



PROGRAMME SPECIFICATION FOR

**BA IN
ANCIENT AND MODERN HISTORY**

1	Awarding institution/body	University of Oxford
2	Teaching institution	University of Oxford
3	Programme accredited by	not applicable
4	Final award	BA (Hons)
5	Programme	Ancient and Modern History
6	UCAS code	V118
7	Relevant subject benchmark statement	History
8	Date of Programme Specification preparation	13 December 2002 Updated by the JSC February 2011
9	Educational aims of the programme	

The programme aims to enable its students to:

- acquire a knowledge and understanding of the past, characterised by range, depth and conceptual sophistication;
- engage and enhance their critical skills, imagination and creativity as an intrinsic part of an intense learning experience;
- develop the skill of independent thinking, drawing on technical skill in historical investigation and exposition, and increased sensitivity to the human issues at the heart of the analysis of the past;
- promote skills of relevance to the continued professional development of historical understanding, and which are transferable to a wide range of employment contexts and life experiences.

10	Programme outcomes	
A	Knowledge and understanding of:	<i>Related teaching/learning methods and strategies</i>
1	a broad knowledge of past societies and of historical processes in terms of both chronological and geographical range	Breadth of knowledge and understanding is ensured primarily by the broad time-frame and the focus on more than one society and culture in the mix of the required Ancient and Modern History courses. This is enhanced by the extensive list of optional subjects, involving a variety of approaches to historical enquiry.
2	how primary evidence is employed in historical argument	Primary materials may be the subject of discussion in any of the courses. But detailed study of contemporary texts, archaeology, works of art, films, photographs, and other artefacts are essential to several elements of the course e.g. nos. 3, 8, and 9 noted in section 11. In such courses students must master a range of assigned contemporary documentation and other evidence, which becomes the subject of class discussion and the basis of weekly tutorial work.
3	the development of History as a subject and its intellectual standing in different societies, the role played by conceptual frameworks and models in the investigation of the past, and the theoretical foundations of the discipline	Two elements of the programme are dedicated to methodological issues (nos. 4 and 10 noted in section 11) But all courses contain significant opportunities for historiographical reflection, and certain courses that employ evidence from literature or works of art oblige it.
4	wherever appropriate and possible, relevant skills in classical languages and their application to historical studies	Linguistic skills are developed and employed in the text-based courses that may be taken as part of the first year course (no. 4 in section 11). Dedicated courses in reading French, Russian and Italian for historians are offered. Students also have recourse to general language training at Oxford University Language Centre.
<p><i>Assessment:</i></p> <p><i>Most aspects of the required knowledge and understanding are tested through written examinations, held during the course of the third and the ninth terms of the programme, and two pieces of written work (a 6,000 word essay, and a 12,000 word thesis). Extensive preparation for the organisation and communication of such knowledge and understanding is provided in weekly tutorials, in classes, and practice examinations. Understanding is particularly assessed on a continuous formative basis through the weekly tutorial, and oral presentations in classes.</i></p>		
B	Intellectual skills: the ability to	<i>Teaching/learning methods and strategies</i>
1	exercise critical judgement and undertake sophisticated analysis	There is emphasis throughout the programme on the skills relevant to: the careful and critical reading and exegesis of secondary studies and

