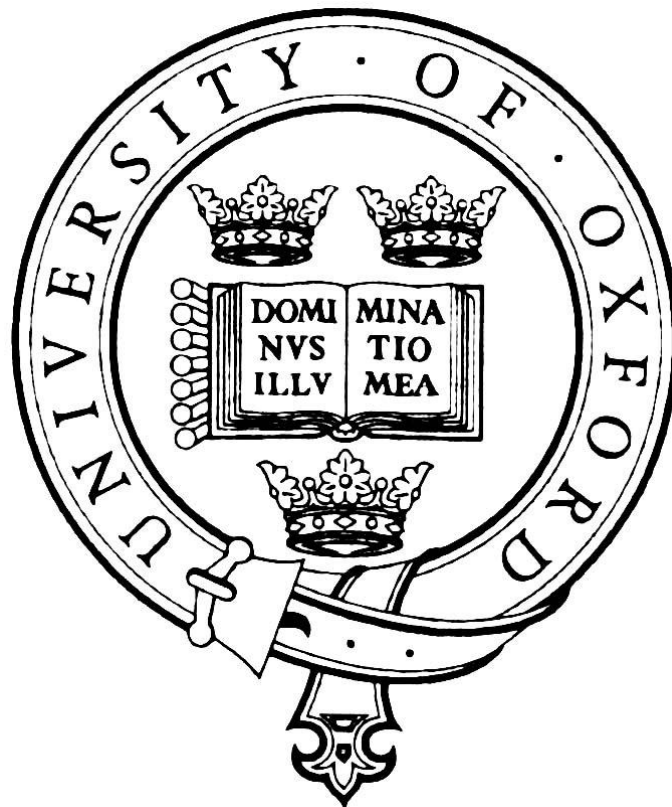


University of Oxford

**MASTER OF PHILOSOPHY
IN ECONOMIC AND SOCIAL HISTORY**
2008-2010 and 2009-2011 cohorts

Instructions to candidates



BOARD OF THE FACULTY OF HISTORY

M.Phil. in Economic and Social History

PERSONAL NOTES

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CANDIDATES SHOULD READ THIS CIRCULAR VERY CAREFULLY

Anything printed in **bold** (other than headings) is or has the status of a formal regulation. Ordinary print is used for descriptive and explanatory points of which you should be aware.

1. The core qualifying courses and their assessment

Examination Regulations provide that: **The methodological introduction course will be assessed by a methodological essay of up to 4,000 words. Two copies of the essay must be submitted by noon on Monday of First Week of Trinity Term of the candidate's first year to the Chairman of Examiners for the M.Phil. in Economic and Social History, c/o The Clerk of the Schools, Examination Schools, High Street, Oxford, OX1 4BG.**

A quantitative methods course is assessed by an assignment to be completed over the Christmas Vacation; two typewritten copies of the completed assignment must be submitted by noon on Monday of Second Week of Hilary Term of the candidate's first year to the Chairman of Examiners for the M.Phil. in Economic and Social History at the above address.

In addition, convenors of qualifying courses will confirm in writing to the chairman of examiners not later than Friday of Eighth Week of Hilary Term the candidates' satisfactory participation in their classes, including the completion of any assignments for the weekly sessions.

Any approved alternative qualifying course will be assessed within the format and timetable of the paper's parent course. No candidate who has failed the qualifying test of two courses will be permitted to supplicate for the degree. Candidates who fail a qualifying course once will be permitted to take it again, not later than one year after the initial attempt.

'Satisfactory participation' will be determined on the basis of a student's attendance, participation, presentations, and written course work.

Candidates are advised to check the History Faculty's guidance on *Conventions for the presentation of essays, dissertations, and theses* and *Avoiding plagiarism* (under http://www.history.ox.ac.uk/postgrad/pg_sect_guidance.htm#goodpractice or 'Good practice in referencing and presentation' in the on-line handbook). Submitted work should accord with the Faculty's conventions, and the methodological essay should include a bibliography of all the books and articles that you have either quoted or consulted.

