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Disclaimer

Regulations relating to this course are available at https://www.admin.ox.ac.uk/examregs/. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns, please contact the History Faculty Graduate Office: current.graduates@history.ox.ac.uk.

The information in this handbook is accurate as at date of publication, however it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges. If such changes are made the Faculty will publish a new version of this handbook together with a list of the changes. All students affected by the changes will be informed. The most up to date electronic copy of this document can be found at https://weblearn.ox.ac.uk/x/mdcmlo.

This handbook should be read in conjunction with the History of Art Introductory Guide for Graduates, which contains key departmental information. An electronic copy of this document can be found at https://weblearn.ox.ac.uk/portal/site/humdiv/history/history_of:hoa_studen.
Welcome from the Director of Graduate Studies

As Director of Graduate Studies (DGS), I should like to extend a warm welcome to you as you begin work on your Master’s course. I hope that you will find postgraduate study enjoyable and rewarding, and I wish you every success in the months to come.

This handbook is intended to be a comprehensive guide to the teaching, assessment and administrative arrangements of the course; it also contains useful information on other aspects of life in Oxford as a postgraduate historian. You can find further information about graduate matters on our WebLearn pages (see https://weblearn.ox.ac.uk/x/mDCMLo and follow the links from there).

My colleagues and I are well aware that the transition from undergraduate to postgraduate life is not always an easy one, and we know that Oxford’s ways of doing things can appear complicated or confusing. Your Programme Coordinator, Supervisors, college advisers and other students can help you sort out questions and problems, but you’re also very welcome to contact the Faculty’s Graduate Office – in person, by phone (01865 [6]15002), or by email (current.graduates@history.ox.ac.uk). Members of staff will normally be available on Mondays to Fridays from 9.30am to 5pm (except during lunch time between 1pm and 2pm).

The History Faculty also has a well-established Graduate Joint Consultative Committee (GJCC), made up of academic staff and student representatives. It works in conjunction with the Oxford History Graduate Network (OHGN), a student-led forum which organises social and academic events, and raises matters of concern to postgrads. You can find more details of both these organisations below, and I would encourage you to think about getting involved; as a postgraduate student, you will probably be spending more time in independent study than you did as an undergraduate, and the company of other students can be an important source of support and also of intellectual stimulation.

Professor John Watts,
History DGS
1. Introduction

This handbook has been prepared for students starting the MSt History of Art and Visual Culture in Michaelmas Term 2017. We hope that it will be particularly useful to you when you first arrive in Oxford, but you are advised to refer to it throughout your course as it will be of considerable help throughout the period of your study.

It contains information about the structure of the course, teaching and assessment deadlines, how to format and submit your work, and the exam conventions that set out how your work is marked. It also acts as a signpost to more general information, including useful contacts and locations around the Faculty and university.

Oxford University terms are named Michaelmas (autumn), Hilary (winter) and Trinity (spring). Introductory events often take place during Week 0 of Michaelmas Term; teaching takes place during Weeks 1 to 8. The term dates can be found here: http://www.ox.ac.uk/about/facts-and-figures/dates-of-term.

Other sources of information about your course

As well as this handbook, you will also find the other sources of information useful:

The History of Art Introductory Guide for Graduates, which contains key departmental information:
https://weblearn.ox.ac.uk/portal/site/humdiv:history:history_of:hoa_student

The Faculty and course WebLearn pages:

https://weblearn.ox.ac.uk/x/mDCMLo
For conventions, regulations and Faculty guidance.

https://weblearn.ox.ac.uk/portal/site/humdiv:history:history_of:hoa_student:hoa_mst
For all course information.

Examination regulations https://www.admin.ox.ac.uk/examregs/
The definitive rules that govern the course.

Marking criteria and conventions in this handbook.
The rules by which your work is marked.

An introduction to Oxford for new students is available on the university website:
https://www.ox.ac.uk/students/new.
Useful Contacts
This programme is convened and administered by the Department of History of Art and the Faculty of History. If you need help or advice relating to your course, and can’t find the answer in this handbook or on WebLearn, you should contact one of the following:

- Your supervisor(s)
- The programme coordinator: Professor Alastair Wright (alastair.wright@hoa.ox.ac.uk), MT; Professor Geraldine Johnson (geraldine.johnson@hoa.ox.ac.uk), HT-TT
- The History of Art admin office (admin@hoa.ox.ac.uk)
- The Graduate Office (current.graduates@history.ox.ac.uk)
- The Director of Graduate Studies: Professor John Watts (john.watts@ccc.ox.ac.uk)
- The Tutor for Graduates or Dean of Graduates at your college

Details of Faculty administrative staff that support the Master’s courses can be found on the Academic Administration page of the History Faculty website: http://www.history.ox.ac.uk/academic-administration.

If you have any comments or suggestions about the content of this handbook, please email them to current.graduates@history.ox.ac.uk.

2. Course content and structure

2.1 Overview

All course information can be found in WebLearn, using the links above, as well as the Examination Regulations for your course.

The course comprises a nine-month M.St., spanning the three full terms of a normal Oxford academic year. It comprises three papers or units: a core course on Theory and Methods (taught in the first and second terms); a special option course taken from a menu published on the HoA website (also taught in the first and second terms); and a dissertation (chiefly written up in the third term, but with research beginning as early as possible in the academic year). Language courses are sometimes recommended by tutors, but they are not formally assessed as part of the degree.

Although the full terms provide the most intensive phases of scheduled teaching and supervision for the three successive papers, students are assigned reading and research for the vacations, staff frequently arrange meetings and supervisions during these periods, and the tasks overlap to some degree. Nevertheless, the student proceeds through discrete and moderated stages from largely directed
readings and class discussion towards independence in the dissertation. The course also builds upon conceptual and practical skills acquired by the students in their undergraduate degrees.

<table>
<thead>
<tr>
<th>Michaelmas Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core course: Theory and Methods in the History of Art. Students attend all weekly lectures and classes</td>
</tr>
<tr>
<td>Option paper. Students attend weekly classes and meet regularly with their supervisor.</td>
</tr>
<tr>
<td>Attend weekly History of Art Research Seminars</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hilary Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core course: Theory and Methods in the History of Art. Students attend weekly lectures and classes</td>
</tr>
<tr>
<td>Option paper. Students attend weekly classes and meet regularly with their supervisor.</td>
</tr>
<tr>
<td>Submit essay &amp; dissertation titles via WebLearn Survey Tool (left-hand menu)</td>
</tr>
<tr>
<td>Fri, Week 6 (5pm)</td>
</tr>
<tr>
<td><em>Modification of your title(s) is only possible up to 14 days before submission by emailing <a href="mailto:current.graduates@history.ox.ac.uk">current.graduates@history.ox.ac.uk</a>.</em></td>
</tr>
<tr>
<td>Attend weekly Slade Lectures</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trinity Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core course: Theory and Methods in the History of Art. Students attend revision class before the exam</td>
</tr>
<tr>
<td>Submit two copies of extended essays to Examination Schools</td>
</tr>
<tr>
<td>Mon, week 1 (noon)</td>
</tr>
<tr>
<td>Submit finalised dissertation title, draft abstract &amp; bibliography via WebLearn Survey Tool (left-hand menu)</td>
</tr>
<tr>
<td>Fri, week 1 (5pm)*</td>
</tr>
<tr>
<td>Submit two copies of dissertation to Examination Schools</td>
</tr>
<tr>
<td>Mon, week 6 (noon)</td>
</tr>
<tr>
<td>Take home exam (choice of topics) is uploaded to WebLearn</td>
</tr>
<tr>
<td>Mon, week 9 (noon)</td>
</tr>
<tr>
<td>Submit two copies of essays to Examination Schools</td>
</tr>
<tr>
<td>Thur, week 9 (noon)</td>
</tr>
</tbody>
</table>

