



FACULTY OF LINGUISTICS, PHILOLOGY AND PHONETICS

# GRADUATE STUDIES HANDBOOK

For students starting their course in Michaelmas Term 2024

# Contents

<b>Disclaimer</b> .....	<b>5</b>
<b>Introduction</b> .....	<b>6</b>
<b>General Information</b> .....	<b>6</b>
Before Arrival .....	6
Email Access .....	7
University Card .....	7
Email Notices .....	7
Important Dates .....	8
Induction .....	8
Orientation .....	8
Student Representatives .....	8
Graduate Studies Committee .....	9
Official Forms and Applications .....	10
Types of Degree .....	10
Part-Time Study .....	11
Supervision .....	12
Lectures, Seminars and Meetings .....	15
Tutorials .....	16
Funding for Travel, Fieldwork, and Experimental Work .....	17
Safety: Fieldwork and Travel .....	18
Skills Development, Employability, and Careers Support .....	18
Language Courses .....	20
Training in Academic Teaching .....	20
Language learning and upskilling .....	20
Facilities .....	21
Plagiarism .....	21
Ethical Approval .....	22
Harassment .....	22
Equality and Diversity at Oxford .....	22
Student Welfare and Support Services .....	23
Examination Regulations .....	24
Funding Postgraduate Study .....	24
Fees and Charges .....	25
Suspension of Student Status .....	25
Illness .....	26
Extension of Time for Research Degrees .....	27
Withdrawal or Lapse from Status and Reinstatement .....	27
Residence Requirements: Full-Time Students only .....	28
General Course Aims and Learning Outcomes .....	28
Graduate Studies Office (GSO) forms .....	30
Background .....	30

General Requirements .....	30
Modules .....	31
Planning Your Programme of Study .....	39
Typical Programmes.....	39
<b>Calendar of Crucial Dates .....</b>	<b>45</b>
MSt and MPhil .....	45
DPhil .....	46
<b>MSt and MPhil Examination and Assessment .....</b>	<b>47</b>
Timetable and Deadlines .....	47
Assessment for Paper A and Papers under C and D.....	48
Assessment for Papers under B.....	48
Theses .....	49
Format and Word Limit .....	49
Ethical Approval.....	50
Submission of Essays, Reports, and Theses .....	50
Written Examination Guidelines .....	51
Assessment of Examination Scripts and Theses .....	51
Marking scale for MSt and MPhil Dissertations, Essays, and Analysis Papers .....	53
Alternative Examination Arrangements for Disability or Illness.....	54
Penalty for Late Submission.....	54
Short Weight .....	54
Averaging.....	54
Borderline Cases .....	54
Vivas .....	54
Results .....	55
Prizes .....	55
Complaints and Appeals.....	55
Subject Access Requests.....	56
<b>Research Degrees .....</b>	<b>57</b>
Part-Time Study.....	57
Status on Admission and Transfer .....	57
Guidance Notes on Transfer of Status and Confirmation of Status .....	57
Funding for Continuing Students .....	60
MLitt .....	61
DPhil .....	61
DPhil and MLitt Theses .....	61
Format and Word Limit .....	63
Integrated Thesis .....	63
Prior Publication .....	63
Submission and Appointment of Examiners (DPhil and MLitt).....	63
The Viva Voce Examination (DPhil and MLitt) .....	64
Notification of Results .....	64
Complaints and Appeals.....	65
Supplicating for your Degree .....	65

Oxford University Research Archive (ORA) and Digital Publication of Theses .....	65
Guidelines for the Presentation of Theses and other Written Work .....	69
<b>Changing Status and Moving On .....</b>	<b>72</b>
Change of Status: Readmission and Transfer .....	72
How to apply for Readmission as a Continuing Student at Oxford .....	73
Other Information.....	73
Employment and Teaching.....	74
Taking your Degree .....	75
Where Next?.....	75
<b>Graduate Linguistics Quick Reference Guide .....</b>	<b>77</b>
<b>Graduate Linguistics Points of Contact.....</b>	<b>79</b>

## Disclaimer

This handbook applies to students starting the MSt, MPhil, or DPhil in Linguistics, Philology and Phonetics in Michaelmas Term 2024. The information in this handbook may be different for students starting in other years. You are strongly advised to keep a copy as future versions may be different. Students who started their course in a previous year are advised to refer to the version of the handbook of that year.

This handbook is supplemented by the Faculty Handbook, which gives information about the Faculty that is relevant both to students and staff. The handbooks are updated each year.

The *Examination Regulations* relating to these courses are available at:

[Master of Studies in Linguistics, Philology and Phonetics \(Advanced Study\)](#)

[Master of Studies in Linguistics, Philology and Phonetics \(Research Preparation\)](#)

[Master of Philosophy in Linguistics, Philology and Phonetics](#)

[Research Degrees in Linguistics, Philology and Phonetics](#)

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 Academic Office: [academic-office@ling-phil.ox.ac.uk](mailto:academic-office@ling-phil.ox.ac.uk).

The information in this handbook is accurate as of 7 October 2024, however it may be necessary for changes to be made in certain circumstances, as explained at <http://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 and students will be informed.

The Graduate Studies Handbook and any updates are available via the [Graduate Linguistics Overview \(ox.ac.uk\)](#) on Canvas.

**Version 1.0**

# Introduction

Welcome to the Faculty of Linguistics, Philology and Phonetics.

This handbook provides basic guidance for graduate students of Linguistics, Philology and Phonetics at Oxford and answers questions that may arise during your time here. It explains the procedures with which you may become involved and indicates the scope of the work required for the various degrees.

The notes in this handbook gather together under each heading material relevant to students on any of the courses. Material relating to any one course is not placed together, but under the relevant topic headings.

This handbook explains how things *currently* work. If you have ideas for improvements to the way the courses are run, you are encouraged to bring these to the attention of the Faculty. The best way to do this is usually to get in touch with your elected Student Representatives.

## General Information

The [University of Oxford website](#) is a good source of information about the University. Useful information relating to Linguistics courses is available on the course Canvas page at <https://canvas.ox.ac.uk/> and on [the Faculty website](#).

The University Student Handbook provides general information and guidance you may need to help you to make the most of the opportunities on offer at the University of Oxford. It also gives you formal notification and explanation of the University's codes, regulations, policies, and procedures: <https://www.ox.ac.uk/students/academic/student-handbook>.

The relevant college handbook, which should be available from your college website, is another source of valuable information for students, on all matters relating to your college.

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 at <https://www.ox.ac.uk/students/academic/regulations>.

For general information on a wide range of matters, you can access the Student Gateway on the University website at [www.ox.ac.uk/students/](http://www.ox.ac.uk/students/).

## Before Arrival

MPhil and MSt students can access reading lists during the Long Vacation preceding the start of their graduate studies: <http://www.ling-phil.ox.ac.uk/graduate/bibliography>.

Useful information for all incoming Oxford students is available here: <http://www.ox.ac.uk/students/new/>.

## Registration and Student Self Service

All new students are sent a college freshers' pack containing details of how to activate their Oxford Single Sign-On account. The Oxford Single Sign-On is a system through which a single username and password allows you to access a range of IT services. One of the most essential of these is called Student Self Service. You will need to use this to register as an Oxford University student; subsequently you can use it to access important information, to amend your address and contact details, to access detailed exam results and to see your full academic record. Other IT services accessible via the

Single Sign-On system include free University email and Canvas (services through which course materials and other useful information may be posted online), and Graduate Supervision Reporting (a service through which you and your supervisor are asked to comment on your progress at the end of each term). It also includes a profile page on the LPP website. If you wish to edit your page you will be able to do so once you are registered, using this link: <https://www.ling-phil.ox.ac.uk/login>

In order to complete your registration as an Oxford University student, navigate to [ox.ac.uk/students/selfservice](https://www.ling-phil.ox.ac.uk/students/selfservice) and log on using your Single Sign-on username and password. New students must complete their registration by the end of the first week of term in order to confirm their status as members of the University.

Ideally, students should complete registration before they arrive. Continuing students must register on the anniversary of the term in which they first started their programme of study.

Once students have completed their University registration, an enrolment certificate is available from Student Self Service to download and print. This certificate may be used to obtain council tax exemption, for example.

## **Email Access**

Once a student's registration details have been processed, the student will be able to find out their email address from Oxford University IT Services (<https://register.it.ox.ac.uk>) and have access to email either via Outlook Web Access or via a program installed on your computer (a 'client') such as Outlook or Entourage Web Services (for Mac). For client configuration information see the web pages at <https://help.it.ox.ac.uk/how-to-configure-your-email-client>. The email system is controlled by IT Services, and problems should be referred to their help centre: <https://help.it.ox.ac.uk/home>.

## **University Card**

The University Card (commonly also known as a "Bod Card") provides students with access to facilities and services such as libraries, computing services and the Language Teaching Centre. In some colleges and faculties students also need the card as a payment card (for example, in college cafeterias or bars) or to enter buildings which have card-controlled access. The University Card also acts as a form of identification when students are on college or University premises. Cards are issued to students by their college on arrival in Oxford, after the online registration has been completed.

## **Email Notices**

The mailing list [lpp-graduate-students@maillist.ox.ac.uk](mailto:lpp-graduate-students@maillist.ox.ac.uk) will be used to relay information to all currently registered graduate students in linguistics. If you have a message for this list, please send it to the Academic Office at [academic-office@ling-phil.ox.ac.uk](mailto:academic-office@ling-phil.ox.ac.uk). The list should only be used to disseminate linguistics-related information.

## Important Dates

The dates of Full Term in the academic year 2024–2025 are as follows:

Michaelmas 2024      Sunday, 13 October – Saturday, 7 December

Hilary 2025            Sunday, 19 January – Saturday, 15 March

Trinity 2025            Sunday, 27 April – Saturday, 21 June

Where there is reference to 'Week 1', 'Week 6', etc., this applies to the weeks of Full Term, during which classes run. 'Week 9', 'Week 10', etc. are the weeks immediately after Full Term. The week immediately before Full Term is commonly known as 'Week 0'. (Note that by convention, Oxford weeks begin on a Sunday.)

## Induction

An introductory meeting for new students of the Faculty is held on Tuesday at 14:00 in the week preceding the first week of classes (called 0th or "noughth" week of Michaelmas Term). All students starting a graduate degree must attend this meeting, even if they have previously studied at Oxford, and there will be an opportunity to ask questions. At the induction meeting you will meet some of the academic and administrative staff in Linguistics, and your graduate student representatives, and will be given an overview of the course and other key information – for example, the name of your academic supervisor, if you have not been notified prior to your arrival.

There is an opportunity for new students to meet a wider range of staff and graduate students in Linguistics at an annual Faculty party normally held in Week 0 or Week 1 of Michaelmas Term. You are strongly encouraged to attend this party. Other social events are also organised during the year.

Because the number of graduate students in our faculty is relatively small, you will soon get to know the course tutors and your fellow students. Lectures and graduate seminars also provide a means to meet other people. Information about these will be provided at the introductory meeting and more generally by individual supervisors.

## Orientation

Besides the Faculty own induction activities, during the two weeks before Michaelmas Term properly starts students will be offered a range of orientation activities through their colleges, which will also help them settle into life at Oxford.

For international students there are special orientation activities arranged in 'minus first' week (i.e., two weeks before the beginning of classes). Colleges will be able to advise further on what is available and how to participate. Incoming students may wish to take advantage of the programmes offered under this scheme in order to acquaint themselves better with the UK as well as Oxford itself.

## Student Representatives

Graduate students are represented at meetings of the Graduate Studies Committee (GSC) and the Faculty Board by two student representatives chosen by and from among the current resident students. They are entitled to bring matters to the attention of the GSC and the Faculty Board, and to raise questions and provide feedback on other matters that come up for discussion. They are not entitled to vote in meetings, nor are they present for the discussion of reserved (confidential) business such as discussions relating to individual students, staff, or examinations. GSC meetings take place on Thursday in Week 5 of each term. Faculty Board meetings take place on Thursday in Week 2 and Week 7 of each term.

The student representatives meet before each Faculty Board meeting in order to consider in detail any student-raised issues which are to be brought before the Faculty Board. They aim to consult the student body as widely as possible on forthcoming issues and to report back on the discussions afterwards.

The student representatives also attend the Faculty Meeting where wider issues of Faculty policy and procedures are discussed with recommendations to Faculty Board.

Training resources for students who undertake academic representation roles are available via the [Oxford SU website](#).

Over the years considerable changes have been brought about in graduate courses in Oxford as a result of the input of the student representatives: you should always feel free to ask them to raise any matters which you think the Faculty should address. One way to do this is to attend the twice-termly sessions organised by the Student Representatives which take place in advance of each meeting of the Faculty Board. If you would like to discuss matters with the Student Representatives individually you are encouraged to contact them by email.

One PGT and one PGR student representative are elected in Trinity Term each year. Each representative serves for a total of three terms. The Academic Office will send out a call no later than Week 9 of Hilary Term each year asking for students to put themselves forward for the two graduate representative positions by the end of Week 0 of Trinity Term. Students then vote online for their elected student representative. Voting opens on Monday of Week 2 in Trinity Term and ends on Friday of the same week. The winners of the online election are announced in a message from the Academic Office to the graduate student mailing list in Week 3 of Trinity Term. The outgoing and the incoming student representatives are invited to attend the Graduate Studies Committee meeting in Week 5 of Trinity Term as part of the handover process. In the event that a vacancy for a student representative arises outside of the ordinary election period, a by-election should be held at the next available opportunity, giving reasonable notice of the opportunity to stand as a candidate. A student representative elected at a by-election shall remain in post until the next ordinary election takes place in Trinity Term of that academic year.

## **Graduate Studies Committee**

The Graduate Studies Committee (GSC) is a committee of the Faculty Board of Linguistics, Philology and Phonetics, to which it reports. The Committee deals with the approval of options and dissertation titles, and other matters involving graduate students that arise from time to time or are referred to the GSC by other University bodies. Supervisors' termly reports on graduate students are read by the Director of Graduate Studies (DGS), who is Chair of the GSC, and may then be circulated to members of the Committee, where any difficulties that are noted are discussed. The GSC meets on Thursdays of Week 5 of each term. The DGS, Dr Hanne Eckhoff ([dgs@ling-phil.ox.ac.uk](mailto:dgs@ling-phil.ox.ac.uk)) may be approached at any time. It is the responsibility of graduate students to ensure that documentation for anything they wish to come before the Committee is received in good time for (that is, at least a week before) the meeting at which they wish the matter to be discussed.

## Official Forms and Applications

At various times in your course you will need to submit choices of papers, essay, or thesis titles etc. to the GSC for approval, and this should be done (after consulting your supervisor) via the Academic Office. Applications for changes of status are also submitted via the Academic Office.

