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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
Academic 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 department will publish a new
version of this handbook together with a list of the changes. All students affected by the changes will
be informed.
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/tHukl!, 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. 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

About this handbook

This handbook has been prepared for students starting the Master of Philosophy (MPhil) in Economic and Social History 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. The term dates can be found here: [http://www.ox.ac.uk/about FACTS-AND-FIGURES/DATES-OF-TERM](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 Economic and Social History WebLearn pages: [https://weblearn.ox.ac.uk/x/tHukl](https://weblearn.ox.ac.uk/x/tHukl)
  
  To submit your work online, and to find information about the course options that are available this year, including reading lists and also the ‘General Info’ page in WebLearn

- Examination regulations: [https://www.admin.ox.ac.uk/examregs](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.

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.

An introduction to Oxford for new students is available on the university website: [https://www.ox.ac.uk/students/new](https://www.ox.ac.uk/students/new).

Useful Contacts

This programme is convened and administered by 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:
2. Course content and structure

2.1 Overview

Through studying this programme, you will develop the techniques, skills and knowledge required to contribute to the study of history from a social science perspective, within a unique framework for research training in economic and social history.

The MPhil covers substantially the same ground as the MSc, but in greater depth; second-year students have an opportunity to extend their substantive historical knowledge by completing two additional advanced papers and a more extended and demanding dissertation, which is 30,000 words in length compared with the 15,000-word dissertation for the MSc degree.

The course extends over 21 months and consists of:

Year 1:

- Tools and sources in economic and social history
- Economics for economic historians (elective)
- What happened and why?
- Quantitative methods (1) or Advanced quantitative methods (2)
- 2 x Advanced option courses

Year 2:

- 2 x Advanced option courses
- Dissertation
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!

Michaelmas Term (Year 1)

Send Avoiding Plagiarism certificate to catherine.schenk@history.ox.ac.uk
Fri, week 1 (5pm)
Submit option choices to Graduate Office – confirm via email to current.graduates@history.ox.ac.uk
Week 4
Submit online assignment test [see Section 3 on how to submit]
Week 5

Hilary Term (Year 1)

Submit quantitative methods take-home test essay [See Section on how to submit]
Mon, Week 1 (noon)
Submit ‘What happened and why?’ essay [see Section 3 on how to submit]
Mon, Week 1 (noon)
Complete online exam entry
Fri, Week 4
Submit advanced paper titles and dissertation title via WebLearn Survey Tool (left-hand menu)
Fri, Week 6 (5pm)
Modification of your title(s) is only possible up to 14 days before submission by emailing current.graduates@history.ox.ac.uk
Submit 100 word abstract for Annual Workshop to the conference organisers
Fri, Week 9 (5pm)

Trinity Term (Year 1)

Submit advanced paper essays
Mon, Week 9 (noon)
Attend written examinations if applicable (timetables will be available in Trinity term)
Week 9

Michaelmas Term (Year 2)
Submit option choices to Graduate Office – confirm via email to current.graduates@history.ox.ac.uk
Fri, week 4 (5pm)

Hilary Term (Year 2)

Submit advanced paper titles and dissertation title via WebLearn Survey Tool (left-hand menu)
Fri, Week 6 (5pm)
Modification of your title(s) is only possible up to 14 days before submission by emailing current.graduates@history.ox.ac.uk
Complete online exam entry
Fri, Week 4

Trinity Term (Year 2)

Submit dissertation
Mon, Week 1 (noon)
Submit advanced paper essays
Mon, Week 9 (noon)
Attend written examinations if applicable (timetables will be available in Trinity term)
Week 9

2.2 Tools and sources in economic and social history

This is a short hands-on course, designed to acquaint students with the structure of the Master’s programmes and with basic tools, techniques, and resources available in Oxford. Most of the events are run by the Bodleian History Faculty Library. Full details are available here: http://www.bodleian.ox.ac.uk/history/training/PGtraining.

Teaching

- The first meeting arranged specifically for incoming Economic and Social History Students will take place at 9am on Wednesday of Week 0 (5 October 2016) in the Wharton Room, All Souls College.
- There will be an Introduction to information facilities at 5pm on Tuesday of Week 0 (4 October) in the History Faculty Lecture Theatre; and an optional Library induction IT session at 2.15pm on Thursday of Week 0 (6 October) in the History Faculty Rees Davies Room (booking required for the latter).
• You are also expected to go on a Bodleian and History Faculty Library orientation tour in weeks 0 or 1 (booking required), and to attend the History Faculty Graduate Research Fair on Wednesday of Week 4 (2 November, from 3-5pm).

