OxLIP+ (<http://oxlip-plus.bodleian.ox.ac.uk>).

The following libraries and museums are particularly useful to undergraduate students of History and Politics:

1. The History Faculty Library. This is housed in the Old Indian Institute Building in Broad Street, and is a lending library designed particularly for service to History and Joint School undergraduates. Its holdings cover most periods and subjects encountered in the History School, although some books covering the period after 1945 are housed in Social Science Library (see 3. below). The HFL provides reading rooms, a printing and photocopying service, IT workstations and an advice and enquiry service. It holds multiple copies of popular and prescribed titles.

Hours of opening:

Term (Weeks 0-9): 9am-7pm (Mon-Fri)
 10am-1pm (Sat)

Vacation: 9am-5.30pm (Mon-Fri)
 (Closed between Christmas and New
 Year, Easter, and the last two weeks
 of August)

Enquiries: library.history@bodleian.ox.ac.uk

History Librarian: Ms Isabel Holowaty

HFL Librarian-in-Charge: Ms Valerie Lawrence

2. The Social Science Library. Located in the Manor Road Social Sciences Building, this houses the main Politics library for HP and PPE students and is therefore the principal lending library for politics. It also holds politics periodicals and books on post-1945 British and International history.

Opening hours:

Term (weeks 0-9):	9am-10pm (Mon-Thur) 9am-7pm (Fri) 10am-6pm (Sat) 12 noon-6pm (Sun)
Vacation:	9am-7pm (Mon-Fri) 10am-6pm (Sat, Christmas and Easter)
	10am-4pm (Sat, Summer vacation) Closed on Sundays

Hours may change slightly. For up-to-date information please see the library's website at: <http://www.bodleian.ox.ac.uk/ssl>

Librarian: Ms Margaret Robb (2)78709
Assistant Librarian: Mrs Louise Clarke (2)78721

3. The Bodleian Library. One of the greatest libraries in the world, this is a national copyright library owned by the University. It does not lend books, which must be consulted in the Library reading rooms. There is a large collection of books frequently used by undergraduate historians on open shelves in the Radcliffe Camera (upper floor), and history periodicals and reference works are also kept in the Upper Reading Room of the Old Library. Books and Periodicals on politics are housed in the PPE Reading Room of the New Bodleian Library (entrance in Parks Road). Undergraduates may also order books which are kept in the Library's stacks: the Bodleian's huge collections are particularly useful for work on Further and Special Subjects in the second and third year, and for independent research.

Opening Hours:

Radcliffe Camera: Term: 9am-10pm-(Mon-Fri)

		9am-5pm (Sat)
	Vacation:	9am-7pm-(Mon-Fri)
		9am-1pm (Sat)
Old Bodleian:	Term:	9am-10pm (Mon-Fri)
		9am-5pm (Sat)
	Vacation:	9am-7pm (Mon-Fri)
		9am-1pm (Sat)

4. College Libraries. Each college has its own library, for use by members of that college. These libraries contain good, sometimes excellent, history collections, maintained primarily (but not exclusively) for undergraduates. Access to and borrowing from college libraries is normally restricted to members of the college only. Opening hours are determined by colleges individually.

5. Specialized University Libraries. There are several other specialized University libraries which undergraduates are encouraged to use for relevant books:

- The Rothermere American Institute (American History)
- The Rhodes House Library, South Parks Road (for American and Commonwealth History)
- The Indian Institute Library, in the New Bodleian Library (Indian History)
- The Bodleian Japanese Library, at the Nissan Institute of Japanese Studies, Winchester Road (St Antony's College)
- The Sackler Library, 1 St John Street (History of Art and Classics)
- Department of the History of Art Slide Library, Littlegate House, St Ebbes.
- The Radcliffe Science Library, Parks Road (for the History of Science)
- The Taylorian Library, St Giles (for books in modern foreign languages)

For details of opening hours, loan facilities, Xerox and computing provision, etc, for all these libraries refer to the PPE handbook, under 'Libraries'.