2. Scope and Prior Approval of Titles for Advanced Paper Essays and Dissertation

Examination Regulations provide that: **The examination consists of four Advanced Papers and a dissertation. At least two of the Advanced Papers must be selected from Schedule I (Advanced Papers for the M.Phil. and M.Sc. in Economic and Social History), and one may be taken from another M.Phil. or covering training in specific skills as outlined in Schedule II. Choices under Schedule II have to be approved by the chairman of the Graduate Studies Committee of the Board of the Faculty of History not later than Monday of the fourth week of Michaelmas Term in the year in which the paper is offered for examination. Candidates wishing to take a paper**

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under another parent course will also need to satisfy the appropriate Graduate Studies Committee of the relevant faculty board or inter-faculty committee that they have an adequate background in the subject.

Candidates may, if they so wish, be examined in up to two of their four papers (or submit essays in lieu of these papers as provided for above) at the end of their first year.

For half of their Advanced Papers candidates may choose to be assessed by two 5,000-word essays. Essays may be only submitted in lieu of written papers for subjects in Schedule I or for papers from other master's programmes where similar provision exists in the regulations for those examinations. The themes chosen by the candidate must be submitted for approval by the Chairman of Examiners for the M.Phil. in Economic and Social History not later than Monday of fifth week of Hilary Term in the year in which the paper is being offered for examination.

Compliance with the regulation is normally achieved by the candidate, after consultation with their supervisor, specifying the proposed titles on the examination entry form, which will be issued to the candidates by their college, and must then be handed back to the college for submission to Schools, not later than Friday of Fourth Week of Hilary Term of the year in which the candidate offers a paper for examination. As Faculty and Examination Schools need to process this information in parallel, please send a copy of your form to the Faculty's Graduate Office.

The titles of the essays should be as descriptive and precise as possible, posing a question or proposition that can reasonably be dealt with within a maximum of 5,000 words.

If you need to modify a title, please notify the Chairman of Examiners for the M.Phil. in Economic and Social History, via the History Graduate Office, on the form at <http://www.history.ox.ac.uk/postgrad/forms/exams.htm>, of the proposed modification no less than 14 days in advance of submission of your essays.

The Examiners expect that the two 5,000-word extended essays submitted in lieu of an examination paper will be the work of the candidate alone. **You may consult your supervisor about the subject of the essays, but you must not consult any other person, including your supervisor, in any way concerning the method of handling the themes chosen.** The essays must clearly relate to the subject of the paper on which you are being assessed, and should each of them address a well-defined question clearly distinct both from that treated in the other essay, and also from the core argument of your planned dissertation.

Examination Regulations provide that: **The examination comprises a dissertation of not more than 30,000 words, including appendices but excluding bibliography on a topic approved by the candidate's supervisor.**

The Chairman of Examiners for the M.Phil. in Economic and Social History must be notified of the title of the dissertation on the final, second-year examination entry form by Friday of fourth week of Hilary Term in the candidate's second year.

If you need to modify a title, please notify the Chairman of Examiners for the M.Phil. in Economic and Social History, via the History Graduate Office, on the form at <http://www.history.ox.ac.uk/postgrad/forms/exams.htm>, of the proposed modification no less than 14 days in advance of submission of your essays.

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3. Format of Submitted Advanced Paper Essays and Dissertation

Each extended essay may contain **up to 5,000 words**. The dissertation should consist of **not more than 30,000 words**. These limits include footnotes and appendices; they exclude bibliographies. **Dissertations submitted must not exceed the permitted length. If they do the examiners will reduce the marks awarded. Each dissertation must include a short abstract which concisely summarizes its scope and principal arguments, in about 300 words.**

It is normally sufficient for essays to be based on secondary sources only. The dissertation should also include significant investigation of original source materials, whether in printed, manuscript, or other form. The methodological introduction to the dissertation and its presentation in the annual workshop at the beginning of Trinity Term are designed to provide an opportunity to explore the methodological aspects of the dissertation. Make use of this opportunity to discuss your approach with supervisor, course tutors, and colleagues. After the workshop you are asked to notify the History Graduate Office of your projected dissertation, including a proposal of up to 500 words, on the form to be found at <http://www.history.ox.ac.uk/postgrad/forms/exams.htm>, so that your student record can be brought up to date.