• Additional, optional History Faculty training sessions are also available. These include courses on bibliographic software and mapping software, which some of you will find very useful. In particular, bibliographic software will make your life a lot easier, so if you aren’t already familiar with these programmes, you should attend a course.

• You are also required to complete an online course on plagiarism and how to avoid it: https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic/avoidplag. On successfully completing this course you will receive a certificate, which you should email to catherine.schenk@history.ox.ac.uk by the end of week 1 (Friday 14 October).

2.3 Economics for economic historians (elective)

Economics can appear inaccessible to anyone not familiar with its language and method. Yet it remains a versatile and useful approach to the study of social behaviour. The aim of this course is to introduce student to the principles and basic concepts of economics, both in microeconomics and macroeconomics, and to demystify some of the jargon often used in the discipline. Over eight sessions, we will explore various elements in the economist’s ‘toolbox’, placing special emphasis on how these elements are applied to describe and understand the real world.

This course does not assume or require that any prior knowledge of economics or maths. It has also been designed to complement the Economic and Social History MSc/MPhil core courses. It is therefore particularly suited for graduate students who have not previously studied economics and who are interested in gaining a working knowledge of the main concepts in the field. Students with some knowledge of economics, however, might also find it useful for reviewing concepts or clarifying ideas.

Teaching

The course consists of eight sessions of two hours each. These will take place from Weeks 1 to 8 in Michaelmas term, on Thursdays from 2-4pm in the Colin Matthew Room, History Faculty (Old High School for Boys), George Street. See WebLearn for bibliography: https://weblearn.ox.ac.uk/x/tHukll.

Assessment

Assessment for this course will take the form of a pass-fail five to ten-minute presentation in Week 8 of Michaelmas term. The purpose of the presentation, using visuals as appropriate (i.e. one or two PowerPoint slides, maps, etc.), is for self-monitoring and will serve as good training for academic or commercial life. It has no impact on degree results.
2.4 What happened and why?

The course is designed (in conjunction with the quantitative methods courses) to prepare graduates for research in economic and social history. It provides an opportunity to view the subject as a whole and to consider its origins, its methodological foundations, its relations with adjacent disciplines and its current trends, achievements, and problems. It presents some of the central methodological issues of the social sciences, and some of their recent advances. It then indicates how these various methodological approaches can be applied to the study of economic and social history.

Students must complete satisfactorily a qualifying test in these two core courses. 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. Any approved alternative qualifying course will be assessed within the format and timetable of the paper’s parent course.

In addition, convenors of qualifying courses will confirm in writing to the chairman of examiners not later than Friday of Week 8, Hilary Term the candidates’ satisfactory participation in their classes, including the completion of any assignments for the weekly sessions. ‘Satisfactory participation’ will be determined on the basis of your attendance, participation, presentations, and written course work.

Teaching

This course will be taught over the Michaelmas Term. In Week 0 (from Wednesday 5 October) there is a 9am meeting on the Wednesday morning and Thursday morning (early enough so it should not interfere with anything organised by your college), and on that Friday there is a meeting at 10am to introduce you to the statistics programme.

In every other week of term there will be a Lecture at 3.30pm on Mondays in the Old Library of All Souls College, and a Case Study seminar at 1.30pm every Friday in the Hovenden Room, also at All Souls. There are also other seminars and classes – see the timetable on WebLearn: https://weblearn.ox.ac.uk/x/tHukII.

The Monday lecture introduces you to a particular social science approach to historical problems. The Friday seminar gives you a chance to apply that week’s approach to an historical case study. The seminars introduce students to some of the major themes in economic and social history, and are in roughly chronological order, and thus provide a substantive historical course.

In general, you are expected to undertake the reading for the lectures over the weekend and on Monday prior to the lecture; and to work together in groups, preparing the case studies, prior to the Friday seminar. It is a very intensive programme, and it only works well if students are well-prepared. You will work in teams and you need to schedule a team meeting before the Friday seminar, so you need to do the case-study reading and preparation on Tuesday, Wednesday and Thursday. You may split up readings between you; but if this happens, it is really important you don’t let your colleagues down, by being poorly prepared. This is very hard work, but it only lasts for one term. We are trying to cover as
wide a field as possible in a short time, so you can focus on your Advanced Papers and your own research from January onwards.