6. Museums. Oxford also has outstanding museums, which are rich resources for the study of the history of art, archaeology and visual and material culture. These include:

The Ashmolean Museum, Beaumont Street
The Pitt Rivers Museum, Parks Road
The Museum of the History of Science, Broad Street
Christ Church Picture Gallery, Christ Church

Opening hours are published by the individual institutions. OLIS, the University's on-line library information system, contains catalogues of many University and some college libraries. It is accessible from any workstation on the University network.

University-wide library information is on the World Wide Web at <http://www.lib.ox.ac.uk/olis/>.

10. ADMINISTRATION AND STUDENT REPRESENTATION.

The administrative headquarters of the History faculty and several teaching rooms and common amenities are located on George Street in the building that formerly housed Oxford Boys School.

1. The History Faculty

The History Faculty of the University of Oxford contains over 100 members, all active historians; it includes the great majority of those who are involved in teaching undergraduates. Like that of the University at large, its governmental structure is complex, ensuring a careful distribution of power. The two principal decision-making bodies within the Faculty are:

The Faculty Meeting: meets termly, open to all members of the Faculty.

The Board of the Faculty: meets twice per term; its members are elected from the Faculty.

The Faculty Board has several committees, of which those with particular responsibilities for undergraduate affairs are: the Undergraduate Studies Committee and the Examinations Sub-Committee. Further details of the staff and officers in History can be found on the Faculty's website, at <http://www.history.ox.ac.uk>.

2. The Department of Politics and International Relations

The administration of Politics in Oxford is the responsibility of the Department of Politics and International Relations. Further details of staff in Politics, including their research interests, are available on the web at: <http://www.politics.ox.ac.uk>

3. The Joint Standing Committee for History and Politics

This is a committee made up of members of the teaching and administrative staff of the Faculty of History and the Department of Politics, and two student members. It meets termly to deal with issues such as examinations criteria, handbooks, prospectus, and changes to the syllabus. The current

Chairman is to be confirmed. He is responsible for History and Politics across the University, and he will be happy to attempt to answer any questions concerning the course which cannot be answered by your college tutors in either History or Politics. His email address is: to be confirmed.

4. The Joint Consultative Committees

Consultation with students is an essential feature of Oxford University life. Your tutors, and others involved in the administration of the course, are anxious to receive feedback concerning the operation of the course. Procedures exist already to gather feedback from lecture audiences. Undergraduate Joint Consultative Committees, consisting of members elected by the students, exist both for History and for PPE Politics.

Details of both Joint Consultative Committees, with the names of current student representatives, can be found on the relevant Faculty/Departmental websites.

5. The History Faculty Office and the Department of Politics and International Relations

(i) The History Faculty Office is situated on the ground floor of the History Faculty, Old Boys' School, George Street, OX1 2RL. Its staff facilitate the administration and operation of the Faculty's business in a great variety of ways, including the servicing of the Faculty Meeting, the Faculty Board and its Committees, and of Boards of Examiners; and the production of handbooks, bibliographies, the Lecture List, seminar programmes and other circulars.

The present staff of the History Faculty Office are:

Administrative Officers:

Mrs L. Parkinson (Wed-Fri)	6-15019
Dr A. Hopkins	6-15020
Ms I. Moriceau	6-15017
Mr C. McCloskey	6-15044
Mrs S. Harris (part-time)	6-15018

Undergraduates should *not* normally approach the Faculty Office with individual enquiries and requests, but should in the first instance direct these through their College tutors, who are primarily responsible for the organization of their teaching, the distribution of bibliographies, etc.

The Common Room is on the Ground Floor of the History Faculty Building in the Old Boys' High School, George Street. Coffee and tea are available from machines at all times. There is also a garden available in the grounds which can be used by undergraduates, graduates, faculty members and staff. The building is accessed by swipe card so please carry your university card with you at all times. For security purposes, you may be requested to show your university card at any time within the building and outside in the garden. Your co-operation is appreciated.