You MUST check all deadlines against the Examination Regulations for your course. If there are any discrepancies with what is published here, the official Exam Regs take precedence!
* If you need to modify a title, inform the Chair of Examiners c/o current.graduates@history.ox.ac.uk to let them know of the proposed modification, using the Notification of Titles for Extended Essays and Dissertations form (see https://weblearn.ox.ac.uk/x/mDCMLo). The form must be endorsed by your supervisor, either with an electronic signature on the pdf or by an attached email, no less than 14 days in advance of submission of your essays or dissertation. Changes of dissertation title do not need to include a new abstract; a very brief explanation of why there has been a change is required. If you fail to seek approval of your title modification at least 14 days in advance of submission, or if you fail to seek approval at all, the Board of Examiners may impose a penalty.

2.2.1 Unit 1: Core Course: Theory and Methods in the History of Art

The core course is designed to ensure that the students are competent to deal with a range of primary material, whether text or artefact, and to ensure that they have an adequate grounding in the approaches and methods of the discipline.

Teaching

This compulsory core paper introduces students to the major methodological issues, theoretical questions and historiographical traditions of the discipline of Art History through a critical examination of key writing in the field from antiquity to the present. It is organised around a series of issues related to the production and interpretation of art and architecture, each accompanied by a selection of readings. Individual works of art and architecture, including objects displayed in the Ashmolean Museum and other collections in Oxford, will often be considered as case studies, testing how historiographical, theoretical and methodological questions relate to the actual practice of Art History. Attendance at the classes is also compulsory for some new students pursuing research degrees, who thus enrich the discussion. In addition to occasional oral presentations, students write two short essays on assigned topics. The course is chiefly taught during the first two terms, although one revision session is also held in the third term.

Assessment

Formative assessment consists of meetings with the course tutor to prepare and discuss oral and/or written work. The paper’s summative assessment is by a take-home examination taken in the third term. This compulsory paper on ‘Theory and Methods in the History of Art’ consists of three essays of between 1,200 and 1,500 words each. A choice of topics for these essays as prescribed by the examiners will be published in WebLearn in Trinity Term. These essays are assessed via double-blind marking by two expert examiners and then moderated by an external examiner.

This paper accounts for 20% of the overall mark for the degree.

Submission

See Section 3 for guidance on submission.
2.2.2 Unit 2: Option Paper

Please note that options available vary from year to year, depending on the availabilty of teaching staff. Optional courses will be provided by specialists from the History of Art Department. There is provision of annual rotation and revision of optional courses, to ensure that students are in contact with the latest developments in their chosen subjects. Those available in any given year will be published on the History of Art website and will be allocated before students commence their studies.

Teaching

These papers build in-depth knowledge of particular fields upon the general awareness of themes and issues raised by the Theory and Methods core paper. Their content is reviewed every year according to developments in the field and the tutor’s understanding of it; as with all papers, modes of delivery are also reviewed in the light of examiners’ reports and students and student feedback. Depending on staff preferences and availability, not all courses are available every year.

Assessment

Assessment is by two extended essays of between 4,000 and 5,000 words, each on an agreed topic of the student’s choice. Formative assessment consists of meetings with the tutor to discuss the papers and the reading of a draft for each paper followed by verbal and written feedback. Summative assessment of the extended essays, as with each piece of examined material, is by blind-marking by two expert examiners and moderation by an external examiner.

Each essay accounts for 20% of the overall mark.

The Examiners expect the two extended essays arising from your Option paper to be clearly distinct from each other and from the dissertation in either the issue discussed or the method of treatment or both.

Titles

When submitting your essay titles, please ensure that your option essay titles are preceded by identifiers ‘essay 1’ and ‘essay 2’. This is important because your transcript will only identify them as such without your essay titles. Keep a copy for your own records. The titles of your 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. Your supervisor will be able to provide guidance where needed.

Titles of submitted work must match previously submitted titles. Changes of title do not need a new abstract, but you should include a brief explanation of why the change is required. If you fail to seek approval of your title modification at least 14 days in advance of submission, or if you fail to seek approval at all, the Board of Examiners may impose a penalty.

Submission

See section 3 on how to submit your work.
2.3 Dissertation

All students must submit a dissertation. The topic should be selected in consultation with the candidate’s supervisor. The dissertation accounts for 40% of the overall mark.

Supervision arrangements

Your supervisor’s primary responsibility is to advise you on the programme of work necessary to complete your dissertation. They should help you to identify and acquire the knowledge and skills needed to complete your dissertation or thesis, and to further your aims for study or employment, insofar as these build upon the programme of graduate study.

Choosing your dissertation topic

As early as possible in the first term you should be thinking carefully about possible dissertation topics. In most cases your option course tutor will be your dissertation supervisor, but in some cases another tutor may be more suitable: this can be discussed with your option course tutor and/or the programme coordinator. From the end of the first term, once research directions begin to become clear, your supervisor will take on primary responsibility for guiding the dissertation and advising on research resources. You should agree a definitive title for your dissertation with your supervisor(s).

When you submit your preliminary title, it may reasonably be a fairly generic descriptor of the topic of research, but should be precise enough to convince the Head of Department and the Chair of Examiners that they are a realistic goal for a 15,000-word dissertation.

If you wish to refine or change the title you do not need to submit a new abstract, but you should include a brief explanation of why the change is required. The title of the submitted dissertation must match the approved title. **If you fail to seek approval of your title modification at least 14 days in advance of submission, or if you do not seek approval at all, the Board of Examiners may impose a penalty.**

The Examiners expect the dissertation to be clearly distinct from the two extended essays arising from your Option paper in either the issue discussed or the method of treatment or both. The dissertation must include some study of original source materials, whether in printed, manuscript, visual or other form.

Permission to include any appendices to the dissertation must be sought in good time by letter to the Chair of Examiners (c/o the Manager of Administration, History of Art Department), at the very least 14 days in advance of the submission deadline. Appendices thus approved will not be included in the word count.

Dissertation submission and word limit

The dissertation must be submitted by the given deadline (see above). Refer to Section 3 for guidance on how to submit your dissertation. The dissertation should consist of up to 15,000 words. The dissertation must be accompanied by a short abstract which concisely summarises its scope and principal arguments, in about 300 words; the abstract should be bound into the dissertation, immediately after the title page.
Writing your dissertation

Guidance on writing up the dissertation, including format, citation style, etc. is provided on WebLearn in the General Info for Graduates section (https://weblearn.ox.ac.uk/x/Lcbte2). A complete draft of your dissertation should be with your supervisor(s) in plenty of time for reading and commenting on it, usually at least a fortnight in advance of the submission deadline.