In the following paragraphs, you will find reference to making various applications to the GSC. Most of these application forms are available online from the [Graduate Forms](#) site, either as a downloadable document or as an online application available via Student Self Service. You will have to log into your Single Sign-On page, click the tab 'My Student Record' at the top, scroll down to 'On Course Applications' and choose the relevant option (for example 'Appointment of Examiners'). All the downloadable documents are also available from the Academic Office.

To be considered at a meeting of the GSC, an application must be submitted at least 10 working days before the relevant meeting (by noon on Thursday of Week 3). GSC meetings take place on Thursday in Week 5 of each term. However, some applications can be approved without waiting for a full meeting of the GSC; in general, it is best to submit application forms as soon as you are ready to do so.

## Types of Degree

The graduate degrees administered by the Faculty of Linguistics, Philology and Phonetics are the Master of Studies (MSt) in Linguistics, Philology, and Phonetics, the Master of Philosophy (MPhil) in Linguistics, Philology, and Phonetics, the Master of Letters (MLitt) and the Doctor of Philosophy (DPhil) in Linguistics, Philology, and Phonetics. Click the links for further information on the [University Awards Framework](#) and the [Linguistics subject benchmark statement](#) for graduate degrees in Linguistics.

### Taught courses (MSt and MPhil)

The MSt and MPhil are taught courses of 1 and 2 years respectively at FHEQ Level 7. The MSt is taught in two strands. For the MSt (Advanced Studies) degree students take a compulsory module in Linguistic Theory and choose two other modules from a range of options. For the MSt (Research Preparation) degree students must offer a compulsory and substantial dissertation and choose two other modules from a range of options.

For the MPhil degree students take the compulsory module in Linguistic Theory (examined at the end of the first year) and choose three other modules. In addition, the MPhil includes a compulsory and substantial dissertation component.

A Master's degree is often seen as a route to a doctorate, but it is not only this. Both the MSt and the MPhil are taken by people with a very wide range of future career paths. For those who plan to apply to continue onto a DPhil in Oxford, the MPhil is normally the Faculty's preferred Master's course. However, the Faculty considers applications for DPhil study from those completing an MSt as well as those completing an MPhil. For some students wishing to progress to a DPhil, the MSt is the more appropriate Master's course: for example, for some students who already have a background in Linguistics at graduate level, relevant to the research they wish to pursue for a DPhil.

## Research degrees (DPhil and MLitt)

The DPhil is the Faculty's main research degree at FHEQ Level 8, examined via a thesis of up to 100,000 words. Students without an MPhil or whose research differs significantly from their MPhil thesis are initially admitted as Probationer Research Students (PRS); the University deadline for transfer from PRS status to DPhil status is the end of the fourth term (eighth for part-time students), but students undertaking this course are expected to apply for transfer in the third term (sixth for part-time students). Students who have successfully completed an MPhil may be admitted directly to DPhil status.

Under some circumstances, it may be appropriate for a student to complete a shorter research thesis (up to 50,000 words) for a research Master's degree, called the MLitt. If you are interested in pursuing the MLitt, please discuss this with your supervisor or the DGS at the earliest possible opportunity. Students wishing to be admitted to read for an MLitt should apply to the DPhil programme, explaining their plans in the application, as there is no separate application process for the MLitt.

A DPhil thesis can be submitted after 6 terms' residence (i.e., [studying and living in Oxford](#)), or 12 terms' study for part-time students and must normally be submitted within 12 terms from admission (or 24 terms part-time). An MLitt thesis can be submitted after 6 terms' residence and must normally be submitted within 9 terms from admission.

## Part-Time Study

We try to ensure that part-time students are fully integrated into the research culture of the Faculty and afforded all the same opportunities and support as full-time students. A part-time DPhil student will be required to attend classes, seminars, supervision meetings and other obligations in Oxford for a minimum of 30 days each year. There will be some flexibility in the dates and pattern of attendance, which will be determined by mutual agreement with your supervisor. Typically, attendance will be required during term-time on at least two days in at least two terms, determined by mutual agreement with your supervisor. Each part-time DPhil student should consult with their supervisor(s) annually and present by the end of Week 1 of Michaelmas Term each year a written plan for that academic year setting out how the minimum 30 days' attendance will be met. The DGS will review and approve the proposal by the end of Week 8 in Michaelmas Term. Normally, the expectation is that attendance would be in person.

The Faculty appreciates that part-time research students will have non-standard attendance and work patterns, and our broad assumption is that part-time students will progress at half the pace of full-time students. You should discuss and agree a work plan with your supervisor that enables you to participate as fully as possible in the life of the Faculty and the University while balancing degree work with your other commitments. Part-time students will be required to cover travel expenses and overnight accommodation; colleges cannot generally provide accommodation.

Except for differences in the timing of progression steps, the advice and instructions below apply equally to part-time and full-time students (unless otherwise specified), but we do recognise that studying part-time involves particular challenges, and we urge you to contact your supervisor, or the Academic Office, if you have any concerns or suggestions for how we might be able to improve our service.

Please note that you can apply to change from full-time to part-time mode or vice versa, but only once during your entire period of doctoral study.

## **Supervision**

### **College Advisor**

Unlike undergraduates, who generally have one or more college tutors with direct responsibility for guiding their studies, graduate students have more limited links with the academic staff of their colleges, as their main academic sphere is the Faculty. Most colleges, however, appoint a College Advisor for each of their graduate students – usually a Fellow of the College with related academic interests. Your college advisor will be a person you can approach for advice if something is troubling you. They will not be mainly responsible for supervising your academic work, as this is the role of your Academic Supervisor, but will have access to your supervisor's reports on your academic progress and can certainly give independent academic advice.

### **Course Supervisor**

The key relationship during your time as a graduate student will be with your supervisor, who is appointed for you when your application is accepted or shortly thereafter. Your supervisor's name will be given to you, either before the beginning of the term, or during the induction meeting in Week 0.

Some students are supervised jointly by two different people; normally this happens because supervisors with different areas of expertise are able to support different aspects of a student's research. (Exceptionally, one co-supervisor may be from outside Oxford, but this is avoided if possible.) Not uncommonly, MPhil students may have a second supervisor just for their MPhil thesis. Research students (i.e., DPhil or MLitt) should be aware that the pattern of academic research leave (or 'sabbatical') will almost certainly mean that their supervisor will be freed temporarily from their responsibilities at some stage during their careers. (Academics normally have one term's sabbatical leave for every 6 terms of teaching.) Alternative supervision arrangements may need to be made when this occurs. Part-Time DPhil students will be assigned a secondary supervisor to make provision for the higher likelihood that their main supervisor will be absent on research leave during the student's longer period of study.

All students resident in Oxford should see their supervisors at the beginning and end of each term. Supervisors provide advice about lectures and seminars which may be useful for each student's work. This is particularly important for students on taught courses (MSt and MPhil), but research students too are strongly advised to attend lectures and seminars and to seek their supervisor's advice on this subject.

At the end of each term, both students and supervisor are given access to the Graduate Supervision Reporting (GSR) system, which the students can access through their Student Self Service account, to report on the student's progress during the term and aims for the following months. While not compulsory, both supervisors and students are urged to use this form, in order to provide transparency about supervision and to intervene in time on any issue that may arise.

If you require further details, or if you have any issues with teaching or supervision, please raise these as soon as possible with your supervisor or with the DGS so that they can be addressed promptly. Further details on complaints and appeals can be found here: [Complaints and Appeals](#).

## Taught courses

MSt and MPhil students are assigned a course supervisor, who will normally be responsible for part (but not all) of the student's teaching, and may also provide thesis supervision. In some instances, however, your course supervisor will not provide any individual teaching, but will simply arrange for tutorials with other tutors, advise about lectures, help you arrange supervision for your thesis, and be ready to provide general advice. This very much depends on your choice of options and your thesis topic.

MSt and MPhil students will generally start tutorials during Hilary Term of their first year, and MPhil students will need to declare their intended thesis supervisor (if this is someone other than the course supervisor) by Monday of week 5 in Trinity Term of their first year. The first meeting with the thesis supervisor for MPhil students should take place not later than the end of Trinity Term in the first year, and preferably much earlier; this ensures that progress can be made on the thesis over the summer.

Your course supervisor will liaise with your thesis supervisor and with your other tutors about your progress at the end of each term (see the section on Reports below). **Be explicitly advised to take note of these three distinct roles: the course supervisor, the thesis supervisor who may or may not be the same person as the course supervisor, and option tutors one of whom may or may not be your course supervisor.**

## Research Students

The number of times a PRS or MLitt/DPhil student sees their supervisor varies depending on the supervisor, the student, and the stage of the student's career. In the first year it is normal for student and supervisor to meet quite frequently, say once a fortnight during term. Later, meetings may be less frequent but students who are resident in Oxford should see their supervisors at least twice per term. Note that even if you spend a period of time away from Oxford, you must keep in touch with your supervisor.

## Meeting your Supervisor

Even if you are not able to meet your supervisor in person at the induction meeting, they will normally have contacted you before your arrival. In any event you and your supervisor must arrange a meeting as soon as possible after your arrival to Oxford, as your supervisor is your primary source of information and guidance. It is expected that supervisors will make appointments to meet their new graduate students not later than the Week 1 of Michaelmas Term. Please inform the Academic Office if you have not received the name of your supervisor by the beginning of term.

You must discuss with your course supervisor at the time of your arrival which courses you intend to take. Not all subjects are taught every year. If you need to learn a language, you will also need to check whether or when instruction in the relevant language is available.

## Special duties for supervisors of overseas students

If English is not your native language, your supervisor will need to confirm at an early stage that your command of written English is of the required standard. If you need help with written English for academic purposes you should contact the Language Centre, taking along a written recommendation from your supervisor.

## Reports

At the end of each term, your supervisor(s) will submit a report on your academic progress. To facilitate this reporting, the University operates an online Graduate Supervision Reporting (GSR) system. Within this system, you have the opportunity to contribute to your termly supervision reports by reviewing and commenting on your own progress.

You are strongly encouraged to take the opportunity to review and comment on your academic progress, any skills training you have undertaken or may need to undertake in the future, and on your engagement with the academic community (e.g., seminar/conference attendance or any teaching you have undertaken).

Your supervisor(s) will review and comment on your academic progress and performance during the current term and assess skills and training needs to be addressed during the next term. Your supervisor should discuss the report with you, as it will form the basis for feedback on your progress, for identifying areas where further work is required, for reviewing your progress against an agreed timetable, and for agreeing plans for the term ahead.

When reporting on academic progress, students on taught courses should review their progress during the current term, and measure this progress against the timetable and requirements for their programme of study. Students on doctoral programmes should reflect on the progress made with their research project during the current term, including written work (e.g., drafts of chapters), and you should assess this against the plan of research that has been agreed with your supervisor(s).

All students should briefly describe which subject-specific research skills and more general personal/professional skills they have acquired or developed during the current term. You should include attendance at relevant classes that form part of your programme of study and also include courses, seminars or workshops offered or arranged by the Faculty or the Division. Students should also reflect on the skills required to undertake the work they intend to carry out. You should mention any skills you do not already have or you may wish to strengthen by undertaking training.

Students are asked to report toward the end of each term and are notified by email when they can access the online form via Single Sign-On. Depending on your programme of study, you may also be asked to complete a report during the Long (summer) Vacation. Once you have completed your sections of the online form, it will be released to your supervisor(s) for completion and will also be visible to your DGS and to your College Advisor. When the supervisor's sections are completed, you will be able to view the report, as will the relevant DGS and your college advisor. Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they use to obtain information about supervision. College advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by you and/or your supervisor).

Student reports are not intended to be, and will not be treated as, confidential. Should you wish to raise a sensitive or personal matter that you want to keep confidential (e.g., about your supervisor), you should do so through other routes (e.g., through the DGS or your college advisor).

## Change of Supervisor

Although the Faculty is responsible for appointing supervisors, you may feel that you wish to change your supervisor at some time during the course for personal or academic reasons. This is not an easy decision, and you must take advice and think about it carefully. In the career of every graduate student there are inevitable periods of frustration and a change of supervisor does not necessarily solve the problem. However, if you decide that a change is necessary, it is best, if at all possible, to discuss the question with your current supervisor, who can advise about a new supervisor, make enquiries about their availability and willingness to act, etc. If this is not possible, then you can turn directly to the Chair of the Faculty Board or the DGS. A discussion with your college advisor or college Tutor for Graduates is likely to be very useful. The worst possible procedure, and one that is likely to be wholly counterproductive, is to avoid meetings with your supervisor without making alternative arrangements.

## Lectures, Seminars and Meetings

The Faculty publishes an [online lecture list](#) each term, which is occasionally updated during the term. It is advisable to ask your supervisor or other teachers for advice on upcoming courses that they may be aware of and think may be useful in light of your interests.

All students, including research students, are welcome to attend all lectures. Research students are expected to attend lectures and practical sessions in areas in which they need additional background for their research.

The University's policy on Educational Recordings is available here: [academic.admin.ox.ac.uk/educational-recordings-policy](http://academic.admin.ox.ac.uk/educational-recordings-policy)

## Compulsory Modules

The following modules are 'compulsory' in the sense that students are expected to attend them, and the examinations are devised partly on the basis of material introduced in these courses. Students who do not attend them are not sanctioned in any way, but disadvantage themselves by not participating.

- MSt (Advanced Study strand) and first-year MPhil students are expected to attend all of the lectures labelled 'Foundation Course' on the lecture list in Michaelmas Term and Hilary Term (usually until Week 4 of Hilary Term), as well as the accompanying practical sessions.
- PRS students and MSt and MPhil students taking 'B' options are expected to attend the Research Methods module in Michaelmas Term. MSt and MPhil students taking 'C' or 'D' options are also welcome to attend the Research Methods module.
- MSt and MPhil students taking 'B' options are expected to attend the 'Quantitative Methods in Linguistics' lectures and practical sessions in Hilary Term. PRS students and MSt and MPhil students taking 'C' or 'D' options are also welcome to attend the 'Quantitative Methods in Linguistics' lectures and practical sessions.
- MSt (Research Preparation), second-year MPhil, and first-year PRS students are expected to attend all sessions of the Thesis Workshop at the start of Hilary Term and to present their thesis topic in one or more sessions.

## **Student Feedback**

Students at Oxford are given feedback on their work in two main ways: through oral comments given in lectures and, especially, tutorials, in which your work is critically discussed by academics who are world-leading experts, in “masterclass” fashion. They may (often) also provide written comments on your essays etc., but may simply offer oral feedback. It is not customary for tutors to grade your assignments, though you may ask for an indication or opinion of what sort of grade they might give such work.

To provide feedback on lectures, seminars, classes and tutorials, please contact your student representative.