(ii) The Department of Politics and International Relations is situated in the Social Science Building in Manor Road, OX1 3UQ. Further details about operational arrangements and key staff are available from the Departmental website: <http://www.politics.ox.ac.uk>. Tel. Liz Griffith, Undergraduate Studies Secretary (2) 88564.

11. EQUAL OPPORTUNITIES AND STUDENTS WITH DISABILITIES

1. Equal Opportunities

The University has in place policies relating to equal opportunities, harassment and disability which are kept under review. Details can be found in the university prospectus, on the Oxford University website (<http://www.admin.ox.ac.uk/eop/>) and in the Proctors' and Assessor's Memorandum, a booklet which is given to all students on arrival.

2. Students with Disabilities

The History Faculty and the Department of Politics are committed to ensuring that disabled students are not treated less favourably than other students, and to provide reasonable adjustment to provision where disabled students might otherwise be at a substantial disadvantage. For students who have declared a disability on entry to the University, the Faculties/Departments will have been informed if any special arrangements have to be made. Students who think that adjustments in Faculty teaching, learning facilities or assessment may need to be made should raise the matter first with their college tutor, who will ensure that the appropriate people in the Faculties are informed. Further information on Faculty arrangements can be found in the main school handbooks. General advice about provision for students with disabilities at Oxford University and how best to ensure that all appropriate bodies are informed, can be found on the University's Disability Services website at <http://www.admin.ox.ac.uk/eop/>.

12. FEEDBACK AND COMPLAINTS PROCEDURES

1. Harassment

In common with other universities, Oxford regards harassment as unacceptable behaviour and has introduced a Code of Practice designed to protect its students, staff and other people for whom it has a special responsibility. For the purposes of this Code, *harassment* is regarded as unwarranted behaviour which disrupts the work or reduces the quality of life of another person. Such harassment could involve a single act or a series of acts of bullying, verbal or physical abuse, ill-treatment, unwelcome sexual advances; or otherwise creating or maintaining a hostile studying, working or social environment.

The University's Code of Practice on Harassment is available at <http://www.admin.ox.ac.uk/eop/har/harcode2.shtml>, and is formally drawn to the attention of student members of the University.

The Proctors appoint Senior Members to a University Advisory Panel on harassment. As explained in the Code, these advisers may be approached by any student or member of staff in the University suffering from harassment, as defined in the Code. The Panel has also prepared a pamphlet, *Harassment: what it is and how you can deal with it*. Copies are available from the Proctors Office, or from JCR Welfare Officers, or OUSU. Some colleges have appointed special advisers or advisory panels to respond to complaints of harassment. If your college has no special arrangements, people you might approach within college could include the dean, tutor for women, or chaplain.

Contact numbers:

The Proctors Office

telephone: (2)80190

Advisory Panel on Harassment

telephone: (2)70760

The History Faculty and the Department of Politics and International Relations operate the University's Code of Practice Relating to Harassment. Details of this, and of the courses of action open to undergraduates, are available from Colleges.

The History Faculty advisers are:

Dr Senia Paseta

telephone (2)74952

Dr Karl Gerth

telephone (2)86309

The Department of Politics and International Relations advisers are:

Prof Lois McNay (Somerville)

telephone (2)70651

Prof David Robertson (St Hughs)

telephone (2) 74941

Undergraduates who feel that they have been subject to harassment in a Faculty or Departmental context may wish to contact one or other of the above Advisers.

2. Complaints Procedures

The Department of Politics and International Relations has an internal complaints procedure, designed to deal with individual complaints promptly, fairly and in confidence. Complaints relating to the teaching or administration of Politics should normally be addressed in the first instance to Professor Neil MacFarlane, Head of the Department of Politics and International Relations. Complaints in respect of harassment should be addressed to one of the harassment advisers.

The History Faculty also has an internal complaints procedure via your college History tutor, college Senior Tutor and the Faculty Teaching Committee. Full details of the procedure are in the History First Year Handbook:

<http://www.history.ox.ac.uk/currentunder/prelims/modhist/index.htm>

Complaints in respect of harassment should be addressed to the History Faculty Advisors on Harassment listed above.