Assessment

Formative assessment consists of meetings with your supervisor to discuss the dissertation and the reading of a draft followed by verbal and written feedback. Summative assessment, as with each piece of examined material, is by blind-marking by two expert examiners and moderation by an external examiner.

The dissertation accounts for 40% of the overall mark.

Advice on planning your research and working towards completion of the dissertation

The following notes for students and supervisors provide rough guidance on what the student should normally hope to accomplish in each term and vacation as they work on the dissertation. Individual progress rates will vary, depending (for example) on the level of 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.

*Michaelmas term:*

- Meet supervisor
- Identify any training needs
- Plan lecture/seminar attendance and a programme of secondary reading necessary to set the scene for proposed research
- Initial exploration of primary sources
- Discuss subject and nature of the research proposal you plan to submit as part of your examination
- Expect to spend one day a week on preparing your dissertation project

*End of Michaelmas Term:*

- Discuss whether applying for doctoral research in Oxford or elsewhere, and if so nature of doctoral research proposal (deadline for submission of Oxford applications is mid-January)

*Christmas vacation*

- Proceed, against the background of continuing work as above, to refine definition of dissertation topic
- Definitively identify and establish familiarity with primary and secondary sources central to your proposed master’s research
• If applying for admission to doctoral programme and for AHRC or other funding requiring a
doctoral research proposal, work with supervisor to refine that well in advance of the
application deadline

**Hilary Term**

• Finalise plan of work remaining for dissertation and agree this with supervisor
• Revise the structure of dissertation in the light of this ongoing exploration
• Expect to step up work on your dissertation project to about two days a week
• Arrange to see your supervisor at least once specifically to discuss the dissertation (in addition
to any meetings regarding option course papers, if your option course tutor is also your
dissertation supervisor)

**Easter vacation/Trinity Term**

• Complete research, modifying plan and structure as necessary in process
• Produce draft – make sure draft is in supervisor’s hands in plenty of time for supervisor to
comment (supervisors are not expected to comment on drafts received later than Monday of
6th week)
• Revise in light of comments: make the most of the opportunity to work full-time on your
dissertation up to submission, extensively consulting original sources and carefully revising
your dissertation, giving it a tightly argued structure and presenting it in idiomatic English
which makes it accessible to a non-specialist reader

2.4 Seminars

M.St. students are expected to attend the weekly Art History Research Seminars in Michaelmas term
and the weekly Slade Lectures in Hilary term.

The programme of teaching is also supported by regular graduate seminars in the History Faculty,
which run throughout the academic year and will be attended by graduate students and staff. Details
can be found in the Lecture List on the History Faculty website (http://www.history.ox.ac.uk/events)
but note that a weekly email alert will tell you about all the seminars, lectures and visiting speaker
presentations organised by the Faculty of History.

3. Submission & Assessment guidance

3.1 Presentation of your work

For further guidance on how to present your essay, including referencing styles, refer to the History
Faculty’s guidance on WebLearn: https://weblearn.ox.ac.uk/x/Lcbte2. The ability to conform
meticulously to presentational guidelines is a professional skill, required, for example, from anyone submitting work for publication, and the examiners may lower your mark if you fail to observe the conventions specified.

Submitted essays and dissertations should accord with the Faculty’s conventions, and should include a bibliography of all the books and articles 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 secondary source that you have consulted your knowledge arises (see Section 3.3 below).

Each copy of the essays or dissertation must be separately and securely bound, whether by staples or in soft cover. Loose sheets of paper cannot be accepted for examination. Each copy should normally be printed on A4 paper with margins of at least 1 inch, in a font size of 12 point or larger and a line spacing set at 1.5 or equivalent, except that free-standing quotations and footnotes should be presented single-spaced. Footnotes should be placed at the bottom of each page.

**Front page**

To safeguard the anonymity of the initial assessment, do not write your name, student number, college, supervisor’s name, or any other identifying information anywhere on your submitted work. The front page of your essay should contain the following information only:

- your **candidate number** on the top right-hand corner (note: this is different from your Student ID and University Card number; you find this number in your Student Self-Service record under the tab ‘Assessment Information’)
- the title of your essay (remember to include ‘essay 1’ and ‘essay 2’ before your titles or dissertation)
- the word count (excluding bibliography, captions, illustrations list, and any approved appendices)
- the degree and term for which the work is submitted (e.g., ‘Master of Studies in History of Art and Visual Culture, Trinity Term 2018’)

**Word counts**

Included in Word count:

- footnotes

Excluded from Word count:

- bibliographies
- image captions and illustrations list
- title page content
- acknowledgments (if any)
- dissertation abstract
appendices (if any)

Remember that if you wish to include appendices that will be outside the word count you need to have this approved in advance. Applications are to be made to the Chair of Examiners c/o rachel.leach@hoa.ox.ac.uk.

Please note that word counts will be checked, and penalties will be applied by the exam board for over-length work. See the exam conventions for details.

3.2 Submission

Essays
Two type-written copies of the extended essays must be sent (or delivered by hand) to the Chair of Examiners, c/o Examination Schools, High Street, Oxford OX1 4BG by the deadline outlined in Section 2.

You should enclose the copies in an envelope bearing your candidate number on the outside. The envelope must also contain a signed statement (certificate of authorship) declaring that the essays are your own work except as indicated otherwise through quotations and references.

Please ensure that on the title page your essays are clearly identified as option essay 1 and option essay 2, so that there cannot be any ambiguities in the marking process, and also that you know which essay attracted which mark, as your transcript will only identify them as Essay 1 and Essay 2 under the title of your option.

Please note that the essays count as one submission element and must therefore be submitted together; Examination Schools cannot accept subsequent copies of your work once a submission for this element has been logged.

Dissertation
Two typewritten copies of the dissertation must be sent (or delivered by hand) to the Chair of the Examiners, c/o Examination Schools, High Street, Oxford OX1 4BG, by the deadline outlined in Section 2.

As when submitting your essays, you should enclose the copies of the dissertation in an envelope bearing your candidate number on the outside. The envelope must also contain a signed statement (certificate of authorship) declaring that the essays are your own work except as indicated otherwise through quotations and references.

Take-home exam in Theory and Methods
Two typewritten copies of each of the three essays must be sent (or delivered by hand) to the Chair of the Examiners, c/o Examination Schools, High Street, Oxford OX1 4BG, by the deadline outlined in Section 2.

As when submitting other components, you should enclose the exam essays in an envelope bearing your candidate number on the outside. The envelope must also contain a signed statement (certificate of authorship).
of authorship) declaring that the essays are your own work except as indicated otherwise through quotations and references.

Note: Each piece of work (essays, dissertation, and take-home exam) must also be submitted electronically for administrative purposes (checking word-counts, running plagiarism software and submission for external and University prizes). Work should be submitted in Word format immediately after the hard copy submission via the Drop Box in the HoA MSt WebLearn site – select ‘Upload Files’ from the ‘Add’ drop-down menu next to your named folder.