Seminar introductions are assigned to ensure a fair spread of topics between teams. Teams will remain constant throughout the life of the course, but presenters (and tasks) need to change each week.

Details of the reading lists, and group assignments, can be found on WebLearn: https://weblearn.ox.ac.uk/x/tHukl1.

Assessment
This course is assessed by a paper of up to 4,000 words, which must be submitted by the deadline given above. See Section 3 for guidance on submission. [Also see Word count in Section 3]

The methodological essay will also be the subject of a twenty-minute presentation to a forum of students and course tutors at the Annual Workshop in the first week of Trinity Term. Full attendance and participation are requirements for the successful completion of the qualifying course. All students are required to submit an abstract of no more than 100 words no later than 5pm on the Friday of 9th week of Hilary term for inclusion in the conference proceedings. Abstracts are to be emailed to the student organisers of the conference. See WebLearn for details: https://weblearn.ox.ac.uk/x/tHukl1.

2.5 Quantitative methods

Quantitative methods (1)
Quantitative Methods 1 is designed to help students understand basic quantitative methods with a consideration of historical sources and contexts. It is also meant to develop basic fluency with Stata. While the course does not require any previous knowledge relating to statistics or mathematics, it moves quickly starting with descriptive statistics and ending with basic multiple linear regression.

Details of the course contents, timetable and reading list can be found on WebLearn: https://weblearn.ox.ac.uk/x/tHukl1.

OR

Advanced quantitative methods (2)
This course is intended for students who have already been introduced to some form of quantitative methods. It will provide an introduction to probability and distribution theory, the theory of estimation, the econometrics of the classical regression model, and a module on time-series analysis. Details of the course contents, timetable and reading list can be found on WebLearn: https://weblearn.ox.ac.uk/x/tHukl1.

Assessment
Two homework assignments are due per week. This course is then assessed by a take-home exam, to be completed over the Christmas vacation. It should be submitted by the deadline given above. See Section 3 for guidance on submission. Details of the test can be found on WebLearn (see link above).
2.6 Two advanced options

MPhil students must take two advanced courses in each year of their course. The list of courses being offered in any particular year tends to change: not all courses are offered every year, and not all are taken up every year. The courses are normally delivered in eight sessions over one or two terms, typically through two-hour sessions, as a small class. They are taught by experts on subjects close to their research interests, and thus offer the opportunity to experience cutting-edge research, as well as to be initiated into the craft of scholarship.

Choosing options

Choices are made after discussion with the Programme Convenor, with respect to students’ interests and the coherence of their programme of learning. In addition to the papers offered within the course, it is possible to take one paper each year from graduate offerings in other departments, including economics, sociology, criminology, and anthropology (referred to as Schedule II courses). 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 in the fourth week of Michaelmas Term in the year in which the paper is offered for examination. Candidates wishing to take a paper 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.

At least one of the Advanced Papers must be selected from Schedule I (i.e. from within the MPhil and MSc Economic and Social History programmes).

A full list of available courses can be found on WebLearn: https://weblearn.ox.ac.uk/x/tHuklI.

Assessment

Depending on by which examination method the paper is offered, assessment is either by means of a three-hour unseen examination, submission of two 5,000 word essays, or one essay of up to 10,000 words. [Also see Word count in Section 3]

In the case of an essay submission, the Examiners expect that the two 5,000-word extended essays submitted 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.

Essay titles

The draft title of the essay 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.
Submission (essays)
See Section 3 on guidance on submission.

Written examinations
Written examinations of Advanced Papers are provisionally scheduled for the first half of Week 9, Trinity Term. You will be notified of the time and date by Examination Schools.

The exam(s) 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 coursework for the paper. You are advised to consult past examination papers published by the Examination Schools in order to familiarise yourself with the nature of such question papers: http://oxam.ox.ac.uk.

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

2.7 Progressing to the second year of your MPhil

If you fail 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).

A candidate who finds him/herself unable to, 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 MSc 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 MPhil for the MSc. 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 MSc in Economic and Social History.