Mere summaries of the secondary literature will not count as satisfying the requirement of the dissertation. All dissertations should have an historical dimension, i.e., they should follow a problem or issue as it unfolds dynamically through time, or should relate their problem clearly to some body of historical argument. The dissertation must have an element of originality. This can be provided by making use of fresh historical evidence, or by applying a conceptual, analytical, or methodological approach to existing evidence, or a combination of these elements. For example, new archival evidence may be applied to an existing debate. The evidence may also be considered fresh even if it is readily available, but has not been applied so far to this particular problem. Alternatively, existing evidence may be applied to a novel hypothesis, or perhaps to a new way of formulating and testing an existing hypothesis, e.g. by the application of regression analysis, of game-theoretical, property-rights, collective action, or Marxist concepts. The application of a different disciplinary approach, e.g. linguistics or the History of Art, might be appropriate. These are all provided as examples and do not constitute a definitive list; originality is a quality that cannot be specified in advance.

Candidates are advised to check the History Faculty's guidance on *Conventions for the presentation of essays, dissertations, and theses* and *Avoiding plagiarism* (under http://www.history.ox.ac.uk/postgrad/pg_sect_guidance.htm#goodpractice or 'Good practice in referencing and presentation' in the on-line handbook). Submitted work should accord with the Faculty's conventions, and should include a bibliography of all the books and articles (and, in the case of the dissertation, the primary sources) that you have either quoted or consulted. Any source that you have encountered through another source, but you have not seen at first hand, should not appear in the bibliography; any footnote reference to a source not directly consulted by you must make it unambiguously clear from what source that you have consulted your knowledge arises. The ability to conform meticulously to presentational guidelines is a professional skill, required, for example, from anyone submitting work for publication; the examiners may lower your mark if you fail to observe the conventions specified.

Each copy of each essay, and of the dissertation, must be separately and securely bound, whether by staples or in soft cover. Loose sheets of paper cannot be accepted for examination. Each should normally be printed on A4 paper, with a margin of 1.25 to 1.5 inches on the left-hand side of each page (or on the inner edge, whether left-hand or right-hand, in the case of a dissertation which is

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printed on both sides of the paper). Text should be spaced with a distance of about 0.33 inches between successive lines, except that freestanding quotations and footnotes should be presented single-spaced. Footnotes should be placed at the bottom of each page.

To safeguard the anonymity of the initial assessment, *do not* write your name, college, supervisor's name, or any other identifying information anywhere on your submitted work. The front page of your essays and dissertation should contain only:

- your candidate number on the top right-hand corner
- the title of your essay or dissertation
- the degree and term for which the work is submitted (e.g., 'Master of Philosophy in Economic and Social History, Trinity Term 2010')

4. Submission of Advanced Paper Essays

Two typewritten copies of the two extended essays for an Advanced Paper must be sent to the Chairman of the Examiners for the M.Phil. in Economic and Social History, c/o Examination Schools, by noon on Monday of Sixth Week of Trinity Term in the year in which the paper is offered for examination.

You should enclose the copies in an envelope bearing your candidate number on the outside. The envelope must also contain a signed statement (available on-line from <http://www.history.ox.ac.uk/postgrad/forms/exams.htm>), stating that the essays are your own work except as indicated otherwise through quotations and references.

Except that candidates who have opted to take a subject with any *other* parent course must ensure that they are aware of the submission deadlines (and all other regulations) relating to that course. Queries about applicable regulations should be directed to current.graduates@history.ox.ac.uk.

5. Submission of Dissertation

Two typewritten copies of the dissertation and abstract must be sent to the Chairman of the Examiners at the address above, by noon on Monday of First Week of Trinity Term in the candidate's second year.

You should enclose the copies in an envelope bearing your candidate number on the outside. The envelope must also contain a signed statement (available on-line from <http://www.history.ox.ac.uk/postgrad/forms/exams.htm>), declaring that the dissertation is your own work except as indicated otherwise through quotations and references.