Students on full-time and part-time matriculated courses are also 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-surveys](http://www.ox.ac.uk/students/life/student-surveys)

Final year undergraduate students are surveyed instead through the National Student Survey. Results from previous NSS can be found at [discoveruni.gov.uk/](http://discoveruni.gov.uk/)

## **Seminars**

You are strongly advised to attend graduate seminars (including the General Linguistics Seminar, on Mondays at 17:15), even if they are not immediately relevant to your chosen options. Your supervisor can provide advice on what you should attend, but you are expected to take the initiative and develop a wide range of interests by participating in or attending a good range of courses.

Occasional lectures and seminars by visiting speakers will be advertised to you via email and via the Linguistics website, and sometimes in the University Gazette, which appears weekly in term time and is available in the main libraries and at <http://www.ox.ac.uk/gazette/>.

## **ACTL**

PRS, MPhil students, and MSt students on the ‘Advanced Studies’ strand are eligible to attend the Advanced Core Training (ACTL) Summer School in Linguistics provided by a consortium of linguistics departments (Oxford, Cambridge, Edinburgh, Essex, Newcastle, Queen Mary University of London, University College London, and York). For further details, see <http://www.actl.ucl.ac.uk/>.

## **Tutorials**

Even at graduate level, the heart of the Oxford teaching system is the tutorial. Although graduate students may rely less on tutorials than undergraduates, nonetheless they form part of the teaching for many graduate modules. Tutorials provide a unique opportunity to explore and challenge ideas and theories, to analyse data, and to debate and investigate issues with acknowledged experts in a wide range of fields.

There is no set pattern for tutorials, but they typically involve the preparation of some kind of written work, usually an essay, which will form the basis of a discussion lasting around an hour. Tutors will generally have indicated in advance a suitable topic or title and some preliminary reading. Students, however, will often wish to supplement the reading by following up bibliographic references within the material suggested. Tutors will, of course, also tell you where and when the tutorials will take place, as well as whether they intend to teach you individually or in a pair or small group. Note that, whereas there may be some flexibility in your attendance at lectures (but this depends on the options you are taking), there is no excuse for missing a tutorial without contacting your tutor in advance in order to reschedule.

In certain areas of linguistics, tutorials may involve sets of problems comprising data for

analysis. They may also focus on areas in which a student is contemplating developing the research for a thesis.

Essays, however, are the most common preparation for a tutorial. Because tutors differ, it is hard to give rules or even guidelines about what is expected. Some tutors prefer a student to hand in the work a day before the tutorial, which is then spent discussing the work. Others prefer a student to bring along the essay to the tutorial and then read it aloud or give a brief presentation about it; the tutor may cut in at points to focus on issues and develop a discussion. In either case, tutorial essays provide an opportunity to develop powers of verbal reasoning and communication, both written and oral.

Tutors are expected to provide feedback on essays but in general will not award a numerical or other mark, and may or may not make written comments: **feedback is primarily given orally through the tutor's comments and questions.** Tutorial essays are not, strictly speaking, assessed and they do not form part of your final assessment. Consequently, making mistakes is not a problem: what matters is that students learn from errors that they make. Good essays describe succinctly what the issues are before setting out an explanatory analysis of them. They will critically address existing analyses and seek to show the merits and flaws in the arguments. In addition, they may well approach a topic from an interesting or new angle.

Essays should be carefully structured and include a proper introduction and conclusion. Length is perhaps the least important consideration, but as a guide one might expect a tutorial essay to be around 2,000 words in length or to take 10 minutes or so to read aloud. It cannot be stressed too much, however, that the important thing is coherent and cogent argument and quality of structure and analysis; quantity is only an issue if omissions lead to serious weakness in your arguments.

Essay writing is an acquired skill; practice will improve your performance and feedback from your tutor will help you in this. Do not despair, then, if your first few attempts are not what you might have hoped to achieve. In Oxford, tutors are on your side: they are your allies in helping you acquire the skills and knowledge that you need to complete the course you have embarked on successfully.

## Funding for Travel, Fieldwork, and Experimental Work

Students may apply to the Faculty for funding for the following purposes:

- General research expenses. This funding can be used to cover the costs of experiments, fieldwork trips, consulting manuscripts, etc., of up to £500 per year
- Travel expenses. This funding can be used to cover the costs of attending summer schools and travelling to conferences of up to £500 per year.

There is no guarantee that funding will be available, and no more than £500 per student per year can be granted for each of these purposes. Requests for travel to conferences will not normally be granted if the student is not presenting a paper at the conference. Conference funding cannot be used to cover conference dinners or travel to the student's usual country of residence. Students should follow the University in using HMRC's worldwide subsistence rates as 'reasonable rates' guidance.

<https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk>

It is important to discuss your research and any related expenses with your supervisor at the earliest opportunity. Applications for travel or research funding should make clear the purpose for which the funds will be used. If the application is for conference travel it should include the name of the conference, the title of the paper to be presented, and a statement that the paper has been accepted for presentation at the conference. If the conference or your college or funding agency offers financial support for students, it is expected that you will also apply for it.

Students will not be provided with funding for travel to places in which they would normally be visiting as a resident during the period of fieldwork: if any question about this could arise, it should be addressed in the funding application.

The standard payment rate recommended for paying participants in the UK should be minimum wage rounded up to the next full pound. Any different rate would have to be justified by the student and explicitly supported by the supervisor on the application form.

Students should be aware of the [University Travel Policy](#). Note that there are modes of travel that are not permitted, such as first-class flights, domestic flights and flights to Paris and Brussels.

Forms for application for travel and research funding are available online on Canvas here: [Safety Policy and Guidance, Travel Insurance](#)

## **Safety: Fieldwork and Travel**

The University's policy and guidance on safety in fieldwork and while travelling overseas are available online, at <https://safety.admin.ox.ac.uk/travel-and-fieldwork>.

The University offers travel insurance to students and staff travelling within the UK or worldwide on University business, with further information available at <https://finance.admin.ox.ac.uk/travel-insurance>. Depending on the destination, this may require a full 'overseas risk assessment'. Some external funders of fieldwork trips also require this. The relevant form can be obtained from the Linguistics Graduate Overview tile on Canvas here: Safety: Travel and fieldwork

## **Skills Development, Employability, and Careers Support**

There are a number of services and programmes across the University that provide support in developing yourself both personally and professionally. 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 Oxford students website <https://www.ox.ac.uk/students/academic/guidance/skills>. These opportunities complement the development opportunities provided through your own activities – within and beyond your research – and those provided by your faculty.

## **Humanities Researcher Development and Training Programme**

The Humanities Researcher Development and Training Programme is a comprehensive personal and professional development programme of events, opportunities, workshops and resources to support and develop Humanities researchers at all stages of their career from postgraduate level upwards.

Whether you are a graduate student or a postdoctoral researcher, there are two pressing questions with which you will no doubt be occupied:

- How can I get this project finished in time and up to the standard I want it to be?
- What am I going to do afterwards?

The development opportunities provided by the Humanities Division are designed to help you address these questions in stimulating, interactive ways.

Our programme is organised via 'training pathways', designed to foster virtuous circles between research and personal development. These Pathways are:

- Preparation for Academic Practice Pathway: Resources to support all aspects of your development as a researcher, from writing book proposals to preparing for the DPhil viva
- Public Engagement with Research Pathway: Skills and tools to enable researchers to communicate, collaborate and inspire beyond the academy. Workshops include storytelling, Presentation Delivery Skills and How to Organise a Conference
- Heritage Pathway: A varied programme of research, training and events in collaboration with heritage partners to promote knowledge exchange and Public Engagement with Research
- Teaching Pathway: Supports Humanities researchers who are currently teaching (or intend to teach) at Oxford
- Career Confidence: Resources and opportunities tailored to the interests, skills and preferred career destinations of Humanities researchers.

Our workshops and events are open to Master's and DPhil students and postdoctoral researchers (including teaching-only and college-only appointments). Most of our events are free, but some require a £20 deposit which will be returned once you have attended the course, or cancel more than 72 hours before the event start time.

See <https://researcherdevelopment.humanities.ox.ac.uk> for the calendar of upcoming events and for more information about the programme.

You can also email the Humanities Researcher Development and Training Team at [training@humanities.ox.ac.uk](mailto:training@humanities.ox.ac.uk) if you have any queries

## Support for Research Students from the Careers Service

Doing a research degree opens up a range of career options, yet it is up to you to seize the opportunities to exploit these and get ready for the next step. Our best advice is to start early because you will get busier as your research progresses. No need to decide at this point whether you will stay in academia or move on to new pastures: many of the career-building steps that you can take now will benefit your CV and your wider employment options whichever step you take next.

The Careers Service ([www.careers.ox.ac.uk](http://www.careers.ox.ac.uk)) works alongside the Humanities divisional training team to offer information resources, one-to-one support, and a programme of bespoke workshops focusing on key career skills and tools for career planning and development. We support DPhil students and research staff from every department across the University, regardless of their chosen career paths.

### How to get involved

The **researcher pages** ([www.careers.ox.ac.uk/researchers](http://www.careers.ox.ac.uk/researchers)) on the main Careers Service website contain a wealth of information on what other researchers have done, tips on how to develop your careers thinking, and links to useful resources. The **Resources Room** in the Careers Service building (56 Banbury Road, open 9:00–17:00, Monday–Friday) stocks leaflets, briefings, and relevant career-related matters, including books on securing work in the academic job market and other sectors, or negotiating a change in direction.

Our **termly programme of workshops** caters specifically for researchers and focus on career design and development, networking, CV writing, job applications and interviews,

and more. See our programme and book places via the CareerConnect calendar.<sup>1</sup> And don't miss our *Insight into Academia* programme, which gives insider perspectives on becoming an academic and the steps required to keep you there, along with tips to maximise your chances of application success.

If you're looking to boost your skill set, consider taking part in the [Researcher Strategy Consultancy](#), which provides early career researchers with an opportunity to develop the core employability skills required for independent consulting in any field or a transition into analytical, business or policy roles in the public and private sector.

Research students are also eligible for the fantastic opportunities to explore different work sectors and roles offered through [summer internship](#) and [micro-internship](#) programmes; see [this link](#) for more information on these.

Unsure where to begin or how to use your time here most effectively? A **one-to-one conversation with a Careers Adviser** may help! Come and discuss your personal career plans, aspirations, and worries in a confidential setting: appointments can be made via CareerConnect.

For an overview of the services available to researchers at the University, download this [leaflet](#) or call in at the Careers Service and pick up a copy.

## Language Courses

The [General Pathway Course Guide](#) (you need to log in with your Single-Sign On to view the content) at the Language Centre offers general courses in several languages, as well as reading courses in a smaller number of languages, usually including French and German. The Faculty covers the fee for courses for students whose research requires competence in the language; this must be confirmed by the supervisor. For information on priority registration, contact the DGS at the earliest possible stage.

## Training in Academic Teaching

For graduate students who are interested in undergraduate tutoring or lecturing, training aimed at developing teaching skills is provided. Core training is provided through a workshop called Preparation for Learning and Teaching at Oxford (PLTO); this is a compulsory prerequisite for all graduate students who are interested in teaching undergraduate linguistics. Training towards nationally recognized standards in university teaching can also be arranged, for those who have completed the PLTO training. Note that completion of the PLTO training does not provide any guarantee that you will be offered teaching opportunities: opportunities to teach are normally available only to doctoral students who have successfully transferred to DPhil status. The Graduate Teacher Training Coordinator is Dr Sandra Paoli.

## Language learning and upskilling

The University of Oxford Language Centre provides a wide range of general and specialised courses in foreign languages and Academic English. See <https://www.lang.ox.ac.uk/>. For Academic English courses, the student pays part of the fee on enrolment (currently £95), and the Faculty also contributes (currently £95). There is no cap on the number of Academic English courses that a student may book per year.

---

<sup>1</sup> All DPhil students are automatically issued a CareerConnect account; research staff can easily create a free account by following the instructions [here](#). Contact [reception@careers.ox.ac.uk](mailto:reception@careers.ox.ac.uk) if you need assistance in accessing CareerConnect.

## Facilities

There is a range of facilities available to graduate students in linguistics and philology:

- Common Room and workspace with computers, Wi-Fi, and network points in the Centre for Linguistics and Philology. Even if you prefer to use your own device, you may find the Faculty's networked file storage and print servers useful. For storage of data collected from human subjects, it is a secure and convenient way of complying with research ethics policy regarding storage of personal information. You are encouraged to use Faculty and University servers for secure and reliable back-up of your files, rather than insecure external services such as Dropbox. Faculty and University servers can also be used for sharing larger files with others, rather than filling up email inboxes.
- Faculty IT support: [it-support@ling-phil.ox.ac.uk](mailto:it-support@ling-phil.ox.ac.uk)
- Library resources: <http://www.ling-phil.ox.ac.uk/library>
- University IT services: <http://www.it.ox.ac.uk/>
- The Phonetics Laboratory: <http://www.phon.ox.ac.uk/>
- The Language and Brain Lab: <http://brainlab.clp.ox.ac.uk/>
- The Language Centre: <http://www.lang.ox.ac.uk/>

Please note that from the start of the 2025-26 academic year, the Faculty will relocate to the new Schwarzman Centre for the Humanities in the Radcliffe Observatory Quarter. More detailed information on arrangements for the Faculty's move to the new building, including the Academic Office location, graduate study and social space, and library resources, will be communicated separately to all continuing graduate students during 2024-25.

## 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.

It is expected that most graduates will have mastered the rules and conventions of scholarly writing before arriving at Oxford, and therefore plagiarism is treated as a serious breach of academic integrity. However, even graduate students sometimes find it difficult to avoid unintentional plagiarism; consequently you must ensure that you understand fully what is meant by the term 'plagiarism' at Oxford, how to avoid it in your writing, and the potential consequences of either deliberate or inadvertent plagiarism.

The Study Skills and Training website provides information and links on plagiarism and other aspects of good academic practice <http://www.ox.ac.uk/students/academic/guidance/skills>. Please take some time to read the guidance offered there.

**All graduate students should complete the online Avoiding Plagiarism course**, accessible via CoSy as part of their graduate skills training portfolio. At the end of the course there is a quiz to test your knowledge; if successful, you can print out a certificate for your records. The course also provides an accessible source of information and advice about plagiarism.

## Ethical Approval

The University is committed to ensuring that its research involving human participants is conducted in a way that respects the dignity, rights, and welfare of participants, and minimises risk to participants, researchers, third parties, and to the University itself. All such research needs to be subject to appropriate ethical review. **You should submit your completed form for ethical approval to the supervisor of your piece of work and thesis to the DGS before you submit to the Central University Ethics Committee (CUREC).** More information can be found at the [Research Ethics website](#) and an online training course can be accessed on [Course management through CoSy | IT Learning Centre \(ox.ac.uk\)](#) called **Research Integrity: Research Involving Human Participants**.