		primary texts, and the ability to gather, sift, synthesise and interpret data. These are recognised as making a particular contribution to the development of sophisticated analytical skills.
2	argue persuasively	Practical written and rhetorical skills are honed within the weekly tutorial context, and in the classes associated with several elements of the course. Presentations in tutorials and classes from students must demonstrate the ability to identify issues, to formulate questions that are susceptible to demonstration, and to marshal evidence and analysis in a logical and coherent way.
3	approach problems with creativity and imagination	Developing the creativity and human sympathy of all students is integral to the programme. These attributes, allied to the exercise of disciplined imagination, are regarded as essential if students are to comprehend the often alien values and expectations of past societies and cultures.
4	develop the exercise of independence of mind, and a readiness to challenge and criticise accepted opinion	All our learning strategies are designed to inculcate these skills, most particularly the vigorous argument that we seek to encourage in our frequent tutorials.
<p><i>Assessment:</i></p> <p><i>The formative assessment provided by tutorials and by classes is critical to the development and monitoring of the intellectual skills set out here. Students are subjected to weekly scrutiny on these skills through presentation and defence of written essay material in front of an established academic historian and one or more of the student's peer group.</i></p>		
C	<i>Practical skills: the ability to</i>	<i>Teaching/learning methods and strategies</i>
1	write well for a variety of audiences and in a variety of contexts	Continuous scrutiny of written work, whether produced for tutorial, class presentation or for written examination, aims to promote written work which is marked by well-structured and coherent argument, in a prose that is clear, fluent and elegant.
2	engage in oral discussion and argument with others, in a way that advances understanding of the problems at issue and the appropriate approaches and solutions to them	Tutorials and other classes provide ample opportunity to develop and refine high-level skills in oral discussion and presentation.
3	ensure, often working independently, that the fullest range of evidence and opinion can be brought to bear on a problem; develop research skills to this end	Students are trained to show a familiarity with the variety of bibliographical resources – library catalogues and electronic information systems – and to demonstrate an ability to identify and

		retrieve materials and commentary.
<p><i>Assessment:</i></p> <p><i>Formative assessment through the weekly tutorial and other opportunities for class or seminar presentation enables a continuous monitoring of the development of practical skills. Termly reports identify both points of excellence and of concern, e.g. the ability to present and defend an argument or thesis convincingly and cogently. Opportunities for more formal assessment through college practice examinations ('collections') provide opportunities to assess and provide feedback on skills associated with timed written examinations.</i></p>		
D	Transferable skills: the ability to	<i>Teaching/learning methods and strategies</i>
1	find information, organise and deploy it	Information retrieval is integral to all aspects of the programme. The opportunities presented by ICT are particularly emphasised. Subject-specific training on bibliographic resources, electronic datasets and texts, statistical methods, and collation and presentation tools is offered to all students, in association with Oxford University Computing Services (OUCS) and Oxford University Library Services (OULS).
2	draw on such information, and with a trained analytical intelligence, to consider and solve complex problems, in ways that are imaginative, yet sensitive to the needs and cultural expectations of others	These are the skills at the heart of our programme. They are eminently transferable to contexts beyond the university.
3	work well independently, with a strong sense of self-direction, but with the ability to work constructively in co-operation with others	Self-direction is encouraged by the preparation of weekly essays, and particularly by the extended essay and thesis. Classes, organised by the faculty and within colleges, encourage collaboration.
4	effectively structure and communicate their ideas in a variety of written and oral formats	The ability to present ideas effectively and to respond to the ideas of others constructively is integral to the programme. Formats used are: written weekly essay, extended essay, gobbet commentary, thesis and oral presentation.
5	plan and organise the use of time effectively	The ability to produce material within time constraints and against tight deadlines, whether within the framework of the written examination or in the programme of tutorials, is essential. Longer term planning is required for the thesis and extended essay.

Assessment:

The transferable skills identified in 1-5 above are essential elements of the programme. As such their presence or absence is the focus of much of the regular comment provided by tutors in their weekly contacts with students; and in the varying forms of formal feed-back provided to students throughout the course.

General teaching/learning methods and strategies

Each of the students' ten assessed courses [see below, **section 11**] has a different teaching strategy. This depends in part on the nature of the subject matter, in part on its place in the cumulative process of learning over the three years. All employ the interweaving, in slightly different proportions, of three kinds of learning experience: lectures, classes and tutorials.

1 Lectures: these are associated with all first-year courses [items 1-4 in **Section 11**] and with the Ancient, British and General History papers [items 5, 6 and 7 in **Section 11**] taken in the second and third years of the programme; some support more specialised options. Most obviously they provide a knowledge of the past and of the historiography generated by its study. But they are not merely 'talking text-books'. Lectures provide examples of how complex materials can be organised into intellectually persuasive patterns, and so enhance the development of intellectual and practical skills.