In addition, at Oxford there are three officers called the Proctors and the Assessor, who act as kinds of “independent ombudsmen” and provide a special forum for dealing with complaints. They have power to investigate directly complaints from any member of the University and to take appropriate measures to provide redress. Details can be found in the *Proctors’ and Assessor’s Memorandum*, which sets out complaints

procedures, equal opportunities policy, harassment, disability and other welfare issues.

Finally, however, it is important to remember, in a collegiate University, that even on matters relating exclusively to university teaching and examining, your college tutor, or your college's senior tutor and its other officers concerned with welfare, provide an immediate and well-informed source of advice about the best procedure to adopt.

3. Student Feedback

The feedback which you provide to lecturers and tutors is valued and is taken seriously. It has an important contribution to make to maintaining the quality of the education you receive at Oxford.

Lecture and class questionnaires are available online via weblearn (<http://weblearn.ox.ac.uk/site/human/modhist/undergrad/>). The results of the questionnaire are seen anonymously by the lecturer and also by the appropriate Faculty and Departmental Committees. They are responsible for ensuring that any problems reported through the questionnaires are addressed.

You will also be expected to provide feedback on tutorial teaching to your college, although you will find that colleges may differ in the ways in which they provide for this.

4. Illness

If illness seriously affects your academic work, make sure that your tutors know the fact. If at all possible choose a Fellow or Lecturer of your college in whom to confide in otherwise it will be difficult for the college to help. Help may involve: excusing you tutorials for a bit; sending you home; asking the University to grant you dispensation from that term's residence (to qualify for the BA you must reside and study in Oxford for nine terms or six if you have Senior Status and a term for that purpose means forty-two nights); or permitting you to go out of residence for a number of terms, with consequent negotiations with your funding body.

If illness has interfered with preparation for a University examination, or has affected you during the exam itself, your college must report the fact

to the Proctors, who will pass the information to your examiners if, in their opinion, it is likely to assist the examiners in the performance of their duties. Your college also reports to the Proctors if illness or disability has prevented you from attending part of a University examination, or makes it desirable that you should be examined in a special place or at a special time. The college officer concerned is the Senior Tutor. You, therefore, must deal with your Senior Tutor, never directly with the examiners. Give the Senior Tutor as much notice as possible; in particular, examinations specially invigilated in a special place (usually your college) take a lot of organising, and the deadline for getting permission in respect of foreseeable problems such as dyslexia is Second Week of the term of the examination. Probably you will need a medical certificate; college doctors have the right University forms.

5. Financial Problems

Many colleges have funds available for hardship grants to their members. There are also two more general schemes. (1) Access Funds are provided by the state to give financial help to full-time home undergraduates and postgraduates where access to higher or further education might be inhibited by financial considerations, or where students, for whatever reasons, including disabilities, face financial difficulties. Application should be made to your college. (2) The University's Committee on Student Hardship makes grants and loans for the relief of financial hardship, which must have been unforeseeable at the time of admission. It meets once a term, and application forms, which are held in your college office, must be completed and in the hands of a designated college officer, probably the Senior Tutor, before a designated time, probably in Fourth Week (First Week in Trinity Term).

Many colleges make grants to undergraduates for special purposes, such as research travel.

13. FOREIGN LANGUAGES

In the Second and Third Years a number of Further and (particularly) Special Subjects in History are based on texts and documents in one or more foreign languages and can only be taken by students with an adequate reading knowledge of the language(s) in question. Without foreign languages, therefore, a student's choice of history papers will be restricted.

For those who wish to learn a new language, or improve their existing language(s) the **University Language Centre**, 12 Woodstock Road, offers students the following facilities, free of charge:

1. *Taught Classes* in general language, in French (6 levels), German (reading and speaking) (6 levels), Italian (5 levels), Spanish (5 levels), Russian (5 level) and Modern Greek (3 levels). Classes in Mandarin (2 levels), Portuguese (2 levels), and Welsh (3 levels), are also offered.
2. *Materials for Private Study*: available in almost 140 languages; facilities for viewing live TV by satellite in 14 different languages, including French, German, Italian and Spanish.