2.8 Annual dissertation workshop (Year 2)

The methodological essay which you will be writing for What Happened and Why will be the subject of a twenty-minute presentation to a forum of students and course tutors at the Annual Workshop to be
held on 24-25 April. This takes place at Nuffield College (Monday) and All Souls College (Tuesday). The Hicks lecture and Feinstein Prize Award are also components of the Workshop.

A small number of students will be elected to the organising committee for the workshop, and they will be required to design the programme, arrange for the chairing of sessions, and organise a conference dinner.

The Workshop and Hicks Lecture are important events, constituting a component of the qualifying course. Attendance is mandatory for the full duration, and absences of any length may jeopardise progress through the degree.

All students in the first year of their MPhil are required to submit an abstract of no more than 100 words no later than 5pm on Friday Week 9, Hilary term in the first year of their course for inclusion in the conference proceedings. Abstracts are to be emailed to the student organisers of the conference.

2.9 Dissertation

Dissertation supervision arrangements

During the admissions process you were assigned a supervisor to direct your intended individual research. In the course of the first term, your research focus may change – and in some this may lead to a change in your supervision arrangements. If this happens, you should complete a GSO.25 form (change of supervisor or appointment of joint supervisor) and submit it to the Academic Office so that the student record system can be updated: https://www.ox.ac.uk/students/academic/guidance/graduate/progression.

Your supervisor’s primary responsibility is to advise you on the programme of work necessary to complete your dissertation. To this end, they should maintain a general overview over your course work and academic development. They should help you to identify and acquire the knowledge and skills needed to complete your dissertation, and to further your aims for study or employment, insofar as these build upon the programme of graduate study.

Dissertation title

You should agree a definitive title with your supervisor(s). The dissertation should be on a topic falling within the scope of this programme.

The Examiners will expect your dissertation to be clearly distinct from coursework essays in either chronological or geographical range, or historical issue. The dissertation is expected to include some study of original source material, whether in printed, manuscript, or other form.

Planning your research

The following notes for students and supervisors provide rough guidance for students and supervisors – individual progress rates will vary, depending (for example) on the level of your background knowledge; whether you need to acquire new technical skills; the speed at which you identify 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 One**

*Michaelmas Term:*

- 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.

*Christmas vacation:*

- Progress dissertation reading and initial research if time allows.

*Hilary Term:*

- 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 Trinity Term.

*Trinity Term/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 Two**

*Michaelmas Term:*

- 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).

*Michaelmas / Hilary:*

- Continue research, draft further chapters.

*Easter vacation:*

- 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 week of Trinity Term
Dissertation submission and word limit
You must submit your dissertation by the given deadline (see table above). See Section 3 for guidance on formatting and submission.

The dissertation should consist of up to 30,000 words. This includes footnotes and appendices, but excludes bibliographies and title page content. 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. [See also Word Count in Section 3]

The dissertation must not exceed the permitted length. If they do the Examiners will reduce the marks awarded.

Part of the exercise of writing a dissertation lies in devising a topic that can be effectively handled within the word limit. However, in exception circumstances – for example if a large section of your dissertation is taken up with translations or lengthy appendices – you can apply to the Director of Graduate Studies for permission to exceed the word limit. This should be supported by an email from your supervisor.

Bodleian copy of your dissertation
The Examination Regulations for your degree state that you should submit a printed copy of your dissertation to the Bodleian Library once the examination period is over and you have received your results. This is optional, but should you decide to have your work included for consultation you should deliver it (bound in the manner stated in the regulations) to the Bodleian Library (FAO Oxford Theses – Humanities), together with forms GSO.3B and GSO.26B. Please ensure you use the correct Student Number rather than your card or candidate number on the form.

2.10 Seminars
The programme of teaching will be supported by regular graduate seminars, 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 WebLearn Homepage (https://weblearn.ox.ac.uk/x/XYM1Nm) 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. Assessment guidance

3.1 Presentation of your work

Your documents should have margins of at least 2.5cm 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.

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 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.

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
- the word count (excluding bibliography)
- the degree and term for which the work is submitted (e.g., ‘Master of Philosophy in Economic and Social History, Trinity Term 2018’)

Word counts

Included in Word count:

- footnotes
- appendices
- images, figures, graphs, tables and their captions (but they should be necessary for the argument you are making)

Excluded from Word count:
• bibliographies
• title page content
• acknowledgments (if any)
• dissertation abstract

If you need an extension of the word limit, or need to add an appendix that is excluded from the word count, you can apply for this by using the ‘Word limit extension form’ in WebLearn (General Info).