2 Classes: these, organised either within individual Colleges or by the Faculty, are important elements of courses involving focussed discussion of methodological themes [items 4 and 10 in **Section 11**] or those concentrating on the advanced discussion of texts and other historical artefacts [items 8 and 9 in **Section 11**]. While all learning outcomes can be enhanced by classes, they have a particular purpose in the programme, since it is in making presentations to such classes, and in engaging in the discussion generated by them, that students gain their most sustained and formal experience of working co-operatively in groups.

3 Tutorials: The tutorial – usually one of the academic staff, expert in the subject matter of the course, with one or two students each of whom prepares an essay on an agreed topic from within the course syllabus, and meeting once a week - is at the heart of the learning experience in this programme. Essays are written after the provision of a full reading list, supported by the faculty bibliographies that are provided for the Ancient and Modern History courses; they are criticised rigorously and constructively in terms of substance and style; the themes that they raise are explored in an open, in-depth discussion. The tutorial is the major vehicle in which the learning outcomes of this programme are secured, both the students' acquisition of knowledge and the fostering of their intellectual qualities and their practical skills.

11 Programme Structures and Features

Progression through this three-year programme is a process of interlinked consolidation and development. The base line is provided by student performance at the highest level prior to admission (*see 13 below*)

On admission students will have demonstrated the ability:

- to distinguish and assess different points of view;
- to think in causal terms;
- to master the technical skills of essay-writing, including the clear presentation of relevant material; and

- to analyse the significance of such material in relation to a given problem.

The course draws on this foundation, which is then reinforced by a series of introductory sessions in the student's first term. The programme expands the students' knowledge, and enhances their skills and intellectual qualities as a cumulative process. Alongside a constant pattern of formative assessment, the basic rhythm of the programme is provided by formal procedures of Assessment at the end of the first year (Preliminary Examinations) and then at the end of the third year (Final Honour School).

A	<i>Learning in the first year</i>	
	Students work on four courses during the year, for examination in Preliminary Examinations at the end of it.	
	<i>Course</i>	<i>Comment</i>
1	A period of Ancient History: <u>Either</u> Greek History c.650-479 BC <u>or</u> Roman History 241-146 BC	Both periods are suitable starting points for the study of Ancient History: both allow investigation of a range of political, social, economic and religious issues, and the relationships between them. They are periods not normally studied at school, and lead naturally on to the contiguous Greek and Roman periods in the second half of the course (item 7 below).
2	A period of General (non-British) History [chosen from four periods]	All four courses combine the study of an extended period with geographical range. They are approached thematically, with an emphasis on the conceptual categories – of economy, culture, state and religion – which promote understanding of both what European nations have had in common and where they have differed.
3	An optional subject [chosen from seventeen subjects]	All the subjects have a more focussed chronological and geographical range, requiring the intensive study of a selection of contemporary texts. They also provide the opportunity to engage with a number of more specialist approaches to understanding the past. Two of the optional subjects focus respectively on themes in Greek and Roman history.
4	A supplementary subject [chosen from four subjects and in other languages]	The choice is between a methodological subject (Approaches to History or Historiography: Tacitus to Weber) and a topic based on the writings of a classical historian (Herodotus or Sallust) All four encourage students to reflect critically on methodological issues raised by the practice of history. Two of them additionally develop language skills (they do not require a high level of language competence at the outset).

Common to all these four elements is the assumption that students will build on their previous training, and that the path to a more advanced historical enquiry and discourse cannot be too steep in its initial stages. All courses have demanding bibliographies, concentrating on the monograph and the article rather than on the textbook or 'problem' studies of pre-University work. But these are carefully designed and focussed, rather than exhaustive. Almost all have dedicated lecture series designed to elucidate the key themes that bind the period, and make it more than an arbitrary chunk of years, or that introduce the key conceptual assumptions and historiographies that underpin the course. The themes of the lectures form the basis of tutorial work, and also form the foundation of the questions set in examination papers.