3.3 Good academic practice and avoiding plagiarism

Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Plagiarism may be intentional or reckless or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence and will in most cases be referred to the Proctors. Cases in which the examiners are satisfied that the candidate did not intentionally plagiarise will normally not be referred to the Proctors but the examiners will deduct marks for poor academic practice.

For more information, see the Oxford Student’s guidance on plagiarism: www.ox.ac.uk/students/academic/guidance/skills/plagiarism.

The University provides a number of online transferable skills courses for graduate students to study at their own pace. The set of courses includes a course on Good Practice in Citation and the Avoidance of Plagiarism and all graduate students should complete this course as part of their graduate skills training portfolio: https://weblearn.ox.ac.uk/x/5jzUSE. This online course can be accessed via the University's Skills Hub: https://weblearn.ox.ac.uk/portal/site/skills. If you are located outside the Oxford University computer network, you will need to set up access via the University’s Virtual Private Network (VPN). Further information about how to do this is provided on the Skills Portal website.

The first time you take one of the online courses, you will need to create a user account following the instructions provided on the right-hand side of the page in the box titled 'Is this your first time here?'. Once you have set up a user account you can login to all the online courses by entering the username and password you have set up in the boxes provided in the 'Returning to this web site?' section.

At the end of each course, there is a quiz to test your knowledge; if successful you can save a certificate for your records.
3.4 Examination Conventions

The Examination Conventions are the formal record of the specific assessment standards for this programme. They set out how examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of an award.

Rubrics for individual papers

Assessment of individual papers is based on pre-submitted essays and dissertations. Prescribed word limits, presentation and binding requirements of essays and dissertations are outlined in the Handbook.

Marking conventions

University scale for standardised expression of agreed final marks.

Agreed final marks for individual papers will be expressed using the following scale:

<table>
<thead>
<tr>
<th>Mark Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-100</td>
<td>Distinction</td>
</tr>
<tr>
<td>50-69</td>
<td>Pass</td>
</tr>
<tr>
<td>0-49</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Qualitative criteria for different types of assessment

For essays and dissertations markers will assess the submitted work according to the following criteria:

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Identification and definition of a problem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Awareness of inter-disciplinary issues, if appropriate</td>
</tr>
<tr>
<td></td>
<td>Location in a historiographical or other relevant scholarly context</td>
</tr>
<tr>
<td></td>
<td>Range of issues addressed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Analysis and Argument</th>
<th>Analytical clarity and power</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sophistication of conceptualization or framing</td>
</tr>
<tr>
<td></td>
<td>Originality and coherence of argument</td>
</tr>
<tr>
<td></td>
<td>Perceptive visual analysis</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Use of Evidence</th>
<th>Range and relevance of evidence deployed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appropriateness of method or approach</td>
</tr>
<tr>
<td></td>
<td>Depth, precision and accuracy of evidence cited</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organisation and Presentation</th>
<th>Clarity and coherence of structure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clarity and fluency of prose</td>
</tr>
<tr>
<td></td>
<td>Correctness of grammar, spelling and punctuation</td>
</tr>
<tr>
<td></td>
<td>Scholarly presentation of footnotes and bibliography</td>
</tr>
</tbody>
</table>
These criteria inform the following mark bands

<table>
<thead>
<tr>
<th>Mark Band</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work of outstanding distinction quality:</td>
<td>Work which engages decisively, imaginatively and originally with the problem identified, displays strong analytical and conceptual power,</td>
</tr>
<tr>
<td>80 and above</td>
<td>sustains a coherent argument, deploys primary evidence skilfully and effectively. Such work will be clearly and engagingly written and presented</td>
</tr>
<tr>
<td>Work which demonstrates all of the qualities</td>
<td>in an impeccably lucid, correct and scholarly manner. The examiners should feel confident that a thesis at this level might be published with minimal</td>
</tr>
<tr>
<td>Work of a consistently high distinction</td>
<td>revisions in a good, refereed scholarly journal</td>
</tr>
<tr>
<td>quality: 75-79</td>
<td>Work which demonstrates all of the qualities stipulated above, but which contains some relative weakness in one of the areas of coverage,</td>
</tr>
<tr>
<td>Work which demonstrates outstanding qualities</td>
<td>originality, deployment of evidence, presentation or style.</td>
</tr>
<tr>
<td>Work of high standard: 65-69</td>
<td>The work will display some of the elements of ‘distinction quality’ work, but may be significantly flawed in either coverage or construction</td>
</tr>
<tr>
<td>Work of a solid, scholarly standard: 57-64</td>
<td>of argument or presentation. It will nonetheless engage well with the problem identified, display good analytical power, be well-argued and use evidence</td>
</tr>
<tr>
<td>Work of adequate scholarly standard at</td>
<td>appropriately. Work at this level may entitle the candidate to a doctoral place.</td>
</tr>
<tr>
<td>master’s level: 50-56</td>
<td>The work will clearly identify some relevant problem and engage well with its context, display analytical powers, and make appropriate use of</td>
</tr>
<tr>
<td>Work which fails to reach the required</td>
<td>evidence but will display inconsistencies and imbalances in treatment. Work at this level has the qualities of a decent pass.</td>
</tr>
<tr>
<td>standard: 49 and below</td>
<td>The work will display some analytical effectiveness and skill in constructing an argument, but this will be inconsistent, or marred by serious</td>
</tr>
<tr>
<td>Verification and reconciliation of marks</td>
<td>shortcomings in coverage, use of material, presentation or language. Work at this level is narrowly of pass quality.</td>
</tr>
<tr>
<td>Extended essays and dissertations will be</td>
<td>In the upper 40s the work will display some knowledge of the issues, but with serious omissions and inaccuracies. The work may fail to define a</td>
</tr>
<tr>
<td>independently (double-blind) marked by either</td>
<td>problem adequately and/or the level of analysis and argument may be poor. The presentation and use of English may be inadequate and/or careless.</td>
</tr>
<tr>
<td>members of the panel of examiners or specialist</td>
<td>A dissertation may rely too heavily on secondary literature or fail to contextualize the research material adequately. All of these issues will</td>
</tr>
<tr>
<td>assessors appointed in the subject area.</td>
<td>become progressively more evident in work achieving marks of 45 and lower. Examiners who award marks in this band must be prepared to</td>
</tr>
<tr>
<td>Normally one of the markers for one of the</td>
<td>indicate, through feedback forms or in a final report, the improvements necessary to bring the work to pass level.</td>
</tr>
<tr>
<td>essays will be the candidate’s option tutor.</td>
<td>Neither of the dissertation markers must be candidate’s dissertation supervisor. The examiners aim at distributing the marking load in such a way that in the overall examination process at least three people are</td>
</tr>
<tr>
<td>Neither of the dissertation markers must be</td>
<td>involved in marking an individual student’s submitted pieces and no individual examiner or assessor marks all three items of a given student’s work.</td>
</tr>
</tbody>
</table>
Where independent marks are less than 4 points apart, markers may elect to average their marks (rounded up to a full percentage point). If their independent marks are 4 or more points apart, markers are expected to reconcile their marks and submit a short explanation for their reconciliation for review by the board of examiners. Where markers are unable to agree a mark their reports and the submitted work are passed on to the external examiner for moderation. The external examiner and the chair of the board of examiners are entitled to arrange an independent third marking if they think that would be desirable.