If your research involves work with people, it will be necessary to register your project with one of the University's research ethics committees, in all likelihood with the Central University Research Ethics Committee, though it depends on the nature of the research; see <https://researchsupport.admin.ox.ac.uk/governance/ethics/committees/curec>. The University's policy on the ethical conduct of research involving human participants and personal data is available online at <https://researchsupport.admin.ox.ac.uk/governance/ethics/committees/policy>. If you are working with consenting adults, it is sufficient to simply register your research: there is a short checklist online, and you must await approval of the checklist before starting your research. Research with under 18s or vulnerable adults involves a more stringent process of prior approval, preparation for which takes some time, so it is advisable for MPhil students to have this process in hand early in Trinity Term of the first year, at the latest, and for MSt students to act on this at a very early stage.

If your research involves experiments in which you will deceive your subjects (for example, about the purpose of the experiment), the same stringent process of prior approval applies. It is advisable to design your experiment so that no deception is involved.

## Harassment

Harassment is an unacceptable form of behaviour. The University Policy on Harassment is available online at <https://edu.admin.ox.ac.uk/university-policy-on-harassment>. Harassment Advisors for the Faculty are appointed annually and listed on the [Faculty Website](#). The Faculty Harassment Advisors may be consulted in confidence if any question of harassment or bullying arises.

## Equality and Diversity at Oxford

*"The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish."* [Equality Policy](#)

As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy, and consideration.

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality

of opportunity, and fostering good relations between people with and without the 'protected characteristics' of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex, and sexual orientation. Visit our website for further details or contact us directly for advice: [edu.web.ox.ac.uk](http://edu.web.ox.ac.uk) or [equality@admin.ox.ac.uk](mailto:equality@admin.ox.ac.uk).

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment policy and the support available for students, visit: [edu.web.ox.ac.uk/harassment-advice](http://edu.web.ox.ac.uk/harassment-advice).

There are a range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information, visit: [edu.admin.ox.ac.uk/religion-and-belief-0](http://edu.admin.ox.ac.uk/religion-and-belief-0).

## **Student Welfare and Support Services**

It is not uncommon for students to require additional advice and support at some point during their studies. We encourage you to address without delay any situation that may arise and to contact the person with whom you feel most comfortable raising the issue. This may include your supervisor, your subject tutors, your college advisor, the Faculty's DGS, the Faculty's Disability Lead Dan Holloway, or the Faculty's Welfare Contact Camilla Rock. Please also take note of the services listed below. Disability-related support for formal assessments is usually arranged via your college: please contact your college's academic office for further information.

The University's unique and close-knit collegiate system provides a wealth of pastoral and welfare services for students to support engagement with studies and University life, promoting student wellbeing by providing opportunities for social interaction and sport and arts. Additionally, the central Student Welfare and Support Services department offers professional support that complements provision in colleges and departments. More detail can be found in the University's Common Approach to Support Student Mental Health. Every college has their own systems of support for students, please refer to your college handbook or website for more information on who to contact and what support is available through your college.

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

The Disability Advisory Service (DAS) can provide information, advice, and guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support. For more information, visit: [www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability).

The Counselling Service is here to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service and the counselling team are committed to providing culturally sensitive and appropriate psychological services. Students can request to see a male or female therapist, a Counsellor of Colour, or to attend a specialist group such as the LGBTQ+ or Students of Colour Groups. All support is free and confidential. For more information visit: [www.ox.ac.uk/students/welfare/counselling](http://www.ox.ac.uk/students/welfare/counselling)

The Sexual Harassment and Violence Support Service provides a safe and confidential space for any student, of any gender, sexuality or sexual orientation, who has been impacted by sexual harassment or violence, domestic or relationship abuse, coercive control or stalking, whenever or wherever this took place. More information is available from [www.ox.ac.uk/students/welfare/supportservice](http://www.ox.ac.uk/students/welfare/supportservice). A range of services led by students are available to help provide support to other students, including the Oxford

SU (Students' Union) Student Advice Service and Nightline. For more information, visit: [Peer Support | University of Oxford](#).

Oxford Students' Union also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: [www.oxfordsu.org/communities/campaigns/](http://www.oxfordsu.org/communities/campaigns/)

There is a wide range of student clubs and societies to get involved in. For more details, visit: [www.ox.ac.uk/students/life/clubs](http://www.ox.ac.uk/students/life/clubs)

Other support and guidance services for students:

- Financial Hardship <http://www.ox.ac.uk/students/fees-funding/assistance/hardship>
- International Student Advisory Service <https://www.ox.ac.uk/students/new/international?wssl=1>
- Childcare services <https://childcare.admin.ox.ac.uk/home>
- University Policy on Student Maternity, Extended Paternity, Adoption, and Shared Parental Leave [https://www.ox.ac.uk/sites/files/oxford/field/field\\_document/University%20Policy%20on%20Student%20Maternity%20C%20Extended%20Paternity%20and%20Adoption%20Leave.pdf](https://www.ox.ac.uk/sites/files/oxford/field/field_document/University%20Policy%20on%20Student%20Maternity%20C%20Extended%20Paternity%20and%20Adoption%20Leave.pdf) University Careers Service: <http://www.careers.ox.ac.uk>

## Examination Regulations

The Examination Regulations, which are revised annually, contain the rules which govern your course; parts of the content of this handbook are paraphrased from the Examination Regulations, which are a part of the University Statutes and Regulations <https://governance.admin.ox.ac.uk/legislation/statutes>. Advice on their interpretation can be obtained from the Academic Office, the Director of Graduate Studies, your supervisor, or your college.

## Funding Postgraduate Study

The Faculty appreciates the considerable financial commitment required of a student pursuing graduate work, and it will generally support applications made by its students to appropriate bodies for assistance. Note that it is the responsibility of the College to ensure that students have sufficient funding for the course that they intend to pursue.

Students may be eligible for funding from various bodies, including the Arts and Humanities Research Council (AHRC, [the OOC DTP](#)), (ESRC, [the Grand Union DTP](#)), the [Philological Society](#), the [Clarendon Fund](#), the [Ertegun Graduate Scholarship Programme](#), or [Academic Futures Scholarship Programme](#). Students who have been offered a place on a course will automatically be considered for the Clarendon Fund and can apply for some scholarships by selecting the appropriate options in the Funding Section of the University's Graduate Application Form. For other scholarships, including the [Philological Society's Master's Bursary Scholarship](#), students must apply directly to the relevant funding body. Most funding bodies will require references from your previous degree course as well as some input from the Faculty regarding the course on which you have been offered a place. More information is available in the fees and funding section of the graduate prospectus for the University, available online at <http://www.ox.ac.uk/admissions/graduate/> and on the Faculty website at <http://www.ling-phil.ox.ac.uk/funding>.

To be considered for an AHRC or ESRC award, a Clarendon award, or other funding arranged through the application process, ***all applicants must submit their application by the January deadline. Your application must be complete, including your references and other supporting materials, by that deadline.***

Note that the funding schedule and submission deadlines for some funding bodies are not the same as the fees and deadlines prescribed by the University.

The University offers an online graduate funding search tool <https://www.ox.ac.uk/admissions/graduate/fees-and-funding/fees-funding-and-scholarship-search> which may be used to help you identify available funding and scholarship opportunities within Oxford, as well as [other useful resources on funding](#). Prospective students and those who have been offered a place are welcome to consult the DGS if they require further assistance understanding the funding system.

For existing Oxford graduate students moving on to the DPhil, the procedures for readmission are detailed [here](#). Early consultation with your supervisor is critical if you wish to be considered for funding. Your research plan will be the main criterion on which you are judged, and you will need to spend some time refining and polishing it; your supervisor can help with this. In nominating candidates for AHRC, ESRC, and Clarendon funding, the Faculty will consider the progress that applicants have made in their current programme, so it is important to demonstrate that you can formulate and stick to a reasonable work plan, and to have made good progress by mid-Hilary Term of your MSt or the second year of your MPhil programme.

The UK government has introduced loans for postgraduate master's and postgraduate doctoral courses. Further information, including eligibility criteria, is available on the [Master's Loan](#) and [Doctoral Loan](#) webpages of the gov.uk website.

## Fees and Charges

The calculation of fees for the different degrees can be complex, particularly for those who have already read for a postgraduate degree at Oxford. You should seek guidance from your college at an early stage if you are in any doubt as to your fee liabilities. In straightforward cases, three terms' fees are payable for the MSt, six for the MPhil and MLitt, nine for the DPhil only, and twelve for the MPhil followed by the DPhil. See also the notes [here](#) regarding the rules on residence, and the Fees and Living costs webpages at <https://www.ox.ac.uk/admissions/graduate/fees-and-funding>.

There is a University continuation charge on a termly basis to students admitted to study for the DPhil or MLitt who have reached the end of the standard period of fee liability, until and including the term of submission. Students who have successfully completed an MPhil at the University should be aware that their fee liability for a DPhil course is reduced by three terms. In most cases, this will mean that a student who would have been liable to pay nine terms of course fees is now only liable to pay six terms of fees before becoming liable to pay continuation charges. The University continuation charge is currently £628 per term. For part-time students, the termly charge will be half of the termly rate payable by full-time students. Students are also liable for a college continuation charge. More information is available at <https://www.ox.ac.uk/admissions/graduate/fees-and-funding/fees-and-other-charges/continuation-charges>.

## Suspension of Student Status

If, for good cause, you are temporarily unable to carry out your work, the Faculty may allow you to suspend your studies (within the University this is known as 'suspension of status') for not less than one and not more than 3 terms at any one time.

Applications to intermit your studies should be made through the Academic Office and should be accompanied by statements of support from your supervisor and college. The maximum number of terms' suspension which may be approved is 6 terms for doctoral students (part-time: 3 terms). For Master's students, the number of terms permitted is equivalent to the length of the course; i.e., for a one-year course, 3 terms; for a two-year

course, 6 terms. You can apply using form GSO.17, which is available on the [Graduate Forms webpage](#).

**Please note that taught students cannot normally suspend their studies for less than THREE terms.**

If your application for suspension of status is approved, you will not be liable to pay fees during the period of intermission and will automatically resume your former status at the end of the period. The Faculty may also, for sufficient reason, and after consultation with your supervisor and college, temporarily require you to suspend on its own initiative.

The Faculty will consider applications for suspension of status on the following grounds:

(a) Where you are effectively prevented from pursuing your course of study in circumstances which are outside your control, though there are good grounds for believing that you will be able to resume work within a reasonable period (e.g., cases of unforeseeable financial difficulty, or physical or mental incapacity). Where a period of suspension is requested on the grounds that you are in unforeseeable financial difficulty, the Faculty Board will require certification from your college that, when you were first admitted, it was fully satisfied that your financial position was at that time sufficiently secure to enable completion of studies, but that since then an unforeseeable deterioration has occurred which makes it impossible to continue studying for a limited period. An increase in University fees will not normally be regarded as sufficient grounds for allowing you to suspend. Suspension of status sought on medical grounds should normally be accompanied by medical documentation or a letter from a doctor or qualified counsellor. The DGS reserves the right to ask for medical confirmation that the applicant is fit to return to study at the end of the suspension.

(b) Where it is desirable that you should give up your work for a limited period either

- (i) in order to concentrate on some other project which cannot be reasonably deferred until the completion of your postgraduate work (e.g., in order to acquire some ancillary qualification), or
- (ii) to take up temporary work which is likely to be relevant to your subsequent career and which offers an opportunity which is unlikely to recur.

(c) In the case of study abroad

- (iii) where you hold a Research Council studentship which is suspended during the period of study abroad because of the nature of the study; or
- (iv) where you receive an award to study abroad which does not cover fee liabilities, if the nature of the study abroad is such that, in the case of holders of a Research Council studentship, the studentship would be suspended during the period abroad; or
- (v) where your work is unduly delayed by difficulties in making arrangements for study, or in carrying out such study, in another country.

You are normally expected to complete your studies within the normal time limits for the course in question, and the Faculty Board is therefore not prepared to consider applications for suspension of status merely on the grounds that you wish to engage, for personal reasons, in some other activity and then return to graduate work at some later date.

**In general, if you are thinking of applying to suspend you should discuss the matter in detail with your supervisor and then enquire from your college and the Academic Office about the next steps to take.**

## Illness

It is important that the University's records correctly show the number of terms you have

been actively working. This is particularly important for students engaged in writing a thesis. If your work is unavoidably delayed by illness, you are encouraged to apply for a period of suspension. If your illness is not serious enough or of too short duration (e.g. a fraction of a term) to justify suspending your studies, but you nevertheless feel that it might have an adverse effect on your performance in the final examination for a taught course degree, you must ask your college Tutor for Graduates (or in some colleges the Senior Tutor) to take the case up with the Proctors, who have the option, at their discretion, of writing to the examiners and asking that your illness be taken into account. You should not write directly to the examiners, who cannot take account of pleas which arrive other than through the official channels.

If a research student falls ill and it is thought that this may lead to a subsequent application for extension of time (as outlined in the next section), it is desirable to obtain a medical certificate at the time. Your supervisor and the DGS should always be informed when illness has prevented work on your thesis.

## **Extension of Time for Research Degrees**

MLitt and DPhil theses should normally be submitted within 9 and 12 terms respectively from the date of the admission as a Probationer Research Student (twenty- 4 terms for part-time DPhil). If in exceptional circumstances this cannot be done, the Faculty Board can grant up to 3 terms' extension of time for the MLitt and up to 6 terms' extension of time for the DPhil (part-time: 3 terms).

All applications for extension must be made no later than the term in which you are due to apply for permission to supplicate for the degree. The Faculty cannot accept applications for more than **ONE** term's extension at any one time. All applications must have the support of your supervisor and explain in detail the reasons for the delay. Application forms are available from the University's website at <https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional> or from the Academic Office, and must be countersigned by your supervisor. In any subsequent applications for extension, it is expected that you will be able to demonstrate (and your supervisor confirm) that sufficient progress has been made since the first extension was granted. If you have been unable to make adequate progress during the first period of extension, it may be appropriate to consider other measures, such as suspending your studies rather than seeking a further extension.

The GSC is not empowered to grant extensions beyond the limits indicated above: in extremely rare cases further extension can be sought, but you should not count on that possibility. Further details are available from the Academic Office.

Students who have received Research Council studentships (AHRC or EHRC) are expected by the Research Council to submit their DPhil theses within 3 years following the MPhil, or within 4 years following admission (part-time: 7 years) as Probationer Research Students. Note that most British grant-giving authorities now penalize those institutions whose rate of submission is not adequate (i.e., usually 4 years for a doctorate, regardless of the period of funding offered) and consequently debar future applicants to those institutions from applying for grants. This makes it imperative that dissertations be submitted within the required period.