Assessment:

The students' progress will be monitored continuously in the tutorial. The regularity and relative informality of the weekly tutorials give students easy access to assistance if they encounter academic or personal problems, or both together. At the beginning of the second and third terms students will sit a practice examination in their colleges on the work done in the preceding term and receive diagnostic feedback from their tutors. The examination at the end of the year on all four papers provides a sound assessment of the students' achievements and progress in the first year in relation to the Learning Outcomes set out in Section 10.

B Learning in the second and third years

Students work on five courses and a thesis in their second and third years; their progress is evaluated in an examination (Final Honour School) involving five three-hour papers and the assessment of two substantial pieces of written work at the end of the third year. The courses are:

	<i>Course</i>	<i>Comment</i>
5	<p>A period of British History (chosen from seven periods)</p> <p>OR</p> <p>A period of General History (chosen from eighteen periods, which cover the whole of European history and its engagement with the non-European world from the fall of Rome until 1973, with additional papers in American history and the history of the</p>	<p>The intention of these courses is to provide a more detailed and more sophisticated investigation than that undertaken in the first year. Students will build on the skills they have to enhance the critical and analytical sophistication displayed in their writing and their discussion. The bibliographies provided for these courses are full, and students will be expected to read widely in the monographic literature in which the problems that they address have been debated, refined and transformed, and to show advanced historiographic awareness in their thinking. Lectures provide less thematic survey, and engage more precisely with specific issues within the period. Students, in discussion with their tutors, will have more latitude to pursue the themes and topics that interest them. Students will build on the skills they have developed in the First Year to enhance the sophistication of the critical and analytical skills displayed in their writing and their discussion.</p> <p>All these periods are studied at greater depth than in the First Year General History courses [2 above], and the expectations embodied in the lectures and bibliographies conform to those for the British History options. Tutorial essays and discussion will concentrate on the elucidation of</p>

	wider world in the nineteenth century)	the distinctive features of individual societies, in the context of a grasp of the broader themes raised by the period.
6	A period of Greek or Roman History (chosen from four periods)	These periods, which may (but do not have to) follow on chronologically from the period taken in the First Year, explore in a deeper fashion periods of Ancient History which are better documented than those taken in the first year.
7	A Further Subject (chosen from Modern History or Ancient History subjects, of which details are available in the course handbooks) <i>A student who offers one of the Modern History Further Subjects <u>must</u> offer an Ancient History Special Subject [8 below]</i>	These are designed to extend and deepen students' understanding of particular subject areas, topics, and themes. Students engage with a range of texts, documents and artefacts relevant to the subject (often in the original languages), to elucidate their significance and to relate them to scholarly literature. Classes, taught by members of the Faculty who are actively engaged in research in the relevant fields, class presentations by students, and class discussion are an integral part of these courses. The classes provide an invaluable opportunity to enhance the skills of working effectively as part of a group.
8	A Special Subject (chosen from Modern History or Ancient History subjects, of which details are available in the course handbooks) <i>A student who offers one of the Modern History Special Subjects <u>must</u> offer an Ancient History Further Subject [7 above]</i>	In these courses students master the original sources on which historical scholarship is based: some post-medieval subjects that are not purely British or American in their focus may require language skills. Students construct their own understanding of the subject from this primary evidence. As in the Further Subjects [7 above] classes, again taught by members of the Faculty who are actively engaged in research in the area, play a central role in these courses. This element of the syllabus is assessed by a paper, which requires detailed commentary on passages from the prescribed texts or images; the other invites the student to deploy the texts. The other requirement (for the Modern History subjects) for this course is the production of an Extended Essay of 6,000 words, the questions for which invite the students to employ their familiarity with the set-texts to illuminate broader issues raised by the subject. This exercise is designed to encourage students to develop practical and presentation techniques, and to demonstrate their ability to marshal evidence and to sustain argument in an extended piece of writing. The second paper of the Ancient History Special Subjects is examined by 3-hour examination. Short term Special Subjects run for the life of a postholder's specific research project (eg for 5 years), enabling undergraduates to gain first hand experience of an academic's research process.
9	A course in Disciplines of History, with elements on comparative history, the use of	This builds on the methodological course studied in the First Year [4 above], and develops