The external examiner shall mainly act as a moderator and shall have a deciding vote in marking decisions where the full board of examiners cannot arrive at a decision by majority vote. From time to time the external examiner may be asked to blind mark some essays or dissertations in her or his area of expertise. The external examiner has the right to inspect pieces of work submitted for examination if she or he wishes to do so.

Scaling
It is not expected that circumstances would arise in which scaling would be appropriate.

Short-weight convention and departure from rubric
There are no formal penalties for short-weight in essays or dissertations, and candidates are reminded that the word-limits are not a target, but a maximum. However, dissertations 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, a 15,000-word dissertation would likely to be judged inadequate if it were shorter than 12,000 words.

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

Penalties for late or non-submission
The scale of penalties agreed by the board of examiners in relation to late submission of assessed items is set out below. Details of the circumstances in which such penalties might apply can be found in the Examination Regulations (Regulations for the Conduct of University Examinations, Part 14.)

<table>
<thead>
<tr>
<th>Late submission</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to one day (including submitted on the day but after the deadline)</td>
<td>-1 mark (-1 percentage point)</td>
</tr>
<tr>
<td>Each additional day (note that each weekend day counts as a full day for the purposes of mark deductions)</td>
<td>-1 mark (-1 percentage point)</td>
</tr>
<tr>
<td>Max. deducted marks up to 2 weeks late</td>
<td>-14 marks (-14 percentage points)</td>
</tr>
<tr>
<td>More than 2 weeks late</td>
<td>Fail</td>
</tr>
</tbody>
</table>
Penalties for over-length work and departure from approved titles or subject-matter

The Board has agreed the following tariff of marks to be deducted for over-length work:

<table>
<thead>
<tr>
<th></th>
<th>Dissertation</th>
<th>Extended Essay</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-500 words over</td>
<td>1-250 words over</td>
<td></td>
<td>-1 mark</td>
</tr>
<tr>
<td>501-1000 words over</td>
<td>251-500 words over</td>
<td></td>
<td>-2 marks</td>
</tr>
<tr>
<td>1001-1500 words over</td>
<td>501-750 words over</td>
<td></td>
<td>-3 marks</td>
</tr>
<tr>
<td>Each further 500 words over</td>
<td>Each further 250 words over</td>
<td></td>
<td>-1 mark</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Up to a maximum of -10</td>
</tr>
</tbody>
</table>

Poor academic practice

Examiners may deduct marks for poor academic practice (lack of adequate referencing, poor use of citation conventions etc.) of up to 10% of the marks available.

3.5 Progression rules and classification conventions

Qualitative descriptors of Distinction, Pass, Fail classifications

For qualitative descriptors please consult the mark banding descriptions above.

Final outcome rules

In assessing a candidate’s overall performance the examiners will weigh the assessment elements as follows: 20 per cent for the Take-Home examination, 20 per cent for each Option essay; and 40 per cent for the dissertation.

Marks of 50 or higher in at least three elements, one of which will normally be the dissertation, are required for a Pass, providing that the average mark across the four elements is 50 or higher. A mark of 45 or below is one of the elements counts as a fail and cannot be compensated for by other marks. For a Distinction, an average mark of 70 or better across the three elements is required, with marks of 70 or better in at least two elements, one of which will normally be the dissertation.

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. Candidates who have initially failed any element of the examination will not be eligible for the award of a Distinction. Where appropriate examiners will take account of external factors (such as a candidate’s illness) if notified by the candidate’s college through the proper channels (i.e. the Proctors’ Office) of such circumstances.

Progression rules

Not applicable.

Use of vivas

Not applicable.
**Resits**
A candidate who fails the examination will be permitted to retake it on one further occasion only, not later than one year after the initial attempt. Marks for any element that has been successfully completed at the first attempt may be carried forward, and therefore it will only be necessary for students to re-sit the failed element(s).

**Factors affecting performance**
Where a candidate or candidates have made a submission, under Part 13 of the Regulations for Conduct of University Examinations, that unforeseen factors may have had an impact on their performance in an examination, the board will discuss the individual applications. When reaching a decision, examiners will take into consideration the severity and relevance of the circumstances, and the strength of the evidence. Examiners will also note whether all or a subset of papers were affected, being aware that it is possible for circumstances to have different levels of impact on different papers. The information will be used at the final board of examiners meeting to adjudicate on the merits of candidates. Further information on the procedure is provided in the *Policy and Guidance for examiners, Annex B* and information for students is provided at [www.ox.ac.uk/students/academic/exams/guidance](http://www.ox.ac.uk/students/academic/exams/guidance).

**3.6 Details of examiners and rules on communicating with examiners**
David Peters Corbett (External examiner), Professor of American Art, Director, Centre for American Art, The Courtauld Institute of Art
Prof Hanneke Grootenboer (Chair), Prof Craig Clunas, Prof Geraldine Johnson

Candidates must not under any circumstances seek to make contact with individual internal or external examiners about matters concerning their examination. Any questions concerning their examination should be directed in the first instance to the History Faculty Graduate Office.

**4. Teaching and learning**

**4.1 Organisation of teaching and learning**

**Supervision**
As outlined in Section 2, work towards the option essays and dissertation is based on one-to-one sessions with a supervisor in which independent critical thinking and the cogent presentation and defence of argument can be developed. Your supervisor will review, monitor and comment on your academic progress using the Graduate Supervision System (GSS): [http://www.admin.ox.ac.uk/gss/](http://www.admin.ox.ac.uk/gss/). You are also encouraged to submit comments on this system.
Classes
Teaching of Core and Option classes is mainly by small, dedicated classes to allow flexibility of approach and regular interaction between students and teachers. Classes are the main form of course-specific interactive learning. Their function is to allow the students to investigate the assigned topics in an interactive forum, or to practise the skills (in the case of conceptual or practical skills) with staff moderation, guidance and supervision.

Lectures
The Faculty and University provide a substantial programme of lectures which are designed to 'package' large bodies of knowledge into a compact and coherent form that can be assimilated and usefully pursued by students. They provide examples of how complex materials can be organised into intellectually persuasive patterns, and enhance the development of intellectual and practical skills.

Research seminars
There are regular weekly staff-graduate research seminars in most areas covered by the streams of this programme, and they usually feature visiting and local speakers (staff members as well as advanced graduate students) for a one-hour presentation followed by questions and informal interaction. These showcase both work in progress and cutting-edge research results, and are intended to develop and enhance graduate students’ research and communication skills by example.

If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in the History Faculty's Complaints and Appeals document: [https://weblearn.ox.ac.uk/x/Lcbte2](https://weblearn.ox.ac.uk/x/Lcbte2).

4.2 Archival research and fieldwork
Some students may undertake archival research or fieldwork when preparing their dissertation. Necessity of fieldwork depends on the nature of a student’s research, and funding to cover travel expenses is not automatically provided, although a limited number of small grants may be available (see Section 7).