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 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. 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/SjzUSE. 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 yourself 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.

3.3 Submission of your work

You must submit your work online using the Assignment submission WebLearn site: https://weblearn.ox.ac.uk/x/mqYZiT. You can also find this at the bottom of the left-hand menu of the
Master’s WebLearn site, and linked from your course home page. You must submit your work before the deadline listed in this handbook (and in the exam regulations), in UK time. All submissions are monitored by the Taught Degrees Team in Exam Schools, and any late submissions (without permission) will be reported to the Proctors.

Before uploading your assignment, you must make sure it has a suitable coversheet containing the information outlined in Section 4.1. There is a blank coversheet template on the Assignments WebLearn page, which you may use if you wish. Neither the document itself, nor its file name should contain your name or student number. You should save your file as a PDF, and name your file according to the following convention:

[programme]-[assessment unit]-[candidate number].pdf
For example: MSt US History - option essay 1 - 123456.pdf

When in the Assignment submission site, click on ‘Assignments’ on the left-hand menu:

Your assignment(s) will be listed here. When an upcoming assignment is open, click on the assessment title in the list:

After checking you’ve followed all the guidance notes – particularly with regard to the naming conventions – upload your assignment. Make sure you check the ‘Declaration of authorship’ box before clicking ‘Submit’.
After submitting your assignment, you’ll get a confirmation message as below:

Test assignment submission

To give you the opportunity to familiarise yourself with the online submission system, you must submit a test assignment by the given deadline (see Section 2 above). All you need to do is create a Word file using the cover sheet template which is available from the Assignments home screen, or on the Test assignment course information. Complete the cover sheet using the details relating to your course. No additional content is needed. Save the file as a PDF following the naming conventions described in Section 4.3, and upload to the ‘Test assignment submission’ using the instructions above.

If you have any questions or problems, please just email current.graduates@history.ox.ac.uk.
NB: Your candidate number may not yet be available through student self-service. If this is the case, just use ‘123456’ for the purposes of this test.

**Submission and examination dates**  
Please see Section 2 for details of submission dates.

For more detail on exam timetables, see: [www.ox.ac.uk/students/academic/exams/timetables](http://www.ox.ac.uk/students/academic/exams/timetables).

### 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, while the rubrics governing Written Examinations are laid down on the front page of the Examination Question paper you receive when attending the examination.

**Marking conventions**  
University scale for standardised expression of agreed final marks

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

| 70-100 | Distinction |
| 50-69  | Pass        |
| 0-49   | Fail        |

**Qualitative criteria for different types of assessment**

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

| Engagement | Identification and definition of a problem  
Awareness of inter-disciplinary issues, if appropriate  
Location in a historiographical or other relevant scholarly context  
Range of issues addressed |
| Analysis and Argument | Analytical clarity and power  
Sophistication of conceptualization or framing  
Originality and coherence of argument |
| Use of Evidence | Range and relevance of evidence deployed  
Appropriateness of method or approach  
Depth, precision and accuracy of evidence cited |
Organisation and Presentation

Clarity and coherence of structure
Clarity and fluency of prose
Correctness of grammar, spelling and punctuation
Scholarly presentation of footnotes and bibliography

These criteria inform the following mark bands

| Work of outstanding distinction quality: 80 and above | Work which engages decisively, imaginatively and originally with the problem identified, displays strong analytical and conceptual power, sustains a coherent argument, deploys primary evidence skilfully and effectively. Such work will be clearly and engagingly written and presented in an impeccably lucid, correct and scholarly manner. The examiners should feel confident that a thesis at this level might be published with minimal revisions in a good, refereed scholarly journal |
| Work of a consistently high distinction quality: 75-79 | Work which demonstrates all of the qualities stipulated above, but which contains some relative weakness in one of the areas of coverage, originality, deployment of evidence, presentation or style. |
| Excellent work that achieves distinction standard: 70-74 | Work which demonstrates outstanding qualities of intellectual engagement with primary and secondary sources, coherence and control of argument, and impressive scope but may show relative weakness in some areas of coverage, originality, evidence, presentation or style |
| Work of high standard: 65-69 | The work will display some of the elements of ‘distinction quality’ work, but may be significantly flawed in *either* coverage or construction of argument or presentation. It will nonetheless engage well with the problem identified, display good analytical power, be well-argued and use evidence appropriately. Work at this level may entitle the candidate to a doctoral place |
| Work of a solid, scholarly standard: 57-64 | The work will clearly identify some relevant problem and engage well with its context, display analytical powers, and make appropriate use of evidence but will display inconsistencies and imbalances in treatment. Work at this level has the qualities of a decent pass. |
| Work of adequate scholarly standard at master’s level: 50-56 | The work will display some analytical effectiveness and skill in constructing an argument, but this will be inconsistent, or marred by serious shortcomings in coverage, use of material, presentation or language. Work at this level is narrowly of pass quality. |
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 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. A dissertation may rely too heavily on secondary literature or fail to contextualize the research material adequately. All of these issues will become progressively more evident in work achieving marks of 45 and lower. Examiners who award marks in this band must be prepared to indicate, through feedback forms or in a final report, the improvements necessary to bring the work to pass level.