	sources and historiography	a more advanced discussion of the theoretical and practical issues raised by the writing of history. Lectures are offered on the themes set out in the syllabus, and these are the focus of college-based classes and tutorials.
10	A thesis	The writing of a thesis develops and demonstrates similar skills to the required Extended Essay [9 above], but it offers students the opportunity to undertake primary research in a topic of their own choosing, and to work as historical scholars in their own right. Students are provided with Faculty-organised lectures and classes to assist in the general planning of dissertations, the selection of topics, the assessment of potential sources. The faculty runs a “thesis fair” involving librarians, archivists and museologists, where students can discuss intentions and plans. This is followed by a series of workshops where students have first-hand experience of using primary sources, including gaining relevant IT skills. They have individual meetings with advisers to assist in focusing the work and reviewing its progress.
<p><i>Assessment:</i></p> <p><i>As in the First Year, the students’ progress will be monitored continuously in the tutorial. Students will receive a great deal of commentary on their contributions, in relation both to their class-presentations and their engagement in general discussion, from the leaders of the various classes. At the beginning of each term students will sit practice examinations in college on the work done in the previous term and receive diagnostic feedback.</i></p> <p><i>The examination at the end of the final year, consisting of five unseen papers, the Extended Essay for the Special Subject paper (if a Modern History Special Subject is taken), and Thesis, provides a robust assessment of students’ achievements and progress through the programme in relation to the Learning Outcomes discussed in Section 10. The requirement that students undertake an Extended Essay for a Modern History Special Subject introduces an additional assessment component into the range of assessment utilized in the programme.</i></p>		
12	Support for students and their learning	
A	Libraries	<p>Reflecting the nature of History as primarily a text-based discipline. History and Ancient History students at Oxford have access to an extraordinary array of library resources:</p> <ul style="list-style-type: none"> • the Bodleian Library, with its world-class holdings of both printed and manuscript materials; • the Radcliffe Camera (part of the Bodleian), with its large History holdings on open shelf; • the History Faculty Library which provides borrowing facilities, multiple copies, and reference works;

	<ul style="list-style-type: none"> • the Indian Institute Library (Indian and South Asian History); • Rhodes House Library (British Empire and Commonwealth); • the Vere Harmsworth Library at the Rothermere American Institute (USA); • the Taylor Institute (European languages and Literature); • the Sackler Library (Western Art, Ancient History and Classical Archaeology); • the Nissan Institute (Japanese Studies).. <p>Students also have access to the Libraries of other Faculties whose holdings are relevant to particular options that they are studying. The OLIS cataloguing system incorporates the holdings of all major and most College libraries.</p> <p>Students have access, via OULS, to a vast range of electronic resources, such as journals, datagases, and other electronically available texts.</p> <p>The range of general and specialised Library resources, and the quality of holdings and accessibility support the breadth of the outline papers and the range of Optional, Further, and Special Subjects in the syllabus.</p>
B	<p>A number of the specialised Optional, Further and Special Subjects employ the resources of the Ashmolean Museum and the Museum of the History of Science, and the expertise of the staffs of those institutions.</p>
C	<p>IT resources</p> <p>There is an extensive network of IT resources and support within Oxford, with web-based information (accessible from most faculty, college, library, and common areas). Comprehensive use of the internet and the Virtual Learning Environment (VLE) is made for teaching and learning. Some courses direct students to such resources as alternatives to Library provision.</p> <p>Colleges provide excellent IT resources and Support Officers prepared to assist students.</p> <p>The OUCS also provides facilities for undergraduates, and a variety of training programmes, several of which are specifically geared to students in the Humanities and Social Sciences.</p> <p>The Faculty has a 20-seat ICT teaching room: this is used for bibliographical training, quantitative methods, and specific software training. Students can also attend a range of courses on software packages at OUCS. The use of ICT within the undergraduate degree course is central to course delivery and continues to develop. Essays for class discussion are often circulated as attachments to e-mail. All course information provided by the Faculty is available on-line, including Faculty bibliographies.</p>