If your research involves interviews, or confidential personal information such as medical records, you will need to seek approval from the Ethics Committee of the Social Sciences and Humanities Divisions (IDREC): [https://www.admin.ox.ac.uk/curec/apply/](https://www.admin.ox.ac.uk/curec/apply/). Students who intend to conduct interviews are also advised to attend the History Faculty's annual training workshop on oral history, usually scheduled for Hilary Term.

Safety and insurance
All students who wish to undertake fieldwork or archival work beyond the University must complete a Risk Assessment and take out University travel insurance. This applies even when students are travelling within the UK or travelling overseas to their country of origin. Forms for this can be found on WebLearn: [https://weblearn.ox.ac.uk/x/Lcbte2](https://weblearn.ox.ac.uk/x/Lcbte2).
4.3 Expectations of study and behaviour

Expectations of study

Students are responsible for their own academic progress and are expected to attend all lectures, classes and tutorials as agreed with supervisors and course convenors, unless prevented from doing so by illness or another good reason. They are also expected to attend department research seminars and the Slade lectures. All graduate students are expected to apply themselves to academic work on a full-time basis throughout the duration of their course, both during university terms and vacations, except during public holidays outside term and when they take time off for personal holidays (perhaps to a total of six weeks during the year).

Students are expected to be resident in Oxford during term time. Meetings, classes and seminars, and formal assessment will normally be scheduled only during full term or in Weeks 0 and 9. During university vacations students are expected to pursue independent study and research. Neither supervisors nor students will necessarily be in Oxford during vacations, but supervision meetings may be arranged if it is mutually convenient.

Students who may need to suspend their studies for health or other reasons should contact the Graduate Office. Longer term absences, for example due to maternity leave or unforeseen changes in personal circumstances, are permitted but the student must contact the Graduate Office to discuss this as soon as possible.

Any student who feels that their ability to study is impeded by health, disability, personal circumstances, financial issues etc. should contact the Graduate Office or their College Office for Graduates: they will do their utmost to help.

Expectations of behaviour

All students are expected to conduct themselves in a manner befitting an Oxford University student. Fellow students and staff, and members of the general public in Oxford should be treated with respect at all times. Abusive behaviour, bullying or harassment will not be tolerated; discrimination on the grounds of gender, ethnicity, sexuality, religion, disability, age or personal circumstance is absolutely unacceptable and may lead to expulsion.

Any student who is experiencing difficulties of this nature is strongly encouraged to seek advice immediately (see contacts in Section 9).

Paid or voluntary work

Some students may wish to undertake paid or voluntary work during their course. Before doing so, please consult the paid work guidelines for graduate students: www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork.

Students who hold a Tier 4 visa will have restrictions on the paid and voluntary work permitted under the terms of their visa.
5. Skills and learning development

5.1 Induction

Information on graduate induction events is distributed to all new students before the start of their course.

5.2 Feedback on learning and assessment

Formative feedback
Students will receive regular informal feedback on their class presentations and contributions from the class leaders and their peers.

Students are entitled to receive comments on ONE draft of the Option essays from their option course tutor. Such a draft must be handed in to them as far in advance of the submission deadline as possible so that they have the opportunity to comment on the draft well in advance of the final revision of your submission.

Formative feedback on your dissertation follows the same pattern. Handing in your draft as soon as possible will ensure adequate time for you to respond to your supervisor’s feedback. Be sure to discuss the timing with your supervisor who may have other commitments which may make it necessary that you provide her/him with your draft by a specific time.

Your supervisor should also submit termly reports on the Graduate Supervision System (GSS).

Summative feedback
The examiners will provide summative feedback on your dissertation. This will be sent to you and your supervisor. Please note that we are not able to release any marks until after the final exam board at the end of the course. The procedures for summative assessment are outlined in the Examination Conventions.

5.3 Learning development, skills and training

Training provision
All new students are invited to fill in a self-assessment training form before they start their course. This serves as a basis of discussion about training needs and skills with their supervisor in the first meeting. Also, the form gives an indication of what training provisions are available for History postgraduates.

Further information
www.hoa.ox.ac.uk/events.
History Faculty training sessions: https://weblearn.ox.ac.uk/x/Lcbte2 (History WebLearn > General Info)
Language training is organised through the Faculty (in conjunction with the Language Centre) at the start of the academic year, except where it is made clear to students that they need to organise their own tuition.

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing - through the university website: [www.ox.ac.uk/students/academic/guidance/skills](http://www.ox.ac.uk/students/academic/guidance/skills).

### 5.4 Opportunities to engage in the faculty’s research community

The Faculty offers a wide range of research seminars (see link above, section 5.3), often associated with particular Research Centres and Projects, which run during term-time throughout the academic year. These seminars are directed primarily at postgraduate students and Faculty members.

Other opportunities for interdisciplinary engagement are available through The Oxford Research Centre for the Humanities (TORCH): [www.torch.ox.ac.uk](http://www.torch.ox.ac.uk).

### 5.5 Course aims and learning outcomes

The M.St. in History of Art and Visual Culture has four main aims:

- to provide a postgraduate ‘conversion’ course suitable for students who, as undergraduates in the humanities or other relevant disciplines, have developed an interest in visual culture.
- To provide an introduction to advanced study for those who have already specialised in art history at an undergraduate level
- For both the above groups, to provide a basic training in the extended advanced study of a chosen topic, including fostering:
  a) critical awareness of current problems in the field
  b) ability to reach new insights
  c) an understanding of how methods of enquiry advance knowledge.
  It is a potential gateway to further research in art history and related fields.
- To provide an advanced intellectual training, combining visual and verbal reasoning, developing presentational, organisational and motivational skills. As a postgraduate programme it provides an opportunity to demonstrate self-direction and originality in tackling problems. These skills are all transferable to a wide range of employment contexts and life experiences.

The intended programme outcomes are as follows:

Knowledge and understanding of:
• The role of images and material objects in the transmission of culture in the past and in the present
• How primary evidence can be employed in art-historical and theoretical argument
• The development of the History of Art and Visual Culture as a subject, the role and function of images in past and present contexts, and the intellectual foundations of the discipline
• Analytical and practical research skills

With respect to intellectual skill, the ability to:

• Undertake sophisticated analysis
• Argue persuasively
• Approach problems with creativity and imagination
• Develop the exercise of independence of mind, and a readiness to challenge and criticise accepted opinion
• Complete a demanding research project in the History of Art and Visual Culture

With respect to practical skills, the ability to:

• Write well for a variety of audiences and in a variety of contexts
• 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
• Ensure, often working independently, that the fullest range of evidence and opinion can be brought to bear on a problem
• Employ appropriate research tools

With respect to transferable skills, the ability to:

• Find information, organise and deploy it
• Apply concepts in the analysis of art and visual culture to a wide range of empirical contexts
• Work well independently, with a strong sense of self-direction, but with the ability to work constructively in co-operation with others
• Effectively structure and communicate ideas in a variety of written and oral formats
• Plan and organise the use of time effectively
• Draw on information, and with a trained and analytical intelligence, consider and solve complex problems in ways that are imaginative, yet sensitive to the needs and cultural expectations of others

5.6 Careers information and advice

Students are strongly encouraged to engage with the University Careers Service at the earliest opportunity: www.careers.ox.ac.uk. A session at the Careers Service forms part of induction.
6. Student representation, evaluation and feedback

Students may bring queries and concerns to the attention of the Department via their elected departmental student representatives. Elections for the MSt representatives are organised at the start of Michaelmas Term.