Summary of deadlines for submitted work:

<i>Element</i>	<i>At the Exam Schools by 12:00 noon on</i>	<i>Title changes</i>
Quantitative Methods assignment (core course)	Monday, 2nd week HT, 1st year	n/a
Methodological essays (core course)	Monday, 1st week TT, 1st year	n/a
Essays for Advanced Papers	Monday, 6th week TT	Monday, 4 th week TT
Dissertation	Monday, 1st Week TT, 2nd year	Monday, – 1 st week TT, 2 nd year

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6. Written Examination

Written examinations of Advanced Papers are provisionally scheduled for the first half of Ninth Week of Trinity Term. You will be notified individually by message to your college pigeon hole of the time and date by the Examination Schools in the course of Trinity Term of the year in which you offer the paper for examination.

The exam will last for three hours. It will consist of a list of questions on the general topics covered by the paper. You will be required to write essay-type answers to three of these questions. The Examiners will expect you to draw on the breadth of your individual reading and learning over the whole year, as well as on the course work for the paper. You are advised to consult past examination papers published on-line by the Examination Schools (<http://www.oxam.ox.ac.uk/>) in order to familiarize yourself with the nature of such question papers.

When attending this examination you must wear academic dress, as specified in the *Examination Regulations* (i.e., *subfusc*, gown and mortar board).

7. Progression to the second year

If a candidate fails any element in the first year of the course which cannot be compensated within the year, including failing one of the qualifying courses, then he or she may either:

- enter in the following year for the MSc in Economic and Social History;
- repeat all elements of the first year of the course in the following year, with a view to proceeding to the final MPhil examinations in the year following that;
- re-take the first-year examination concurrently with the second-year assessment (though before you take this course of action you should carefully discuss its feasibility with your supervisor(s) and the Course Convenor).

8. Transfer to the M.Sc. in Economic and Social History

A candidate who finds him/herself unable or is disinclined to continue with the two-year course may, with the support of his or her college and supervisor, apply to the Director of Graduate Studies in History for permission to transfer to the status of a student for the M.Sc. in Economic and Social History and to enter that examination in the current year. A candidate whose application for transfer is approved may offer the Qualifying Tests and Advanced Papers originally planned for the M.Phil. for the M.Sc. Such a candidate may choose for his or her dissertation a revised version of the initially intended dissertation topic. Approval of the essay and dissertation titles must be sought in good time from the Chairman of Examiners for the M.Sc. in Economic and Social History.

9. Examiners' conventions: marking, weighting of marks, and classification

For marking conventions and possible academic penalties for disregarding rubrics or deadlines, see http://www.history.ox.ac.uk/postgrad/pg_sect_pgt.htm#marking.

In assessing a candidate's overall performance the examiners will weigh the elements as follows: the qualifying courses count together for 14 per cent (7 per cent each), each of the four advanced papers

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counts for 14 per cent, and the dissertation for 30 per cent of the overall examination mark (for the 2008-2010 cohort); each of the four advanced papers counts for 15 per cent, and the dissertation for 40 per cent of the overall examination mark (from 2009-2011 onwards; the qualifying courses will be assessed on a Pass/Fail basis only, and will not be included in the final weighting of the degree result).

As stated in the Regulations, all candidates must achieve a Pass in the qualifying courses. An average mark of 60 or higher on the advanced papers and the dissertation is required for a Pass (provided that an agreed mark of 54 or lower in half or more of the advanced papers, or in the dissertation counts as failure and cannot be compensated for by the other marks). A dissertation mark of 58 or lower cannot normally be compensated for by better marks in the advanced papers: as M.Phil. dissertations are deposited in the Bodleian Library for public consultation they must show a defensible standard both in presentation and in content. Marks of 70 or better in the dissertation and in at least half of the advanced papers are required for a Distinction, provided that the remaining marks do not fall below 64.