The Written Examination will be assessed on the same criteria, naturally taking into account that detailed scholarly referencing cannot be expected within an unseen examination environment. In other words, in your responses to examination questions you will be expected to indicate where you are relying on or paraphrasing ideas and approaches of a third person; the markers will not expect that you can provide a detailed scholarly reference for the published authority you are referring to.

Verification and reconciliation of marks
Extended essays and dissertations will be independently (double-blind) marked by either two members of the panel of examiners, or specialist assessors appointed in the subject; neither of the dissertation markers must be either of the candidate’s individual supervisors. In the case of dissertations the examiners may appoint an expert assessor who is not a member of the board of examiners for one of the independent markings. The examiners aim at distributing the marking load in such a way that in the overall examination process at least three people are involved in marking an individual student’s submitted pieces.

The Written Examination in Concepts and Methods will also be independently (double-blind) marked by two markers with appropriate expertise in the field of global history.
Where independent marks are less than 4 point 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.

Where a candidate in the Written Examination has answered one entire question fewer than required or failed to complete a question in full, the following procedures apply.

- Omission of an entire question: the overall mark awarded is the average of the marks awarded multiplied by the fraction of the paper completed.
- Incomplete answer: the marker should award a mark to that question on its merits (thus factoring in its brevity), and then calculate an average mark from all the questions attempted, as usual.

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>Dissertation</th>
<th>Extended Essay</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.5 Progression rules and classification conventions

**Qualitative descriptors of Distinction, Pass, Fail classifications**

For qualitative descriptors please consult the mark banding descriptions in section 3.2 above.

**Final outcome rules**

In assessing a candidate’s overall performance the examiners will weigh the elements as follows: qualifying courses will be assessed on a Pass/Fail basis only, and will not be included in the final weighting of the degree result, each of the four advanced papers counts for 15 per cent, and the dissertation for 40 per cent of the overall examination mark.

As stated in the Regulations, all candidates must achieve a Pass in the qualifying courses. An average mark of 50 or higher on the advanced papers and the dissertation is required for a Pass (provided that an agreed mark of 45 or lower in half or more of the advanced papers counts as failure and cannot be compensated for by the other marks). A dissertation mark of 49 or lower cannot normally be compensated for by better marks in the advanced papers. 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 57.

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 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 M.Sc. by coursework, the candidate shall be given the option of re-sitting the M.Phil., or of being granted leave to supplicate for the degree of M.Sc.

**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 and band the seriousness of each application on a scale of 1-3 with 1 indicating minor impact, 2 indicating moderate impact, and 3 indicating very serious impact. When reaching this 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 banding 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.

3.6 Details of examiners and rules on communicating with examiners

Peter Solar (External examiner), Belgium
Joe Cain (External examiner), UCL
Sloan Mahone (Chair), Associate Professor of the History of Medicine, University of Oxford
Robert Iliffe, Professor of the History of Science, University of Oxford
Deborah Oxley, Professor of Social Science History, University of Oxford
Catherine Schenk, Professor of Economic and Social History, University of Oxford
Judy Stephenson, Dave Richards Junior Research Fellow in Economic History, Wadham College

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 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 languages, 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/YvCbYx](https://weblearn.ox.ac.uk/x/YvCbYx).

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. 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. Tutorials, 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 or Tutor 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 postgraduate History induction events is distributed to all new students before the start of their course.