D	<p>Advice concerning the Syllabus</p> <p>Guidance to the range of options available to students in this course is readily available.</p> <p>The structure of the course, and short descriptions of its various elements, are available in the Course Handbook, available from the History Faculty's web-site.</p> <p>Guidance concerning questions of the syllabus and choices within it is primarily provided in a more personal forum, by the student's College tutor. The tasks that fall to the tutors are wide-ranging, though all involve easy access and informal but informed discussion. Tutors have a pastoral role if students have academic or personal difficulties; they advise on future employment. But their key responsibility is to realise the student's full intellectual potential within the course: to this end, they monitor their students' progress through the syllabus, they help them in the choice of courses, and they arrange the teaching for the courses that they have selected.</p>
E.	<p>Other support available</p> <p>The University Language Centre offers all students taught classes in general language in six modern languages, and materials for private study. In addition the Language Centre offers a course specifically for Historians in their second year: <i>Reading French for Historians</i>.</p> <p>The Oxford University Counselling Service provides free, confidential support to all students.</p> <p>College support structures: in addition to college tutors, colleges have other support structures for students. They vary from college to college but may include the appointment of personal tutors, access to college chaplains and support structures provided via the Junior Common Room.</p> <p>There are complaints procedures for students within the History Faculty, within their college or via the University Proctors' Office. These are fully detailed in the course handbooks for the First Year students and Second/Third Year students.</p>

13	Criteria for admission	
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A	<p>School/College leavers</p> <p>Applications are made to the Colleges of the University, not to the Faculties, but selection is made using common criteria. Applicants who are offered places will usually be required to attain grades of AAA at A-level, or equivalent marks on the Scottish Highers and Advanced Highers, or the EB or IB. Offers are made on the basis of students' academic record, the recommendations of their teachers, and their performance in interviews held in the Colleges in December. A-levels in History and in any of the classical subjects are recommended, but are not prerequisite to admission. To qualify for an interview, applicants are asked to take the History Aptitude Test under exam conditions in their own schools or a test centre; this is marked as a gathered field. On being invited to interview, candidates are invited to submit an example of their work in History to the College, and the interviewers – the History tutors in the College to which a student has made an application and in many cases those in a second college – will discuss this work, as well as the students' personal statements on their application forms. The purpose of the interviews is to select those students, from an excellent cadre of applicants who have already proved themselves to have an aptitude for history, who might best benefit from the intensive, tutorially based learning methods employed in the University (see 10 E. 3 above).</p> <p>The Selection Criteria for the Modern History courses are:</p> <ul style="list-style-type: none"> • Intellectual curiosity
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	<ul style="list-style-type: none"> • Conceptual clarity • Flexibility • Accuracy and attention to detail • Critical engagement • Capacity for hard work • Enthusiasm for History • Evidence of historical imagination and understanding
B	<p>Mature and overseas students</p> <p>Applicants in these groups, and those who have completed the Foundation Certificate in Modern History course offered at the Department of Continuing Education, are also required to take the HAT, but are then considered on an individual basis, but the submission of written work, and its discussion in interview is equally important to the Admissions process. For overseas students, a command of English equivalent to IELTS 7.5 or TOEFL 650 (275 in the computer-based TOEFL test) is recommended. English language support is available at the University.</p>
14	<p>Methods for evaluating and improving the quality and standards of teaching and learning</p>
	<p><i>Note: Responsibility for this course, in relation to the issues raised in this section and the next (15: Regulation of assessment,) is shared formally by the Faculty of History and the Faculty of Classics. A Joint Standing Committee (JSC), appointed from members of the Faculties by the two subject Faculties, is responsible for the general oversight of the degree.</i></p> <p>Student feed-back on lectures and seminars is requested, and their comments are reviewed by the lecturer or by the course co-ordinator, who report to the History Faculty's Undergraduate Studies Committee. Students are also invited to comment, with full anonymity if they wish, on any aspects of the course for consideration by the appropriate committee of the Faculty. Student concerns are also discussed in the termly meetings of the Joint Consultative Committee, formed by student representatives and by the officers of the Classics Faculty, and the students' opinions on new course proposals or suggested changes to the curriculum are solicited and given serious consideration.</p> <p>Student comment on tutorial provision is requested by their colleges and is reviewed by the Senior Tutors of the Colleges.</p> <p>All new academic staff attend training sessions on teaching run by the Institute for the Advancement of University Learning and have a one-to-one session with IAUL staff to assess training needs. Mentors are appointed for all new lecturers. Formal review takes place in the second and fifth years of appointment.</p> <p>Teaching by all academic staff in the History Faculty is reviewed annually by two peers (including the mentor in the case of new appointees), through the History Faculty's Research Monitoring and Appraisal Scheme. The Faculty runs internal workshops on lecturing and small class teaching.</p> <p>Teaching by academic staff of the Ancient History sub-Faculty is monitored under the University Academic staff appraisal scheme.</p> <p>The Undergraduate Studies Committee of the History Faculty encourages and approves the introduction of new courses, and organises a regular, five-year cycle of reviews of all courses (including Ancient History options), and of all Joint-Schools. The course co-ordinators are asked to comment on student take-up and feed-back, on Library provision, on the provision of teaching, and on any changes to the course, such as changes to the set-texts, that might be desirable. These reports are discussed by the</p>