Undergraduates should visit the Centre in Noughth Week [i.e. the week before the start of Full Term] to obtain full information.

The History Faculty has also commissioned the Language Centre to provide a course in *Reading French for Historians*, for students in their second year. Details of this will be circulated to undergraduates at the end of their first year through their College Tutors in History.

14. INFORMATION TECHNOLOGY

By the beginning of your second year, you should have familiarized yourself with electronic mail, word-processing, and the use of OLIS. During the second and third years, there are many opportunities to enhance your IT skills through the University, and students will need to put them to use in the writing of theses for example.

Students should be aware of the extensive networked databases offered through OxLIP+ [<http://oxford1.hosted.exlibrisgroup.com:8331/V/>]; access through machines in College Libraries and Computing Rooms, Faculty Library, and Bodleian. You may also use OxLIP+ on your own computer. Click on 'Title' for a full list. Among the most useful is the Royal Historical Society Bibliography of works on the history of Britain, Ireland, and the British Overseas. This database comprises 250,000 records (books, journal articles, and articles in books) searchable by subject matter and time period. Students may find it helpful for supplementing bibliographies on British history provided by tutors or for checking references to articles. Other important networked resources for historians include the Oxford Dictionary of National Biography, Historical Abstracts (summaries of many articles searchable by subject as well as author), the Bodleian pre-1920 catalogue (for earlier works, and probably particularly useful for those thinking of writing dissertations). Another useful resource is provided by the somewhat discouragingly entitled Web of Knowledge, which offers a high-level journal awareness service including the opportunity to search for book reviews. Many of the resources available online have to be accessed using a computer connected to the University network; for remote access, login to OxLIP using your Oxford Single Sign On details.

There are some useful gateways which will take you to the numerous online resources. Among the most useful are NISS, HUMBUL and the Institute of Historical Research in London. Students can access these from the History Faculty web-site which is to be found at <http://www.history.ox.ac.uk>. The web-site also contains the Handbook for the Final Honour School, the current Lecture List, and bibliographies for the great majority of courses on the syllabus. For some subjects, there are also links to electronic versions of the set texts.

For those wishing for further information about electronic resources for historians, including guidance on networked databases, training sessions will be offered in Michaelmas term by the History Faculty Library staff. Ask a member of staff for details and for registration. Slightly more advanced courses are available through Jayne Plant in the Upper Reading Room of the

Radcliffe Camera (tel: 277203; e-mail: jep@bodley.ox.ac.uk). She will arrange short courses for small groups at your request, and you may find these useful in your second year when you will be embarking on independent research for your undergraduate thesis.

The History Faculty is also developing its own section in the University's Virtual Learning Environment, <http://www.weblearn.ox.ac.uk> and students are encouraged to use this facility.

The Department of Politics and International Relations has new computing facilities with access to a wide range of specialist social sciences research software, which undergraduates may apply to use. A special computer room is used for computer-based courses. The Department also houses the Social Studies Computing and Research Support Unit which provides computing, statistical and data support for social science research; details are on line at <http://www.politics.ox.ac.uk>.

There is a web-based information service for Politics (and other PPE) students which you are advised to use:

<http://www.politics.ox.ac.uk/teaching/ug/> This contains information on, amongst other things, the Lecture List, reading lists, recent finals papers and examiners' reports; the JCC also has its own web page. The Politics website at <http://www.politics.ox.ac.uk> also contains lecture lists, bibliographies, recent examination papers and examiners' reports.

Many colleges have a computer room, with software for word-processing and other applications, connections to the central University machines and the Internet, and printers.

The attention of undergraduates is drawn to the University Rules for Computer Use, available on the University website at <http://www.ict.ox.ac.uk/oxford/rules/>. All users of University network and IT facilities are bound by these rules.