The student representatives are responsible for bringing the concerns of fellow students to the attention of the Department (including in person or via email between the termly meetings, if appropriate), which can then forward them, if necessary, to the appropriate History of Art or History Faculty committee.

Student representatives attend the Departmental Meeting of Hilary Term and Trinity Term, which usually takes place on the Monday morning of the week before full term. They are also invited to attend termly History of Art Committee meetings, as well as meetings for library provision in History of Art.

6.1 Faculty representation

In addition to the History of Art student representatives for each cohort, History graduates are represented in and through the Graduate Joint Consultative Committee (GJCC), a body which includes research student members from each core seminar or group of specialist seminars, and representatives of all master's programmes within the Faculty: https://weblearn.ox.ac.uk/x/Lcbe2.

The Oxford History Graduate Network (OHGN) organises the election of officers of the GJCC, and also assists with the recruitment of representatives from the various research areas and master's programmes: https://www.history.ox.ac.uk/oxford-history-graduate-network. The President and the Academic Affairs Officer of the GJCC are ex officio members of the Faculty's Graduate Studies Committee.

6.2 Division and University representation

Divisional representation

Students from the faculties and departments within the Humanities Division are also represented at Divisional committee level.

University wide representation

Student representatives sitting on the Divisional Board are selected through a process organised by the Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level: https://ousu.org/representing-you/.
6.3 Opportunities to provide evaluation and feedback

Faculty feedback mechanisms
The Director of Graduate Studies will be pleased to hear any feedback or comments you have about your experience of being a graduate student with the History Faculty. Verbal, informal feedback is always welcome; more formalised feedback can be provided through the channels below. Master’s students receive an annual feedback form to fill in towards the end of their course.

Questionnaires on Faculty teaching
Questionnaires to provide feedback on lectures and classes are often handed out by lecturers at the end of lecture series, and students are encouraged to complete these and hand them to the lecturer before leaving the lecture room.

Graduate Supervision System (GSS)
Each term graduate students are given the opportunity to report through the Graduate Supervision System on their student experience. This is particularly relevant for their regular stock-taking on their individual research for their course dissertation. This opportunity for reflection is not only useful for students themselves, it also helps their supervisors and advisors, and the Director of Graduate Studies to gain an informed view of their progress, and to identify any additional support that might profit them.

University-wide feedback mechanisms
Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at: www.ox.ac.uk/students/life/student-engagement.

7. Student life and support

Details of the wide range of sources of support are available more widely in the University are available from the university website, including in relation to mental and physical health and disability: www.ox.ac.uk/students/welfare.

7.1 Support & Help

Personal and pastoral support
Students can sometimes find themselves faced with personal problems and need expert advice. Remember that a whole range of people – supervisors, college advisers, etc. – may be ready, not necessarily to solve your problem, but to advise you on where to turn to for appropriate help. So too, colleges may have a range of designated college counsellors. College chaplains, nurses, and doctors are also experienced in helping with student problems of many kinds.
The University Counselling Service ([www.ox.ac.uk/students/welfare/counselling](http://www.ox.ac.uk/students/welfare/counselling)) assists students who are experiencing psychological stress. Appointments can be made either by calling (2)70300 or by calling in person at their offices (3 Worcester Street); you do not need a referral from your GP or anybody else. The office of the Service is open Monday to Friday from 9am to 5pm throughout the year, except for short periods in the vacations which are publicised on their website well in advance.

Every college has its own systems of support for students: please refer to your college handbook or website for more information on whom to contact and what support is available.

**Administrative support**

Advice and administration, specifically regarding induction, teaching and examination is provided locally by the History of Art administrative team (see the History of Art website for details: [http://www.hoa.ox.ac.uk/academic-and-admin-staff](http://www.hoa.ox.ac.uk/academic-and-admin-staff)).

The Faculty Graduate Office aims to provide advice as well as administration for students on all taught Master’s courses and research programmes in all fields of history. Day-to-day responsibility for the running of the Graduate Office lies with the Graduate Officer (see the History Faculty website for details: [www.history.ox.ac.uk/academic-administration](http://www.history.ox.ac.uk/academic-administration)), who also acts as the liaison officer to the University’s Student Administration Section.

The overall supervision of the activities of the Graduate Office lies with the Director of Graduate Studies, who chairs the Faculty’s Graduate Studies Committee and manages the development and implementation of policy on graduate matters. He is also available to offer confidential advice and assistance to graduate students, particularly on matters of teaching, learning and administration, and/or more sensitive difficulties.

Students should use the shared email address: current.graduates@history.ox.ac.uk or call 01865 615001.

**General academic support**

Advice for students is available through those teaching each course element and through the student’s allocated supervisor. The latter will have been chosen on the basis of his/her expertise in the field in which the student wishes to pursue research and will provide specific in-depth advice on the research topic, but will also be able to give more general guidance about library resources.

The officers of the Faculty's Graduate Joint Consultative Committee (GJCC) and of the Oxford History Graduate Network (OHGN) are also happy to provide support through the organisation of academic and social events which bring you together with fellow students. See Section 6 for details.

All students are also based in colleges, where there is a tutor for graduates or dean of graduates, with special responsibility for graduate students, and a college adviser for each individual.

**7.2 Complaints and appeals**

Please see the Faculty's Complaints and Appeals document: [https://weblearn.ox.ac.uk/x/Lcbte2](https://weblearn.ox.ac.uk/x/Lcbte2).
7.3 Student societies

See www.ox.ac.uk/students/life/clubs.

7.4 University policies and regulations

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website www.ox.ac.uk/students/academic/regulations/a-z.

Please see the University Awards Framework (UAF) for information on the different qualifications that the University awards and explains how they relate to the national standards agreed for higher education qualifications: https://www.admin.ox.ac.uk/edc/policiesandguidance/awardsframework/.

Relevant subject benchmark statement: There is no subject benchmark statement for a History degree at Master’s level.

7.5 Prizes and funding

The History Faculty is able to provide some support for student research through its trust funds (https://weblearn.ox.ac.uk/x/Lcbte2), but you are expected to explore also other sources of support such as your college.

The Faculty also offers annual prizes for the best dissertations.

A central list of all University prizes is at: www.ox.ac.uk/students/fees-funding/prizes-and-awards.

8. Facilities

8.1 Social spaces and facilities

Beyond the facilities in the History of Art Department, detailed in the History of Art Introductory Guide for Graduates, the Joan Thirsk Common Room in the History Faculty is open to all graduate students from 8am to 9pm every day, except for some limited periods in vacations, or when the room is booked for conferences or workshops. There is a hot drinks vending machine and a water dispenser.

During term, the History Faculty Librarian will hold drop-in surgeries in the Common Room at least once a week. The times will be published on WebLearn.