	<p>Faculty's Undergraduate Studies Committee.</p> <p>Suggestions for changes to the content of the programme are discussed among the interested parties in a wide range of fora, in terms of intellectual interest, and of library and teaching provision. Major changes to the curriculum are also widely discussed. It is usual in these cases for an ad hoc committee to be established, instructed to embody the ideas that have emerged in preliminary discussion in a document that will become the focus of analysis and debate in the two relevant Faculties, at the Joint Consultative Committee, among the Subject Groups, and at the Faculty Boards and their Committees.</p> <p>Any changes to the programme agreed by the Faculty have to be reviewed and approved by the Humanities Divisional Board. This reports to the Educational Policy and Standards Committee which ultimately approves all significant programme changes.</p> <p>The success rates for students are monitored through Examiners' Reports and their consideration by the Committees of the History Faculty. From 2008, the Faculty will monitor Final Honours School performance against performance in the History Aptitude Test. The University Careers Service provides an annual report to Faculties, detailing the destination of new graduates in Ancient and Modern History.</p>
<p>15</p>	<p>Regulation of assessment</p>
	<p>The Boards of Classics and History, advised by their Examinations Committees and within the framework established by the Humanities Division, are responsible for establishing marking and classification conventions for all taught degrees and for publishing these. Since 2003, the Joint Standing Committee is responsible for implementing the examination conventions of the Humanities Division. The Board of the Faculty of History also appoints the Modern Historians to serve on the internal Examination Board; the nominations committee for Ancient History nominates their members to the Examination Board and the External Examiner. Examiners are appointed subject to the approval of the Vice-Chancellor and the Proctors.</p> <p>Boards of Examiners, under their elected Chairs, are responsible for arranging the setting of all papers, and the marking of the scripts and submitted work of the examination candidates, deploying postholders and other Faculty members as Assessors for these tasks alongside the Examiners. They may appoint Assessors to assist in the setting and marking of the more specialist papers, where the subject matter is not within the expertise of two of the examiners. Each FHS script and piece of submitted work is blind marked by two Examiners or Assessors, who will then meet to agree every mark. If they are unable to agree, a third examiner will be asked to read the script and give it a mark. After scripts have been marked, the Board of Examiners meets to classify the students in accordance with the rules established by the Examinations Committee.</p> <p>Examination candidates are anonymous through the allocation of candidate numbers. Marking criteria are published in the course handbooks. Both Faculties (History and Classics) use the standardized marking conventions of the Humanities Division. Complaints procedures in examination matters through the University Proctors' Office are detailed in the course handbooks and on the Faculty and University websites.</p> <p>A key role in this process is played by the External Examiners. They act as impartial advisors, providing the History and Classics Faculties and the University with informed comment on the following two major issues.</p> <ol style="list-style-type: none"> 1. To verify that standards are appropriate to the award, in part by comparison with the standards of comparable institutions, and to ensure that the assessment procedures and the regulations governing them are fair and otherwise appropriate. 2. To ensure that the conduct of the examination and the determination of awards has been fairly