## **Withdrawal or Lapse from Status and Reinstatement**

If you fail to apply for an extension, or you submit an application for extension which is not approved, you will lapse from MLitt or DPhil status at the end of your period of registration and will no longer be entitled to receive supervision. If you still want to submit your thesis for examination, you can apply for reinstatement. In some instances, if it becomes clear that there is no prospect of completing your thesis within acceptable

time limits, you may wish to allow your status to lapse with a view to applying for reinstatement when your thesis is virtually ready for submission.

There is no time limit for reinstatement, though the Faculty will only accept applications where a limited amount of time has passed and you have given good reasons for the gap in your studies. Ex-students are advised to get in touch with their college and, if possible, their ex-supervisor before applying for reinstatement. If your application is approved, the terms of residence and fee requirements previously fulfilled will again be valid, and supervision will be resumed.

## **Residence Requirements: Full-Time Students only**

MSt candidates are required to keep statutory residence (for most graduate studies this means living within 25 miles of Carfax), i.e., to pursue their studies in Oxford, for no less than 3 terms after admission. MPhil and MLitt candidates, and candidates for the DPhil only, must normally keep residence for no less than 6 terms. Candidates who complete an MPhil and go on to the DPhil must keep residence for no less than 9 terms altogether. The Faculty has the authority to grant dispensation from no more than 3 terms of residence in Oxford, but dispensation shall be granted to MLitt students only on the grounds that it is necessary to their work that they be allowed to pursue their course of study at some other place than Oxford; dispensation may additionally be granted to DPhil students for other good reasons.

Applications for dispensation must be made through your college and with the support of your supervisor. It is important to appreciate that the terms of residence which must be kept are not always the same as the terms for which university fees must be paid. MLitt students are required to pay fees for 6 terms, and students studying for the DPhil only must pay fees for 9 terms. Students who have an MPhil degree and are subsequently admitted to the DPhil are required to keep only 3 further terms of residence (after those kept for the MPhil), but fees must be paid for a total of 12 terms.

Leaving aside official requirements, MPhil students and those reading for research degrees should be prepared to be in Oxford most of the year, including periods of vacation, in view of the need to pursue research for their theses and (if relevant) pre-submitted essays, and to prepare for exams; this factor should be taken into account when planning expenses.

## **General Course Aims and Learning Outcomes**

### **Course Aims**

Students should understand:

- the nature of a theory and what constitutes an explanation;
- the central analytical concepts and methods of enquiry of linguistics and comparative philology;
- data collection and presentation;
- for linguists, current theories of the nature and organisation of the different 'levels of analysis' of language: phonetics, phonology, morphology, syntax, semantics, pragmatics, discourse, etc.;
- for philologists, current approaches to the history, structure, and relationships of the relevant Indo-European languages;
- for the relevant options (e.g., experimental phonetics, psycholinguistics, computational linguistics, etc.), how to apply practical techniques or experimental methods appropriately; how to work collaboratively as part of a research group.

## **Learning Outcomes**

### **Intellectual Skills**

Students develop general intellectual skills:

- to think, write, and give presentations clearly and logically;
- to critically evaluate and compare different theoretical positions and claims;
- to assess the accuracy of theoretical predictions by careful analysis of data;
- to retrieve, organise, and assimilate different kinds of information from a variety of sources in an effective and scholarly manner;
- to recognise the relevance of findings in linguistics or philology to other related disciplines, and vice versa;
- to plan and complete a substantial piece of independent research.

### **Practical Skills**

Other than these practical analytical skills common to all types of linguistics and philology, students pursuing particular options acquire special practical skills:

- the techniques of articulatory and acoustic phonetics (the production, recognition, and transcription of the sounds of the world's languages),
- experimental phonetics (design and conduct of scientific experiments to determine new facts about human speech, often using sophisticated instruments, data capture and signal processing on a computer, and statistical analysis of the data),
- syntax (the elicitation, presentation, and analysis of syntactic data; the formal representation of syntactic structure),
- computational linguistics (learning to programme in an appropriate language; using existing software packages; training statistical models; using logic and formal language theory),
- corpus linguistics (learning how to manipulate large text files; using corpus processing tools; linguistic annotation; statistical testing; presenting quantitative data in tabular or graphical form),
- psycholinguistics (design and conduct of scientific experiments to learn how language is produced and processed in the brain).

### **Transferable Skills**

All students acquire transferable skills:

- to work and think independently, quickly, and accurately;
- to locate, organise, and assimilate information from a variety of sources relevant to a given topic;
- to write an argument logically and clearly;
- to give clear and relevant presentations, and manage subsequent discussion;
- to use relevant technology (e.g., computers, software packages, experimental apparatus);
- to plan and complete a more extensive piece of independent research (typically on the scale of a journal article).

## Graduate Studies Office (GSO) forms

During your time at Oxford, you may need to complete GSO forms for one reason or another. Some of these are paper-based and some are accessed online via your student self-service. Please refer to the Graduate Forms page and use the links there for the most up-to-date version of the form that you require: [Graduate forms | University of Oxford](#). Previous versions of paper-based forms, which have now moved online, will not be accepted. Taught Courses (MSt and MPhil)

## Background

Most students admitted to read for the MSt and MPhil have some knowledge of linguistics or philology but few, if any, have taken a full undergraduate degree in these subjects; indeed, our students' backgrounds and knowledge vary considerably. MPhil students are normally expected to have, or to acquire during their time at Oxford, a reading knowledge of two modern languages adequate for and relevant to secondary literature relating to the special subjects they are pursuing. This expectation is not subject to formal assessment, however.

## General Requirements

Candidates for the MSt must offer three modules and those for the MPhil must offer four. The modules available for the MSt are the same as those for the MPhil (but the 'C' modules are not normally feasible in the MSt; see below).

The MSt is taught in two strands:

- Candidates who have a degree in a subject which has given them some experience of linguistic or philological work but who do not have a degree in which linguistics forms at least 50% of the teaching and assessment, are admitted to the ADVANCED STUDY strand.
- Candidates who have a degree in which linguistics forms at least 50% of the teaching and assessment, or who can otherwise demonstrate that they have studied linguistics to an equivalent level, are admitted to the RESEARCH PREPARATION strand.

For both the MPhil and the MSt (Advanced Study), all candidates must offer (as one of their modules) the Linguistic Theory paper (Paper A). The scope of this module is covered by the courses that fall within the Foundation Course, which are therefore compulsory for all students; however, attendance at the Foundation Course lectures and practical classes is not sufficient; considerable private study of those subjects is also necessary to perform well on Paper A. Students must select their remaining modules from those listed under one of the three lists of options called 'B', 'C', and 'D'. The full list of options is detailed below.

For the MSt (Research Preparation), all candidates must offer (as one of their modules) a thesis of no more than 15,000 words. Students must select their remaining modules from those listed under one of the three lists of options called 'B', 'C', and 'D'. The full list of options is detailed below. MSt (Research Preparation) students are not required to take the Foundation Course, but may find it useful to attend some or all of its course modules, and are welcome to do so.

For MPhil students who follow the General Linguistics course (B options), at least one of the three modules is expected to be in phonetics and phonology, experimental phonetics, syntax, or semantics and pragmatics. MSt and MPhil candidates taking B options are expected to attend the Research Methods module in Michaelmas Term of their first year. MSt Advanced Study students must also attend at least two practical training modules, and MPhil students must attend at least three. This is a formal requirement, but in practice MSt Advanced Study and MPhil students will want to attend

all the practical training modules offered as part of the Foundation Course, in order to prepare adequately for Paper A.

MPhil candidates must in addition offer a thesis of no more than 25,000 words. The thesis topic is subject to approval by the Faculty, which must be satisfied that there is appropriate supervision available for the topic and that the student has the appropriate background to carry it out: see [here](#) for instructions on submission of the thesis topic for approval. An MPhil or MSt (Research Preparation) thesis need not show originality in order to pass, but theses scoring very high marks normally display some originality; in all cases scholarly competence is required, and normal scholarly and bibliographic conventions should be followed. For the correct format for submission, and instructions on interpreting the word limit, see [here](#).

The thesis is equal in weight to each of the other MPhil papers, except that a mark of at least 70 in the thesis is a requirement for the award of a distinction overall. Also, at the discretion of the examiners, marks above 40 but below 50 may be offset by a very good performance in the thesis. You should bear this in mind when managing your time, allocating approximately similar amounts of time to each paper averaged across the entirety of your degree. MSt (Research Preparation) and second-year MPhil students are expected to attend the Thesis Workshop at the beginning of Hilary Term to present their thesis topics.

## Modules

### Paper A: Linguistic Theory

In the first term of study, and to a lesser extent in the second term, all MPhil and MSt (Advanced Study) students take an intensive **Foundation Course** in phonetics, phonology, syntax, semantics, and pragmatics. The Faculty is committed to the concept that these are core branches of linguistics, and underpin the study of further areas of linguistics, and that in order to work successfully on (for example) particular languages, or how languages change, or the psycholinguistic and neurolinguistic processing of languages, all linguists need the tools to describe actual languages: their phonetics, phonology, syntax, semantics, and pragmatics.

The Foundation Course is the Faculty's flagship course: it is a distinctive part of the MSt (Advanced Study) and MPhil courses, taken by all MSt (Advanced Study) and MPhil students and putting a core aim of the Faculty into practice. It leads the way to the further courses that students choose for themselves. Teaching is via lectures and practical classes only (not tutorials), and the course is assessed by means of a summative examination called *Paper A: Linguistic Theory*.

#### Timing of Paper A:

MSt (Advanced Study) students take *Paper A: Linguistic Theory* at the end of the final term of their course. MPhil students take *Paper A: Linguistic Theory* at the end of their first year. A student who fails *Paper A: Linguistic Theory* on the first attempt will have a resit opportunity the following year. However, the mark for a resit will be capped at the pass mark of 50. You will therefore want to do well the first time around.

#### Structure of Paper A:

*Paper A: Linguistic Theory* includes the following four sections, and only these:

- (a) Phonetics
- (b) Phonology
- (c) Syntax
- (d) Semantics and Pragmatics

Students will be required to answer THREE questions, choosing them from THREE

different sections.

Examples of Paper A (and all other exam papers) from past years are available via Single-Sign On login from [SOLO \(ox.ac.uk\)](https://solo.ox.ac.uk).

## **Modules under B**

The B options, General Linguistics, cover the major branches of theoretical linguistics and their links with general issues in the methodology of the sciences; they also cover more specialised areas including psycholinguistics and neurolinguistics, experimental phonetics, computational linguistics, and the history and structure of particular languages.

Some of the modules listed under B require background knowledge that is difficult to acquire in a single year, and MSt students are advised to choose these modules only if they already have substantial previous training in relevant background subjects: these include the options in Experimental Phonetics and Computational Linguistics. In order to take options in the history and structure of a particular language, students will need to have a good grasp of the relevant language itself, even if they are new to linguistic study of the language.

Not all options are necessarily available in each academic year. It is important to check with the course supervisor about the availability of options as early as possible.

### **B (i): Phonetics and Phonology**

Instruction in phonetics and phonology is part of the Foundation Course in preparation for Paper A. Instruction consists of weekly phonetics lectures, weekly phonology lectures and a weekly phonology problems class, in Michaelmas Term. As part of this option, transcription classes/practicals are offered in Hilary Term.

For those taking the specialist option B(i), instruction is given in Hilary Term, and consists of seminars in Advanced Topics in Phonetics, weekly phonology lectures and a weekly phonology problems class. Those taking this option will also receive tutorials. For 2024-2025 these will be given primarily by Professor Payne and Dr Elias-Ulloa.

If you have any questions about this module, including arranging tutorials, you can contact Dr Elias-Ulloa.

### **B (ii): Syntax**

Instruction in syntax is part of the Foundation Course. Foundational lectures are given in the first term, accompanied by a class in which set exercises are reviewed. Additional lecture courses in syntax are given in subsequent terms, and syntactic theory plays a significant role in lectures and seminars of other kinds as well. Those taking the specialist option in Syntax will also receive tutorials; these are provided by a number of tutors in the Faculty. A list of supervisors and information about their areas of interest is provided on the Graduate B Option Syntax section of Canvas. If you are interested in offering B (ii) Syntax as an option paper, please consider the areas of interest and availabilities listed on the Canvas tile and, in consultation with your general supervisor, make direct contact with the most appropriate potential tutor. If they are unavailable, please try contacting another potential tutor.

Option paper contact: Michaelmas Term 2024 [diego.krivochen@ling-phil.ox.ac.uk](mailto:diego.krivochen@ling-phil.ox.ac.uk),  
Hilary and Trinity Term 2025 [louise.mycock@ling-phil.ox.ac.uk](mailto:louise.mycock@ling-phil.ox.ac.uk)

Structure of teaching: 6 tutorials; timing of these tutorials to be arranged by the student in consultation with the tutor

### **Prerequisites: Introduction to Syntax lectures and classes in Michaelmas Term B (iii): Semantics and Pragmatics**

The Foundation Course includes instruction in semantics and pragmatics. Those taking the specialist option in Semantics and Pragmatics should take the advanced semantics and pragmatics course offered in Hilary Term. Further instructions will be provided during this course.

If you have questions about this module, you can contact Dr Daniel Altshuler.

#### **B (iv): Historical and Comparative Linguistics**

The subject is taught through tutorials and sometimes through lectures aimed specifically at graduate students. In addition, there are undergraduate lectures in the subject that graduate students should usually attend. These are taught by Professor Probert, Professor Willi, and others. Historical linguistics of particular languages is a recurring theme of graduate seminars and classes in Indo-European Comparative Philology (for information contact Professor Willi), Romance Linguistics (for information contact Professor Maiden), Japanese linguistics (contact Professor Frellesvig), Slavonic linguistics (contact Dr Fellerer or Dr Eckhoff), and other languages or language groups.

#### **B (v): Psycholinguistics and Neurolinguistics**

This option is taught through lectures and tutorials.

If you have questions about this module, you can contact Professor Matt Husband.

#### **B (vi): History and Structure of a Language**

This subject is taught through classes and/or through individual tuition by linguists specialising in the language in question. These include Dr Acedo-Matellán (Spanish, Portuguese); Dr Eckhoff (Russian); Dr Fellerer (other Slavonic); Dr Hoge (German); Professor Maiden (Italian, Romanian); Dr Paoli (Italian); Dr Temple, Professor Watson, and Professor Wolfe (French); Professor Willis (English, Celtic); and others.

#### **B (vii): Experimental Phonetics**

This option is taught through four lectures in Hilary Term and five classes in Trinity Term, as well as through one-to-one tutorials over the following academic year. Tutorials are given primarily by Dr Elias-Ulloa.

If you have questions about this module, you can contact Dr Elias-Ulloa.