5.2 Feedback on learning and assessment

Formative feedback

- small classes or tutorial groups, which allow constant monitoring of development
- submission of written work on a regular basis
- meetings with supervisors, which occur several times a term. The dissertation is guided and monitored on a regular basis by a specialist supervisor (see section 2.5).

Summative feedback

The examiners will provide summative feedback on option essays and 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
Training sessions: https://weblearn.ox.ac.uk/x/Lcbte2 (History WebLearn > General Info)
Seminars: http://www.history.ox.ac.uk/research-seminars (also weekly email)
Lecture List: https://weblearn.ox.ac.uk/x/XYM1Nm (History WebLearn start page)

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.

5.4 Opportunities to engage in the faculty’s research community

The Faculty offers a wide range of research seminars (see link above), 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.

5.5 Course aims and learning outcomes

The programme is designed either to be taken in preparation for doctoral work, or to offer a terminal degree in preparation for professional work in which knowledge of economic and social history may be an advantage.

The course aims for students to develop:

- the techniques, skills and knowledge required to contribute to the study of history from a social-science perspective. They become familiar with the range of social science approaches currently being applied to historical study, and with the main historiographical currents in economic and social history. They learn to evaluate these approaches critically.
• the skills required to carry out sustained research, involving conceptual investigation and the
identification and use of new information; they acquire the experience of investigating and
writing up an extended research project.
• specialised (including quantitative methods) and general skills of relevance both to the
continued professional development of historical understanding, and which are transferable
into a wide range of employment contexts and life experiences.

Students will also develop:

• an understanding of social and economic processes in historical context
• an ability to draw on information, and with a trained analytical intelligence, consider and solve
complex problems, in ways that are imaginative, yet sensitive to the needs and cultural
expectations of others
• an understanding of the development of Economic and Social History as a subject, the role
played by conceptual frameworks and models in the investigation of the past, and the
theoretical foundations of the discipline
• the ability to employ research tools and quantitative methods
• the ability to apply social science analytical concepts to a wide range of empirical contexts,
whether in research and scholarship, or in real life situations
• the ability to complete a demanding sustained research project in economic and social history.

Teaching and learning on this course intends to:

• develop students' understanding of economic and social history and a broad expertise in the
intellectual disciplines through which this may be studied
• encourage students to work collaboratively in seminar and discussion contexts, as well as to
work independently
• enable students to identify appropriate techniques and technologies for the assembling,
recording, and presenting of research materials
• foster skills in research, writing, analysis and interpretation, through a combination of
lectures, tutorials, essay-writing and supervision of a thesis on a subject of the student's
choice.

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.
6. Student representation, evaluation and feedback

6.1 Faculty representation

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/YvCbYx.

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](http://www.ox.ac.uk/students/life/student-engagement).

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### 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](http://www.ox.ac.uk/students/welfare).

#### 7.1 Useful Contacts

**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**

The Faculty’s Academic Office aims to provide advice as well as administration for students on 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.ox.ac.uk](http://www.ox.ac.uk)).
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 the History Graduate Office on (01865 6)15001.

**General academic support**

Advice for students is available through those teaching each course element and through the student’s allocated supervisor (see Sections 2 and 4) 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.

**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/YvCbYx), 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

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

The Gerry Martin Room in the History Faculty is equipped with several desktop PCs and space for students using handheld devices. 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](http://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/](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 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))
- The History of Art Department ([https://goo.gl/maps/D36rGSov89920](https://goo.gl/maps/D36rGSov89920))
- The Sackler Library ([https://goo.gl/maps/BwxPziJeMS42](https://goo.gl/maps/BwxPziJeMS42))
- 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/.

9.2 Other contacts

Course convenor and class leaders
Professor Catherine Schenk (catherine.schenk@history.ox.ac.uk) is the Programme convenor for the MSc in Economic and Social History, in partnership with academic class leaders.

Disability contacts
The Disability Co-ordinator for graduate students is Alex Vickers (alexandra.vickers@history.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) or the Secretary to the Disability Working Group, Dr Jeannie Scott (jeannie.scott@history.ox.ac.uk).

Harassment advisors
The History Faculty Harassment Advisors are Dr Matthew Grimley (matthew.grimley@merton.ox.ac.uk) and Dr Sloan Mahone (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
- IT Support: itsupport@history.ox.ac.uk
- History Faculty Library isabel.holowaty@bodleian.ox.ac.uk