conducted, and that individual student performance has been judged in accordance with the regulations and conventions of the Examining Board. This will entail signing the Class List as an endorsement that the processes of examination and classification have been fairly conducted.

External Examiners are expected to report to the Vice-Chancellor in each year in which they act. Their reports are expected to cover all the following points

- the standards demonstrated by the students
- the extent to which standards are appropriate for the award
- the design, structure and marking of assessments
- the procedures for assessment and examinations
- whether or not external examiners have had sufficient access to, and the power to call upon, any material necessary to make the required judgements
- students' performance in relation to their peers in comparable courses
- the coherence of the policies and procedures relating to external examiners and their consonance with the explicit roles required of them
- the basis and rationale for any comparisons made
- the strengths and weaknesses of the students as a cohort
- the quality of teaching and learning which may be indicated by student performance

The Report is addressed to the Vice-Chancellor, and will be considered by the Humanities Board and by the Educational Policy and Standards Committee of the University.

The Report will also be scrutinised by the Joint Standing Committee for Ancient and Modern History, by the Faculty Board of History and its various Committees, particularly the Examinations Committee; it will also be discussed by the Faculty as a whole, and by its constituent Groups. It will also be discussed by the sub-faculty of Ancient History and the Classics Faculty Board.

Where an External Examiner's Report contains particular suggestions or criticisms, it is the responsibility of the Joint Standing Committee and the Faculty Board to ensure that full consideration is given to these, to institute further discussion or action, and to inform the External Examiner within a reasonable time of what is done.

16 Indicators of quality and standards

The Humanities Division and EPSC Joint Review of the Faculty of History, Hilary Term 2008, found "The syllabus retains required chronological and geographical spread in its 'outline' papers [...and] a diversity of specialist choices [...] The result is a course rich in options." The Review members also stated that "The History Faculty offers, in a number of respects, an example from which lessons can be learned, not just by other parts of the Humanities Division but across the University more generally". The EPSC/Divisional Review Report of 2008 commented specifically on the successful addition of the compulsory thesis to the curriculum, stating that 'the quality of some of the work done by students is outstanding'.

The Humanities Division and EPSC Joint Review of the Faculty of Classics, Hilary Term 2009, noted that Ancient and Modern History was working well as a degree, and in particular that 'a good number of graduate students in Ancient History emerge from this course'. It commended the Classics Faculty for 'the high levels of satisfaction in their work which it encountered repeatedly among both its staff

and students.’

The Faculty was also commended for ‘its achievement in establishing and maintaining through its Admissions work comparable success rates for candidates from the independent and maintained school sectors’.

Reports from Examining Boards regularly address issues relating to quality and standards.

The History and Classics Faculties’ External Advisory Panels review quality and standards and provide valuable feedback from the world of other academic institutions and the world of business, the museums, the professions and secondary education.

A review of the Final Honours School performance takes place each year.

A less formal measure of the quality of the graduates from this programme is the success that they enjoy in all aspects of the job-market, in securing training and contracts, and in admission to funding for graduate courses in History and in other academic fields.

In the 2008 Research Assessment Exercise, the Classics Faculty was ranked =1st among UK Classics departments, and most of its research activity was ranked as outstanding. Undergraduate teaching in AMH, as in all Classical subjects, is constantly informed by the new research of members of the faculty.

In the 2008 Research Assessment Exercise, the History Faculty was ranked =2 out of 83 UK History departments, and most of its research activity was rated as outstanding. Our high quality research helps bring high quality teaching.

Approved by AMH JSC HT 2011