#### **B (ix): Computational Linguistics**

Computational approaches are a rapidly growing and important component of linguistic research. The faculty has a number of staff with computational interests, covering a wide range of topics. But, given this diversity, there is no single training pathway or lecture course offering for students wishing to pursue a computational project. In particular, students should keep in mind that there is no introductory course in computational linguistics for beginners. Students who are interested in pursuing a computational option should normally have some prior experience in coding and should be prepared to design an individualised plan of study, including course modules offered in Oxford or through self-study. Given the independent nature of the work, the option is normally not suitable for MSt students. Students should contact Professor Colin Phillips to discuss options, explaining their interest and previous experience.

Relevant expertise in the faculty includes, but is not limited to, corpus linguistics (Hanne Eckhoff, Martin Wynne), Natural Language Processing (Janet Pierrehumbert), and computational psycholinguistics (Janet Pierrehumbert, Colin Phillips). Relevant research groups that hold regular meetings include [OxNLP](#), and the Psycholinguistics Group. Programmes offering relevant courses include the [MSc in Digital Scholarship](#) and the [MSc in Social Data Science](#) (note that places are limited), in addition to many courses offered online through Coursera and others.

This option is assessed by a report (method C) that addresses a linguistic question through a computational approach, using code or analysis created by the student. Supervision capacity is limited to topics that are closely related to the expertise of relevant staff in the faculty. Students should expect to explain this close relation as part of any request to pursue an option in Computational Linguistics.

### **B (x): Special Subjects**

Students may ask for a module in another subject in any other subject which the Faculty may consider suitable. If the Faculty considers that proper instruction and provision for examination are available, then B (x) may count as one option module. It is not possible to take two B (x) papers. Special subjects recently taken include: Morphology, Comparative Romance Linguistics, Philosophy of Language, History of Linguistics, and Historical Pragmatics. Application to the Faculty to offer a special subject should be made with the support of your supervisor and no later than when you submit your final list of options for approval. However, you are advised to apply as early as possible so that appropriate arrangements can be made. The form of assessment will be decided at the time a request is considered, but all students proposing the same Special Subject must be examined in the same way for fairness.

Besides lectures and tutorials, training for some of the modules under B involves a series of practical sessions; lectures and practical sessions are also open to students taking C or D options. PRSs who require training in any of these areas also follow the appropriate module (both lectures and practical sessions). The following series of practical sessions may be available.

- Acoustic phonetics practical [methods in acoustic analysis].
- Corpus linguistics practical [searching online corpora, linguistic hypothesis formulation and testing on the basis of corpus data].
- Phonetic transcription practical [developing transcription skills by working with a speaker of an unfamiliar language].
- Phonology practical [methods and techniques for phonological data analysis, argumentation and critiquing of phonological approaches].
- Psycholinguistics/neurolinguistics practical [laboratory methods in psycholinguistics and neurolinguistics, use of equipment and software in the Laboratory for Language and the Brain].
- Quantitative methods in linguistics.
- Syntax practical [methods and techniques in syntactic data analysis, syntactic argumentation, status of syntactic universals and their formal treatment].

MSt (Advanced Study) students **MUST** attend at least two series of practical sessions during their course, and MPhil students **MUST** attend at least three. Some lecture courses presuppose attendance at certain practicals.

### **B (x): Special Subject - MSc in Digital Scholarship Methods Paper**

A maximum of two places on the MSc in Digital Scholarship Methods Paper are available to LPP MPhil students who will be in their second year of study in 2024-25.

Offered in Michaelmas Term 2024, the Methods Paper comprises two four-week courses (weeks 1-4, and weeks 5-8) comprising 9 hours' teaching each week. Each student chooses two courses from a prescribed list of options.

Each student must take two courses. Each paper is assessed by the equivalent of a

4,000-word essay. The precise method of assessment depends on each instructor. The materials for assessment are due a week after the course ends. Further information is available [here](#).

There is an application process to be considered to take this module that takes place during the long vacation. Students are notified of this and how to apply by the Linguistics Academic Office.

## Modules under C

The C options are concerned with the history and comparison of the Indo-European languages and the reconstruction of their prehistoric parent language, Proto-Indo-European. Students specialise in two language groups, one of which is studied in greater depth than the other. During the written exam, candidates will be required to answer three questions, two concerning the language studied in greater depth and one for the other language.

The C options require a great deal of work (particularly because of the language learning) and consequently it is not usually feasible to take C options in the one-year MSt course. C options may only be taken in the MSt under exceptional circumstances, namely in the case of advanced students who already have some experience of graduate studies in comparative philology, but are taking the MSt in order to benefit from specific training available at Oxford.

Students taking the MSt who wish to gain experience of historical and/or comparative linguistics are advised to consider the B options in Historical and Comparative Linguistics (B (iv)) and/or in History and Structure of a Language (B (vi)). Alternatively, MSt students with the relevant language skills may wish to consider the D options, where appropriate teaching is available.

## Modules

C (i): The comparative grammar of two Indo-European languages or language groups.

C (ii): The historical grammar of the two languages or language groups selected.

C (iii): Translation from, and linguistic comment upon, texts in the languages selected.

## Choice of Languages

One of the languages or language groups offered for the C options must be studied in greater depth than the other, and you should normally have, and may be required to demonstrate, some prior knowledge of your chosen major language. The other language or language group can be learned during the course. Languages must normally be chosen from the ancient Indo-European languages, though we make an exception for those students who want to specialise in Romance and Latin (or Italic). Other combinations often chosen are Ancient Greek and Sanskrit, Ancient Greek and Anatolian, Germanic and Ancient Greek, Italic and Celtic, Italic and Anatolian, Slavonic and Germanic, Slavonic and Ancient Greek, etc. Students will be examined in the two languages or language groups chosen, but are encouraged, if they find the time, to learn other ancient Indo-European languages as well, exploiting the fact that the University offers regular courses in Slavonic languages, Ancient Germanic languages, Celtic languages, Indo-Iranian, Armenian, and others. We need to have some idea of the language groups chosen at the beginning of the first year in order to organise teaching.

**It will not always be possible to guarantee teaching for all combinations**, and teaching may be set up as either classes (possibly in other departments, for example the Faculty of Asian and Middle Eastern Studies for Sanskrit) or individual study with a tutor. See below for information on choice of texts for C (iii).

## Knowledge of Modern Languages

MSt and MPhil philologists are expected to have or acquire a reading knowledge of two modern languages: French and German are by far the most useful for the philologist. Students who know no German, or read it only very slowly, should work at acquiring or practising German reading skills before the start of the course. There are some easy philological books on which students can practise reading, since technical German is easier to master than the German of fiction or poetry.

## Theses

It is appropriate here to add some further notes about philological MPhil theses.

Philologists are encouraged to start thinking about the subject of the thesis as early as the Christmas vacation of their first year, and may want to begin to discuss it with their supervisor during the second term. The thesis is often concerned with the major language chosen for close study, but it may also deal with a different language or group of languages, an Indo-European problem, or a more theoretical problem. The only limits are set by time (the subject needs to be one on which sensible work can be done in the time available), the student's competence (a student who does not know any Hittite should not choose a Hittite subject), the possibility of finding the right thesis supervisor (but a thesis can be supervised by someone who is not the student's course supervisor), and the availability of suitable library provision. Another important consideration concerns previous work: it is not wise to choose a subject which has been recently discussed in a major monograph. Yet the most important point is that the student must be interested in the subject chosen and be able to work on it with enthusiasm, in spite of the moments of frustration which every thesis brings.

Supervisors and students must find time at the end of the second term or during the Easter vacation to have a preliminary discussion about the subject of the thesis, and must return to it during the third term. By noon on Monday of Week 5 that term a subject must be agreed upon and a title, short abstract, and the name of the proposed supervisor must be submitted to the Academic Office. The student must be in a position to start work right away. Philologists should also remember that in all likelihood the thesis can only be written with the help of good libraries. They must therefore assume that, unless they can make workable arrangements elsewhere, they may have to spend much of the summer vacation in Oxford.

## Modules under D

In the D options, students work on the history and structure of one or more than one language, which may be ancient or modern. Among these are: Ancient or Modern Greek, Latin, Romance languages (including the comparative study of the Romance languages covering a wide range of Romance varieties), German, Russian and other Slavonic languages (Polish, Czech, Ukrainian, Serbian, Croatian, Bulgarian), Welsh, Irish and other Celtic languages, Biblical Hebrew, etc. The languages studied must be related, either through common descent or by extensive contact: for example, English and French (with a history of extensive contact), Ancient and Modern Greek (the latter descended from the former), Romance languages (related by their descent from Latin), Russian and other Slavonic languages (related by their descent from Common Slavonic), and so on.

Students should have chosen their language(s) in advance so that proper teaching can be organised; **it is not always possible to guarantee teaching for all combinations.** Candidates are expected to have a reasonable knowledge of their chosen language(s) before they start the course.

## Modules

D (i): The history of one language, or of two or more historically related languages.

D (ii): The structure of the language or languages selected

D (iii): *One of:*

- a) Translation from and/or linguistic comment upon, texts in the language or languages selected; or
- b) Any module from B above, except B (vi); or

- c) A project on an aspect of the structure or history of the language, or family of related languages, studied.

**Choice of texts for C (iii) and D (iii)(a)**

Early in the course, students who offer C (iii) or D (iii) (a) will need to consult with their supervisor and experts in the language(s) concerned, to establish which texts will be covered in this module. There is no set quantity of texts or number of different texts to be covered: this will inevitably depend on the language(s) chosen. The list of texts should be submitted to the Faculty along with your other options for approval at the relevant meeting in Michaelmas Term of the year in which you are being examined. As well as asking your supervisor, you can get a rough idea of the kinds of text which have been chosen in the past by looking at past papers.

**Minima for teaching of Options**

The Faculty reserves the right not to run an option if there are insufficient numbers enrolled.

## Planning Your Programme of Study

When you plan your programme of study in close consultation with your course supervisor, the main considerations should be: i) your study aims and particular background in linguistics, philology, and phonetics; and ii) the subject areas which the MSt and MPhil courses cover, and the teaching and supervision available for these at the required time.

**Paper A** in General Linguistics provides the foundation for all students on the MSt (Advanced Study) strand and the MPhil. It is taught through the compulsory Foundation Course in Michaelmas Term and Hilary Term of the first year, i.e., lectures, classes, and seminars, not tutorials.

For those with limited background in linguistics this will be an intense in-depth introduction. For those with background in linguistics this will provide solid and comprehensive foundations and revision, complement and foster existing knowledge, and perhaps provide different perspectives from those you may have encountered elsewhere.

For the choice of **specialist B, C, or D modules**, and for the MPhil and MSt (Research Preparation) thesis topic, it is crucial to consult at an early stage with your course supervisor. Your course supervisor will be able to advise on this choice, depending on your background in linguistics and your study aims. Both the MSt (Advanced Study) and the MPhil can be designed such that they are suitable for students with limited background in linguistics, as well as for students who seek more advanced training in particular areas. Key differences between the two courses are the length of study and the number and type of modules chosen. MPhil and MSt (Research Preparation) students may want to choose one or more modules with a view towards the topic they will work on for the thesis, which may also serve as an entry path to future doctoral study. Teaching for the specialist B, C, or D modules is delivered by a combination of lectures, classes, and tutorials. For the MPhil and MSt (Research Preparation strand) thesis, there is specialist supervision.

Students are responsible for their own academic progress. Early discussion of your plans with your course supervisor is therefore crucial, also because your course supervisor can advise whether teaching and specialist supervision is available at the required time. The Typical Programmes section below provides guidance on what is expected in terms of timing and planning your study.

**Coverage:** The MSt and MPhil cover areas in Linguistics, Philology, and Phonetics as outlined above for the B, C, and D Options of the course. It is important to note that other areas are currently not normally covered, such as, e.g., language and cognitive development during infancy, language and speech disorders, and advanced theoretical and applied computational linguistics.

## Typical Programmes

Teaching for the MSt and MPhil is done through a mixture of lectures, seminars, and individual tutorials. For options taught partly through tutorials, a student's course supervisor may undertake part of the tutorial teaching but will also arrange tutorial teaching with other linguists. Especially after the first term, one tutorial a week in term time is quite normal, but this will depend on the options chosen and the way in which they are taught.

Your course supervisor will advise about the lectures and seminars which are likely to be most useful to you, but in general you should attend at least one series of lectures or seminars per term, even if this is not immediately relevant to your chosen options. Graduates are encouraged to develop as wide a range of interests as possible by attending lectures and classes.

For the MSt (Advanced Study). and the MPhil, Paper A is taken at the end of the third term of study. For all other modules, submitted work is handed in or exam papers are taken in the third term for the MSt and the sixth term for the MPhil. The following programmes suggest possible ways of covering the necessary ground for students doing various options.

## **The First Term**

### **All Students**

The first term for all students is devoted mainly to the Foundation Course (intensive classes in core areas of linguistics, to be examined at the end of the first year via Paper A).

MSt students considering applying for readmission as Probationer Research Students must start thinking about the relevant applications as early as the latter part of their first term. MSt students must submit their exam option choices by noon on Monday of Week 5. MSt students on the Research Preparation strand must start consulting with their supervisor about their thesis topic immediately on arrival, and must submit the title, short abstract and name of the supervisor of the thesis by noon on Monday of Week 5.

### **B Options**

All MPhil and MSt (Research Preparation) students are required to attend the Research Methods module, given in Michaelmas Term. In addition, they are expected to attend the General Linguistics Seminar held on Mondays at 17:15. They will be consulting regularly with their course supervisor, with the aim of formulating a definite plan of study for the remainder of the year. MSt students must seek Faculty approval for their choice of options by noon on Monday of Week 5; MSt (Research Preparation) students must seek approval for the title of their thesis at the same time. You will be contacted by the Academic Office to provide this information during week 3.

### **C Options**

Because they may have to take some intensive courses in the languages that they need to learn (in addition to the linguistics courses), the philologists often have a somewhat harder task than the others in the first term. Thus students who choose to study Sanskrit but do not know it already will have to join the elementary Sanskrit course, which meets three times a week; students who choose to study Hittite are likely to have individual tutorials in this language once a week. The pattern of teaching will depend on the courses offered and on the student's previous training. (There may be no need for extra teaching, as for instance in the case of someone with a degree in Classics who intends to specialise in Greek and Italic, and already knows Greek and Latin.)

In addition, students taking C options are required to attend the Comparative Philology Graduate Seminar, which takes place 14:15–16:00 on Tuesdays. The topic of the seminar changes every term, and the seminars are meant to be accessible to all philologists and to other linguists as well. Students may expect to be asked to address this seminar two or three times during their course. In Michaelmas Term the classes normally select a theme (e.g., participles, mood, or definiteness) to be explored in various Indo-European languages. Presentations are given by graduate students, course tutors, and others.