Students are also welcome to use the History Faculty garden as a social space.
The History Faculty has a number of rooms that can be booked for meetings, classes, seminars, workshops, etc. Rooms must be booked in advance by calling Reception (01865 6 15000) or emailing board.admin@history.ox.ac.uk.

History graduates are also welcome to use library and common room in the new Social Sciences Centre at Manor Road.

The University Club in Mansfield Road (www.club.ox.ac.uk) provides social and sporting facilities for employees, graduate students, alumnae and visitors. There is no fee for graduate members. The Oxford Union Society in St Michael’s Street (www.oxford-union.org) is more central and traditional. It offers not only a useful lending library, but also a dining room, games and television rooms, and a bar, but these are available to members only. Membership is by subscription. If you are interested you should make contact as soon as possible after you arrive in Oxford: substantial discounts are available for those joining early.

And finally, college Graduate or ‘Middle’ Common Rooms are often lively places, and offer a good opportunity for meeting people in other disciplines.

8.2 Workspace

The History Faculty does not provide dedicated workspace for Master’s students in the building. Students are advised to ask whether their college has suitable facilities.

However, the Faculty’s Joan Thirsk Common Room has Wi-Fi access and power sockets for the use of laptops, and students have found it appropriate for informal group discussions relating to class preparation. In addition, the Gerry Martin Room has a range of desktop computers which can be used by History students registered with the Faculty’s IT Support whenever the room is not booked for teaching and seminars.

8.3 Libraries and museums.

Libraries

There are several resources in Oxford that provide support for both taught and research elements of the course:

- The Bodleian Libraries. Under this heading come most of Oxford’s libraries, including the main Bodleian Library and the Weston Library with its specialist collections.
- The Sackler Library in St John Street is one of the principal research libraries of the University and specialises in Archaeology, Art History, and Classics (Ancient History and Literature). This library incorporates the collections of the former History of Art Departmental Library, the Ashmolean’s Western Art Library, the Ashmolean’s Classics and Archaeology Library, the Eastern Art Library, and a number of other smaller but significant departmental and institutional collections. The Sackler holds the Classics Lending Library, which is a lending
collection for undergraduate and postgraduate students in the University. The History of Art collection does not offer lending facilities, but the very generous opening hours ensure that it is readily accessible to users.

- The Bodleian History Faculty Library collections are located in the Radcliffe Camera and Gladstone Link on the central Bodleian Library site. The Library houses the University of Oxford's main collection of undergraduate lending materials in both Medieval and Modern History, as well as in the History of Art and History of Science. Designed primarily to serve undergraduates reading for the Honour School of Modern History and associated joint schools in the University, as well as undergraduates in the Department of History of Art, it also serves as a lending resource for graduate students and Senior Members of the Faculty of History.
- The Taylor Institution Library with its extensive holdings in European languages and literature.
- The Radcliffe Science Library collection includes works on the history of science and medicine of all parts of the world.
- The Bodleian Law Library contains materials on Indian legislation, Indian law reports and textbooks on Indian law, and a basic collection of law reports for Pakistan.
- College libraries are usually open only to members of their own college, though access may be granted to other members of the University who can show academic need for consulting material only available in a particular college.

**Museums**

Students are strongly advised to familiarise themselves with the University museums, particularly those which hold items, or conduct research, relevant to their area(s) of study. These are likely to include:

- The Ashmolean Museum for Art and Archaeology (www.ashmolean.org)
- The Pitt Rivers Museum for Anthropology and Archaeology (www.prm.ox.ac.uk).
- The Museum of the History of Science (www.mhs.ox.ac.uk)
- The Oxford University Museum of Natural History (www.oum.ox.ac.uk).

**8.4 IT**

There is an extensive network of IT resources and support within Oxford. Colleges provide good IT resources, and Support Officers prepared to train and assist students. Oxford University IT Services also provides facilities for graduates and a variety of training programmes. The University holds site licences which allow access to a number of important English language research tools (e.g. corpora and the software which is used to work with them).

The History Faculty employs their own IT support staff, and each Faculty offers dedicated networked graduate workspace.

All teaching rooms and the Common Room have Wi-Fi access: students are encouraged to use OWL or Eduroam to log on.
IT training is provided by IT Services: an up to date list of courses can be found here: [https://www.it.ox.ac.uk/do/training-and-facilities](https://www.it.ox.ac.uk/do/training-and-facilities). Students can also buy a range of discounted software from the IT Services shop [http://www.it.ox.ac.uk/want/shop/].

9. Other useful information

9.1 Buildings, locations and accessibility

Key locations for this course are:

- The History of Art Department ([http://www.hoa.ox.ac.uk/contact-us](http://www.hoa.ox.ac.uk/contact-us))
- The Sackler Library ([https://goo.gl/maps/BwxPziJeMS42](https://goo.gl/maps/BwxPziJeMS42))
- The History Faculty ([https://goo.gl/maps/BBntwGne8h62](https://goo.gl/maps/BBntwGne8h62))
- The History Faculty Library in the Radcliffe Camera ([https://goo.gl/maps/EAcCSm4gi3T2](https://goo.gl/maps/EAcCSm4gi3T2))
- Examination Schools ([https://goo.gl/maps/UP7AdWTWJR22](https://goo.gl/maps/UP7AdWTWJR22)).

The location and accessibility of many University buildings are described in this online Access Guide: [https://www.admin.ox.ac.uk/access/](https://www.admin.ox.ac.uk/access/).

9.2 Other contacts

Course Convenor and class leaders

There is an up-to-date list of History of Art academics here: [http://www.hoa.ox.ac.uk/academic-and-admin-staff](http://www.hoa.ox.ac.uk/academic-and-admin-staff)

Disability contacts

The Disability Co-ordinator for History of Art graduate students is Rachel Leach ([rachel.leach@hoa.ox.ac.uk](mailto:rachel.leach@hoa.ox.ac.uk)), and she can help with all general enquiries. Students can also contact Dr Steven Gunn, the Disability Lead and Chair of the History Faculty Disability Working Group ([perry.gauci@lincoln.ox.ac.uk](mailto:perry.gauci@lincoln.ox.ac.uk)) or the Secretary to the Disability Working Group, Dr Jeannie Scott ([jeannie.scott@history.ox.ac.uk](mailto:jeannie.scott@history.ox.ac.uk)).

Harassment advisors

The History Faculty Harassment Advisors are Dr Matthew Grimley ([matthew.grimley@merton.ox.ac.uk](mailto:matthew.grimley@merton.ox.ac.uk)) and Dr Sloan Mahone ([sloan.mahone@history.ox.ac.uk](mailto:sloan.mahone@history.ox.ac.uk)). Students are welcome to contact them for a confidential discussion about any concerns.

Other useful History Faculty contacts

- Reception and general enquiries: [board.admin@history.ox.ac.uk](mailto:board.admin@history.ox.ac.uk)
- IT Support: [itsupport@history.ox.ac.uk](mailto:itsupport@history.ox.ac.uk)
- History Faculty Library [isabel.holowaty@bodleian.ox.ac.uk](mailto:isabel.holowaty@bodleian.ox.ac.uk)