Review of marks and classification are not mechanical processes, and in their final meeting the panel of examiners shall be bound solely by their academic judgement. Where appropriate they will take account of external factors (such as a candidate's illness) if notified by the candidate's college through the proper channels of such circumstances.

If it is the opinion of the examiners that the work done by a candidate, while not of sufficient merit to qualify for the degree of M.Phil., is nevertheless of sufficient merit to qualify for the degree of Master of Science in Economic and Social History, the candidate shall be given the option of re-sitting the M.Phil. (as provided by Ch. VI, Sect. vi, §2, para 4) or of being granted leave to supplicate for the degree of Master of Science.

10. Notification of Results

i) First Year. The Examiners expect to confirm the marks of candidates in the first part of the course by mid-July. The results will be available to candidates via their Student Self-Service account. The Examination Schools will send individual notification to all candidates shortly after the release of agreed marks, by post to the address a candidate gives at exam time. Schools staff cannot give results over the telephone. The Convenor will be appraised of details of the students' results. The Graduate Office will on request send a confidential report on interim examination results to other universities to which the candidate is applying, or to a prospective employer.

ii) Second Year. The Examiners expect to finalize examination results by mid-July. Examination Schools will send individual notification of the overall result to all candidates as soon as the examiners report has been submitted, by post to the address you give at exam time. Schools staff cannot give results over the telephone. Candidates will have access to their detailed results through Student Self-Service for a number of months beyond the completion of the programme. Formal Degree Certificates for academic applications or prospective employers can be obtained from the Degree Conferrals Office at the Examination Schools (<http://www.admin.ox.ac.uk/schools/examinations/transcripts.shtml>).

One copy of an M.Phil. dissertation which is approved by the examiners must be deposited in the Bodleian Library. This final copy should incorporate any corrections or amendments

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which the examiners may have requested. Shortly after the examination results have been published you will be notified by the Faculty's Graduate Office what, if any, corrections the examiners request of you, and about the approval procedure for such corrections. **The final library copy must be hard bound, in a dark colour, and lettered on the spine with the candidate's name and initials, the degree, and the year of submission.**

11. Re-taking the examination.

A candidate who fails the examination will be permitted to re-take the examination on one further occasion only, not later than one year after the initial attempt. Full details are given in the *Examination Regulations*.

12. Queries

Any questions arising out of this circular should be directed in the first instance to the Faculty Graduate Office. Candidates must not communicate with the Chair of Examiners or any other members of the Board of Examiners in their capacity as examiners.

The Chairman of the Examiners for the M.Phil. in Economic and Social History
[approved 12/09/2006; revised 30/09/2009]

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Appendix: planning the research element of your graduate programme

The following notes for students and supervisors provide rough guidance only – individual progress rates will vary, depending e.g. on level of student's background knowledge, whether the student needs to acquire new technical skills, the speed at which the student identifies a workable topic, the accessibility of sources in Oxford or Britain, the time needed to process data, the extent to which the research programme makes feasible the drafting of chapters while research is in progress, etc.

Year 1

MT – meet supervisor, identify any training needs, lecture/seminar attendance, programme of secondary reading necessary to set scene for proposed research; initial exploration of primary sources

(Xmas vac – work on coursework assignments; progress dissertation reading and initial research if time allows)

HT – **early TT** – identify and establish basic familiarity with primary and secondary sources central to proposed research; proceed, against the background of continuing work as above, to refine definition of dissertation topic; prepare short paper for presentation at dissertation workshop early TT

TT/summer - finalise plan of work for dissertation; sketch provisional structure; undertake substantial research, modifying plan and structure as necessary in process; produce at least one draft chapter for supervisor's comments

Year 2

MT – progress review with supervisor; agree plan of work, training for coming year; discuss whether applying for doctoral research in Oxford or elsewhere, and if so nature of doctoral research proposal (submission by mid January essential if student wishes to be considered for funding)

MT-HT – continue research, draft further chapters

Easter vac – **early TT** – aim to produce near complete draft for supervisor's comments; make sure draft is in supervisor's hands in plenty of time for supervisor to comment, revise in light of comments – submission Monday of 1st wk

PERSONAL NOTES

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