Finally, depending entirely on individual needs, there may be other lectures or classes in the University which it would be wise to attend. Decisions about these are made in consultation with the course supervisor, but they include a wide range of classes intended also for undergraduates. (Undergraduates studying philology are often reading for a degree in Classics or a joint course with Classics, and the timetable for these classes reflects those courses. In their first term there is a basic introduction to linguistics and philology; this is followed by two classes per week in Hilary Term and the first half of Trinity Term concentrating on the reconstruction of the phonology and morphology of Indo-European. There are then revision classes in the following

Michaelmas Term, which take archaic Latin inscriptions and Homeric Greek as their starting points. Latin Historical Linguistics, Greek Historical Linguistics, and Indo-European and General Linguistics are taught in rotation, so that two out of the three are taught in each year. Because of the timing of undergraduates' exams, these years run from Trinity Term to Hilary Term. The teaching for the historical modules normally includes lecture courses on the general history of Latin or Greek, together with classes spread over the year on example texts, e.g., archaic Latin, Plautus, Oscan and Umbrian, Imperial and late Latin, Greek dialects, Linear B, etc. For the Indo-European and General Linguistics paper, there are classes on the synchronic description of each of Greek and Latin, and an advanced undergraduate class on issues in the reconstruction of Indo-European.

While it is not necessary for a graduate philologist to attend all these classes, it is important for you to be aware of what is being offered and whether or not it will be offered again during your course: the Mods courses are generally taught every year, but the rotational system for Greats subjects does not coincide neatly with the MPhil timetable, so beware.

### **D Options**

For students specialising in Romance languages there will be relevant lectures or classes; in addition, and depending upon their subject, students may attend undergraduate classes if they need them for background to advanced work. Similar provision may be available for students specialising in other languages. Students should also attend the relevant General Linguistics, Comparative Philology, and/or Romance Linguistics Seminars. Tutorial instruction is arranged in consultation with the course supervisor, but you might expect to have six tutorials on either the history or structure of the language selected (for one-language students) or on the history and structure of one of the two or more languages selected. MSt students must also discuss their choice of options (including texts for D (iii) (a) or a topic for their project for D (iii) (c) if necessary) and seek GSC approval for it.

### **MSt Terms 2 and 3**

#### **All students**

Students will continue to attend the relevant seminars. They are generally given the final 4 weeks of the third term for revision; course supervisors will advise on this.

#### **B Options**

Students will continue to attend the advanced lectures on the specific options they have chosen (e.g., syntax, semantics and pragmatics, phonetics and phonology, etc.). They will also have tutorials in these subjects.

Students on the Research Preparation strand continue to work on their thesis during the second term and should have completed part of the work by the end of the term. The deadline for submission of the thesis is noon on Friday of Week 3 in the third term. Students offering an option that requires completion of an essay or written report should bear in mind that the deadline for these is in the third term, by noon on Friday of Week 5.

#### **D Options**

Students will generally continue with one or two of the advanced general linguistics courses and continue to attend lectures and classes or tutorials in their relevant language(s).

## **MPhil Terms 2 and 3**

Students under B and D will generally have followed the same course as MSt students in the same areas, and they will sit Paper A in their third term. They should therefore organise their work accordingly. MPhil students, however, must additionally start to consult with their thesis supervisor to decide on the topic of their thesis, to enable serious progress to be made over the long vacation. A statement of the topic, a short abstract and the supervisor's name must be submitted to the Academic Office no later than noon on Monday of Week 5 of Trinity Term.

### **B Options**

Students offering options requiring an essay or written report should be thinking about the topic for these (but for Experimental Phonetics or Computational Linguistics, students will be guided to think about the topic during the term in which they attend the course of classes or seminars). For MPhil students the first meeting with the thesis supervisor should take place as early as possible in the first year, and certainly no later than the end of the third term.

### **C Options**

After the first term, and particularly during the second and third term, most of the philologists' time will be dedicated to more strictly philological work, though they will of course sit Paper A at the end of their third term. Students taking C options are advised to keep attending some classes in general linguistics beyond the Foundation Course, and to choose, e.g., semantics and pragmatics, syntax, phonology, or phonetics as a subject in which they intend to acquire some more advanced knowledge. It is also a good idea to exploit the possibilities offered by the seminars in general linguistics.

Students will continue to attend the Comparative Philology Graduate Seminar, in this and every term of their course. In Hilary Term the seminar normally concentrates on a specific language or language group, which is analysed in some detail (Lycian, Anatolian, Tocharian, etc.).

Where necessary, students will continue with the acquisition of new languages; for example, the course in Sanskrit continues until the end of the second term, when there is a written examination in the language. This examination is not compulsory for philologists, but students are strongly encouraged to take it in order to test themselves, and are advised to consult with their supervisor about this decision before the end of the first term, in order to have time to prepare for it properly.

The pattern of teaching in philology will from this point on include regular weekly (sometimes fortnightly) tutorials with the course supervisor or another tutor. The purpose is to explore through a directed programme of reading and essay writing the historical grammar of the languages selected for close study, and then to move on to a close linguistic study of some texts in those languages. The exact pattern of teaching will change depending on the student's background and on the availability of classes in the University: what is not covered in classes will be covered in individual tutorials. For example, a student might have tutorials on the historical grammar of Greek (beginning with phonology) in the second term, and then tutorials on the historical and comparative grammar of Sanskrit in the third term, while continuing with tutorials on the historical grammar of Greek.

### **D Options**

Essentially as for MSt students taking D options. MPhil students, however, should be giving some thought not only to their thesis but also to their list of texts if they intend to offer D (iii) (a) or to the topic for the project they wish to undertake if they choose D (iii) (c).

## **The Second Year (MPhil)**

All students must submit their final thesis title (the provisional MPhil thesis topic already having been submitted for approval in the previous term), including a short abstract of the thesis and the name of the thesis supervisor, in addition to their options for approval by noon on Monday of Week 3 of Michaelmas Term. Students choosing options C (iii) and D (iii) (a) must also submit the list of texts for approval.

The timetable for the thesis is suggested below. Note that other work has to be dovetailed to fit with thesis work, and so effective time management is essential. In particular, it is advisable to complete as much of the thesis as possible by the start of Hilary Term.

All students will continue to attend relevant seminars, lectures, and classes in their second year, but they are not obliged to attend for a second time any classes that they have already attended. Course supervisors will provide advice on this.

MPhil theses are handed in by noon on Friday of Week 1 in the final (sixth) term. After this, students generally devote most of the final term to revision for exams, and/or to finalising essays and reports for submission by noon on Friday of Week 5. Course supervisors will advise on how this time can be used most effectively.

### **B Options**

Students offering an option that requires completion of an essay or written report should bear in mind the [deadlines](#) for these. The subjects of essays and written reports must have been approved by the Faculty Board at the beginning of the second year. Students will need to be organised about completing essays or written reports, as relevant, while keeping their thesis work on schedule.

MPhil students present the findings of their research during the second year at the Master's/PRS Thesis Workshop at the start of Hilary term.

### **C Options**

Classes and lectures in relevant areas continue. Students will have tutorials on the remaining areas of the syllabus (including the text part, if this is not covered in classes), the course taken depending on each student's needs.

Throughout, the student will remain in close contact with the thesis supervisor as the thesis is refined, rewritten, and prepared for submission at the start of the final term.

In the final term, revision tutorials etc. will be arranged according to need. Students are also usually asked to give a presentation to the Comparative Philology seminar during that term, discussing the results of their MPhil theses. They are given plenty of notice of this request.

### **D Options**

MPhil students offering D (iii) must remember not only to submit their options and thesis title for approval but also to submit their list of texts if they choose D (iii) (a). If they are intending to offer D (iii) (c), they should identify an appropriate topic for their project on an aspect of the structure or history of the language group studied. MPhil students intending to offer a B option in its place will need to attend the relevant lectures or classes for this and to have tutorials at some point, in the case of a B option taught partly through tutorials. Students should carefully note the comments above about timing of B options involving an essay or a written report.

Classes and lectures on relevant areas continue (including, for example, topics in Romance morphology or syntax, history of Slavonic languages etc.). Students will have tutorials on the remaining areas of the syllabus (including the text part, if this is not covered in classes), the course taken depending on a student's needs.

Throughout, the student will remain in close contact with the thesis supervisor as the thesis is refined, rewritten, and prepared for submission at the start of the final term.

In the final term revision tutorials etc. will be arranged according to need. Students are also usually asked to give a presentation to the Romance Linguistics or General Linguistics seminar during that term discussing the results of their MPhil thesis. They are given plenty of notice of this request.

# Calendar of Crucial Dates

## MSt and MPhil

<i>Michaelmas Term</i>		
14:00, Tuesday, Week 0	All first-year graduate students	Induction meeting
Week 0	All first-year graduate students	Library induction
Week 1	All first-year graduate students	Latest time for first meeting with supervisor
Noon, Monday, Week 3	Second-year MPhil students	Deadline for submission of list of option papers (including a list of texts for C (iii) and D (iii) (a)), final title and brief abstract of MPhil thesis, subject area or provisional titles of Option B essays or reports, D (iii) (c) project title
Noon, Monday, Week 5	MSt students	Deadline for submission of Options (including a list of texts for D (iii)(a)), title, brief abstract of the MSt (Research Preparation) thesis and name of the supervisor, subject area or provisional titles of Option B essays or reports, D (iii)(c) project title
Noon, Friday, Week 8	First-year MPhil students	Deadline for initial declarative of Options papers
<i>Trinity Term</i>		
Noon, Friday, Week 1	Second-year MPhil students	Deadline for submission of MPhil theses
Noon, Friday, Week 3	MSt (Research Preparation) students	Deadline for submission of MSt (Research Preparation) theses
Noon, Monday, Week 5	First-year MPhil students	Deadline for submission of the title, short abstract, and name of the supervisor of the thesis (this does not yet need to be the final thesis title)
Noon, Friday, Week 5,	MSt and second-year MPhil students	Deadline for submission of all options assessed by Method B: B Option essays, research reports, D (iii)(c) project
Week 8	MSt (Advanced Study) and first-year MPhil students	Paper A examination
Week 8	MSt and second-year MPhil students	All other examinations
Week 10 or Week 11	All MSt and MPhil students	Examiners' meeting and vivas (for Paper A and all other examinations)

## DPhil

<b><i>Deadline</i></b>	<b><i>Process</i></b>
3 <sup>rd</sup> -4 <sup>th</sup> term, or 6-8 <sup>th</sup> term for part-time students	Transfer of Status (GSO.2) via eVision
6 <sup>th</sup> -8 <sup>th</sup> Term, 12-16 <sup>th</sup> Term for part-time students, 3 <sup>rd</sup> Term if Transfer of Status has been waived because student was admitted as a DPhil instead of PRS.	Confirmation of Status (GSO.14) via eVision
6-12 <sup>th</sup> Term, or 12-24 <sup>th</sup> Term for part-time students	Submission of thesis
Up to five working days prior to graduation date	Submission of electronic thesis to the Oxford University Research Archive (ORA)

# MSt and MPhil Examination and Assessment

Examinations are regularly taken during Trinity Term in the first year (for the MSt and for MPhil Paper A) or the second year (for the MPhil). The requirements for the MSt and MPhil candidates for each paper are identical. For the requirements for passing the course, see [here](#).

The examination process is governed by the Examination Conventions, the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work. The conventions will be published on the Faculty [Canvas](#) page not less than one whole term before the examination takes place. The following sections detail some of the conventions currently in place.

## Timetable and Deadlines

You must discuss with your course supervisor at the time of your arrival which courses you intend to take. Not all subjects are taught every year. If you need to learn a language, you will also need to check whether instruction in the relevant language is available.

You are reminded that your final choice of papers and/or languages for specialized study and the subject of your thesis, where applicable, must be formally approved by the Faculty. Students choosing options C (iii) and D (iii) (a) must also submit the list of texts for approval by the Faculty. This is done through the Academic Office, approved by the Chair of Examiners, and reported to the GSC. This is in addition to your formal entry for the examination: you will at some point in the year of your examination receive an email request to enter your options as approved by the Faculty online using Student Self Service at <https://www.ox.ac.uk/students/academic/exams/examination-entry>.

- **MSt students** must submit their choice of option papers, including subject area or provisional titles of Option B essays or reports, and for MSt (Research Preparation) students, the topic, a short abstract of the thesis (maximum 150 words), the name of the thesis supervisor and, if applicable, the list of texts for D (iii)(a) or the D (iii)(c) project title), to the Academic Office in time for the Graduate Studies Committee meeting in **Michaelmas Term** (not later than **Monday of Week 5**).
- **MPhil students** must submit the provisional thesis topic, a short abstract and the name of the thesis supervisor to the Academic Office in time for the Graduate Studies Committee meeting of **Trinity Term of the first year** (not later than **noon on Monday of Week 5**), and the final thesis title, including a short abstract of the thesis (maximum 150 words), and choice of option papers, including subject area or provisional titles of Option B essays or reports (and, if applicable, the list of texts for C (iii) or D (iii)(a) or the D (iii)(c) project title) in time for the Graduate Studies Committee meeting of **Michaelmas Term of the second year** (not later than **noon on Monday of Week 3**).

Paper A is examined in the final week of the third term of the course, for both MSt (Advanced Study) and MPhil students. The exam board will take place in early July and candidates will need to be available on that date in case they are required to present themselves for a viva; a viva is usually required only in the case of borderline candidates. Candidates will be advised of the exam board date in advance by the Academic Office. Candidates are not required to be in Oxford for a viva, but will need access to an internet connection in the case of an online viva. For other modules assessed by examination, examinations are held at the end of the course only, in the final week of Trinity Term.

Again, candidates will need to be available until early July, on the exam board date, in

case they are required to present themselves for a viva. Full timetables will be circulated directly to candidates; see also

<https://www.ox.ac.uk/students/academic/exams/timetables>.

Practical information and support for sitting exams is provided on the Oxford students website at <http://www.ox.ac.uk/students/academic/exams/guidance> (in-person exams) and <https://www.ox.ac.uk/students/academic/exams/completing-an-exam/online-exams> (online exams). If you sit an online exam, you must familiarise yourself with the system prior to taking the exam. There are a wide range of resources to help you on the Oxford students website: <https://www.ox.ac.uk/students/academic/exams/completing-an-exam/online-exams>. Online exams require you to adhere to the University's Honour Code and you should read this in advance of any online exams:

<https://www.ox.ac.uk/students/academic/exams/open-book/honour-code>.

The results of the examinations are formally published after the conclusion of the final meeting of examiners, following the vivas (if any are held).

## Assessment for Paper A and Papers under C and D

Paper A and the papers under C and D are assessed by three-hour written examination (except for D (iii) (c), which is assessed by method B). These are three-hour papers written under examination conditions, usually requiring candidates to write 3 or 4 essays or tackle appropriate problems of data analysis, etc. Students who are unfamiliar with this mode of examination should seek advice from their course supervisors at the earliest opportunity, in order that suitable practice can be arranged during the course.

Past question papers for the MSt and MPhil written examinations can be viewed via login at [SOLO \(ox.ac.uk\)](https://www.ox.ac.uk/students/academic/exams/open-book/honour-code). The format of Paper A is described [here](#).

## Assessment for Papers under B

Papers under B are assessed by method A, B, or C:

- A. Three-hour written examination.
- B. An essay of between 5,000 and 7,500 words.
- C. A written report of between 5,000 and 7,500 words on the design and execution of an original research project.

For methods B and C, the topic of the essay or research report must be agreed with the proposed tutor for the option. Information about the correct format for submission, and for instructions in interpreting the word limit, is given [here](#).

For options taught partly through tutorials, the Faculty has agreed that the amount of guidance that a student shall receive from their tutor in respect of the essay (method B) or the written report (method C) shall be six tutorials, of which no more than two hours shall be spent discussing a draft of the essay.

Work described under methods D or E may additionally be an obligatory part of the assessment for the option, as specified for each option below.

- D. One or more practical problem set(s).
- E. One or more oral presentation(s) in a public forum.

Each B option is assessed in the following way:

- B (i): Phonetics and Phonology: method A.
- B (ii): Syntax: method B.
- B (iii): Semantics and Pragmatics: method B.

- B (iv): Historical and Comparative Linguistics: method A.
- B (v): Psycholinguistics and Neurolinguistics: method C.
- B (vi): History and Structure of a Language:
  - Ancient Greek: method A.
  - Latin: method A.
  - Slavonic languages: method A.
  - Spanish: method B.
  - Other languages: as approved by the Faculty.
- B (vii): Experimental Phonetics: method C.
- B (viii): Sociolinguistics: method B.
- B (ix): Computational Linguistics: method C.
- B (x): Special Subjects: as approved by the Faculty Board.

## **Theses**

Supervision for the thesis may be provided by your course supervisor or delegated to another tutor closer to the subject chosen. With regard to the timetable, note that some supervisors are willing to see students occasionally during the vacations and help with their thesis, but not all can be expected to do so and some may be away. You are advised to discuss well in advance with your supervisor how much help you will need and when this is likely to be available.

### **MSt (Research Preparation) Theses**

The MSt (Research Preparation) thesis must be submitted by noon on the Friday of Week 3 in Trinity Term, which means that the subject must be agreed with your supervisor as early as possible. Work for the thesis should begin during the Christmas vacation, but you should discuss the timing, etc. with your thesis supervisor. The length of the thesis must not be more than 15,000 words.

### **MPhil Theses**

The compulsory MPhil thesis must be submitted by noon on Friday of Week 1 in the sixth term of study. Given the intensity of the tutorial work and the range of the material to be covered, you are strongly advised to begin to discuss possible subjects for your thesis with your thesis supervisor as early as possible in your first year. The first meeting with your supervisor should be held no later than the end of the third term of the first year, and preferably much earlier. The topic should, of course, reflect your interests, but it should also be relevant given the current state of research. It must be capable of completion in the time and space allowed and with the scholarly resources available at Oxford. The topic chosen will normally fall within an area that has also been chosen in one of the Option papers. The length of the thesis must not be more than 25,000 words.

You should aim at completing a substantial portion, or even an entire first draft, of the thesis during the long vacation between your first and second years, since that is the only period which you will have available for uninterrupted work. In all cases your thesis must be finished by the end of Hilary Term in your second year, as the Easter vacation will have to be dedicated to checking and polishing the thesis.

### **Format and Word Limit**

See the guidelines for the presentation of theses, given [here](#).

## Ethical Approval

If your research involves work with people, it will need ethical approval; see <https://researchsupport.admin.ox.ac.uk/governance/ethics>. Your thesis supervisor must be closely involved in the process of seeking the relevant approval, which should be obtained before research begins. **The ethical approval form should be reviewed and signed by (i) the supervisor of the work and (ii) the DGS before is submitted to CUREC for approval.** If appropriate, you should also ensure that you have obtained permission for reproduction of any copyright material. These processes can be very lengthy, so you must take action at a very early stage.

## Submission of Essays, Reports, and Theses

The regulations governing the submission of essays, reports, and theses are set out in the Examination Regulations.

All assessments – essays, reports, and theses – will be submitted online. Ensure you are familiar with the online submission process in advance of any deadline. Full information is provided on the Oxford students website:

<https://www.ox.ac.uk/students/academic/exams/submission>. No concomitant copy submission may be submitted, for any purpose. They should be word-processed files converted to pdf format using the course coversheet as the first page, bearing on the front the **candidate's examination number** but **not** their name, University student number, or the name of their college. Material which provides a clear indication of the identity of the student (for example, expression of thanks to a named supervisor) should **not** be included. The candidate number can be obtained from Student Self Service later in the year. A statement of the **word count** must be provided. A [template for the submission cover sheet can be found here](#).

Pdf files should be named: '**Candidate Number\_Option Name\_MPhil in Linguistics**' (for example, 123456\_Psycholinguistics\_MPhil in Linguistics). Candidates must themselves retain a copy of each piece of work. Each submission will require the candidate to make a Declaration of Authorship as part of the upload process via Inspira stating that it is their own work except where otherwise indicated. Electronic submissions must be received by the deadline. Technical problems external to the online submission system will not be accepted as grounds for excusing lateness. Candidates must ensure that they receive the email confirming the submission and that the email is retained for future reference.

There are a number of University processes in place to help you if you find that illness or other personal circumstances are affecting your assessments or if you experience technical difficulties with an online exam or submission. Full information is available on the Oxford students website: <https://www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment>.

**MPhil theses** must be submitted by **noon on Friday of Week 1 of Trinity Term** in the second year. **MSt theses** must be submitted by **noon on Friday of Week 3 of Trinity Term**. For options assessed via a submitted essay or research report, these must be submitted by **noon on Friday of Week 5 of Trinity Term** (in the second year, for MPhil students).

### Online Submission checklist

- Complete a coversheet for your submission.
- Double-check that you have used your **candidate number** and not your student number.
- Ensure you are submitting the correct assignment to the correct submission; you will only be permitted to submit **once**.

- When submitting, complete the online steps to include your word count and agree to the declaration of authorship.
- Remember that it is in your own interest to be prepared and **submit well ahead of the deadline** and not in the few minutes before the deadline. Technical problems external to the online submission system will not be accepted as grounds for excusing lateness.
- If you have any problems, email [academic-office@ling-phil.ox.ac.uk](mailto:academic-office@ling-phil.ox.ac.uk).

## Written Examination Guidelines

Essays will be assessed on their relevance to the question attempted, on their structure, on the appropriateness of the illustrative material used and, where possible, on their originality. Candidates are advised to pay close attention to the structure of their answers: if the question specifically requires “discussion”, one-sided answers will be penalised. Answers may show in-depth knowledge, or breadth of reference, or both. Evidence of knowledge of critical issues will be expected. Arguments should be supported by illustration, but lengthy quotation from texts may not be appropriate. Length of essay is not necessarily a virtue. Where a question calls for analysis of some linguistic phenomena, candidates will be expected to justify their analysis with respect to empirical observations of those and related phenomena. It is not necessary to follow a particular theoretical model for data analysis questions unless this adds clarity.

## Assessment of Examination Scripts and Theses

Examiners and assessors will use the full scale of marks (including from less than 29% to more than 80%). All scripts will be double-marked independently and may be re-read or third-read. Candidates may also be called for viva voce examination; see [Vivas](#). While it is important to arrive at a sense of the value of the entire script, examiners and assessors will assess each answer on its merits. Material used in one part of the examination, should not be repeated in any other part of the examination. For example, material from an MPhil thesis should not be repeated in any of the other modules.

MSt and MPhil modules are marked according to a [single scale](#).

### MSt outcomes

- For award of the MSt, an average mark of at least 50 across all units of assessment (all papers and, for the Research Strand, the thesis) must be attained, with no mark below 40.
- For a Merit in the MSt, an average mark of at least 65 across all units of assessment must be attained.
- For a Distinction in the MSt (Research Preparation), a mark of at least 70 in the thesis and an average mark of at least 70 across all units of assessment must be attained.
- For a Distinction in the MSt (Advanced Study), an average mark of at least 70 across all units of assessment must be attained.

### MPhil outcomes

- For award of the MPhil, a mark of at least 50 on each unit of assessment (papers and thesis; please note that the thesis counts as much as one option paper) must ordinarily be attained, with no mark below 40; at the discretion of the examiners, marks above 40 but below 50 may be offset by a very good performance in the thesis.
- For a Merit in the MPhil, a mark of at least 65 in the thesis and an average mark of

at least 65 across all units of assessment must be attained.

- For a Distinction in the MPhil, a mark of at least 70 in the thesis and an average mark of at least 70 across all units of assessment must be attained.

Failure to comply with rubrics, incomplete answers, missing answers, and poor English will be penalised.

Plagiarism is regarded as a serious offence, which is penalised by reference to the Proctors, who have powers to instruct examiners to disregard one piece of work or one whole paper, to exclude the candidate from classification, or to expel from the University.

Internal and external examiners' [examination reports](#) on previous examinations are available on the Faculty website.

## Marking scale for MSt and MPhil Dissertations, Essays, and Analysis Papers

Numerical Marks	Class	Criteria
Greater than 79	D	Work which consistently exceeds expectations and challenges received views. An outstanding performance, which shows remarkable knowledge and understanding of the material.
70–79	D	Work which is excellent both in the range and command of the material and in the argument and analysis brought to bear. The answer engages closely with the question and typically displays some originality.
65–69	M	Work which displays high intelligence, some sophistication of argument, an impressive range of relevant knowledge, and occasional originality.
50–64	P	Work showing good understanding of the question and of relevant material, organised in a clearly-argued and well-illustrated manner. At the lower end essays may show a competent survey of received ideas.
40–49	F	Work which, though competent and broadly relevant, is lacking in focus, organisation, or breadth of reference. Essays may show lack of judgement, lack of relevance, and may contain recycled or “prepared” material. The presentation may also be clumsy.
30–39	F	Work which shows some knowledge of the subject but lacks understanding and breadth of reference. The essay may have missed the point of the question, be too short, contain irrelevant material, or fail to respect the rubric.
20–29	F	Largely irrelevant material, which only superficially addresses the question.
Less than or equal to 19	F	Almost totally irrelevant and superficial work, which shows no understanding of the material.

D = Distinction, M = Merit, P = Pass, F = Fail

## Alternative Examination Arrangements for Disability or Illness

The Disability Office provides guidelines for students with disabilities on requesting alternative examination arrangements: see

<http://www.ox.ac.uk/students/academic/exams/arrangements>.

The Examination Regulations (Part 12) specify provision for students with special examination needs:

<https://examregs.admin.ox.ac.uk/Regulation?code=rftcofunivexam&srchYear=2022&srchTerm=3&year=2022&term=1>

The Examination Regulations (Part 13) also specify provision for students suffering from acute illness or some other urgent cause during the examination:

<https://examregs.admin.ox.ac.uk/Regulation?code=rftcofunivexam&srchYear=2022&srchTerm=3&year=2022&term=1>

## Penalty for Late 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).

<b>Lateness</b>	<b>Cumulative mark penalty</b>
After the deadline but submitted on the same day	-1 mark
Each additional calendar day	-5 marks
Max. deducted marks up to 14 days late	-10 marks
More than 14 calendar days after the notice of non-submission	Fail

## Short Weight

Resolution of short weight is a matter for the discretion of the examining board. Short weight in a single answer does not automatically impose deduction; however, failure to answer the required number of questions on a paper does, and the maximum deduction which may be imposed is equal to the value of the unanswered question or questions. Where there is an infringement of rubrics, the examining board decides on the appropriate penalty.

## Averaging

Averages are rounded upwards at .5 or higher, and downwards below .5.

## Borderline Cases

Any mark which is at a boundary (class boundary as well as pass-fail boundary) is double-checked by the examining board. If the examining board agrees that the examination results alone do not clearly indicate which side of the boundary is appropriate for a candidate, the candidate may be called for a viva.

## Vivas

All students who have taken the written papers for the MSt or the MPhil must make themselves available and, if called by the examiners, present themselves for an oral examination (a viva [voce] examination) at the time indicated. Vivas are held only in borderline cases, but nonetheless all candidates are expected to attend on the appointed day unless dispensed in writing in advance.

The exam board will take place in early July and candidates will need to be available on that date in case they are required to present themselves for a viva. Candidates will be advised of the exam board date in advance by the Academic Office. Students must ensure that they are available at that time. The results of the viva cannot worsen a candidate's result. Any improvement in marks that makes the difference between passing and failing must be agreed by all those examiners present. A candidate will be viva'ed for a pass on no more than two papers, and will have had to attain the pass mark (50) on all other papers.

## Results

MSt and MPhil results will be posted to your individual Student Self-Service account as quickly as possible following the final examiners' meeting. If you have any questions in interpreting the results, please consult with your supervisor. It is not permitted for you to consult the examiners directly.

Please note that if a candidate is granted an extension which means that any of their marks come in too late to be ratified and approved during the exam board meeting at the beginning of 11th week of Trinity Term, they should expect to be notified of their results only after the following exam board meeting, which will take place at the very end of the long vacation or at the beginning of Michaelmas Term.

MPhil students who do not satisfy the requirements for passing the MPhil may be awarded an MSt if three of their papers (which must in all cases include Paper A) would have earned them a pass in the MSt.

On the same principle, MPhil students who take the examinations without having submitted a thesis by the deadline, and without having obtained permission for late submission, may, but need not, qualify for an MSt; under no circumstances can they be awarded an MPhil.

Candidates who fail the MSt or MPhil examinations may resit or resubmit work for any unit of assessment (i.e., any paper or the thesis) in which they have failed to achieve the pass mark of 50. The highest mark awarded for a re-examined paper or thesis will be the pass mark of 50. The next resit opportunity will be at the same time the following year.

Note that failures in the MSt and MPhil do occur. They occur from a multiplicity of causes. A frequent reason is failure to realise that a graduate course requires continuous effort both during term and during vacations. MPhil students may also have difficulty in finding time to write the thesis, and often do not decide on the topic until it is too late. Finally, students from outside Oxford or outside the British system may have little training in the Oxford mode of examining or may have difficulty in writing at speed in English. All students should obtain copies of past papers to have some idea of their nature and format. These may be downloaded from [SOLO \(ox.ac.uk\)](http://SOLO.ox.ac.uk). The Examination Schools offer mock/practice examinations under exam conditions, and the Faculty will offer a practice Paper A examination early in Trinity Term. In the event of failure in any paper or in the thesis, students should consult with their supervisor and college at the earliest possible opportunity.

## Prizes

The George Wolf prize is awarded to the candidate who has achieved the highest overall distinction result in the MSt and the Katrina Hayward prize is awarded to the candidate who has achieved the highest overall distinction result in the MPhil.

## Complaints and Appeals

The University, the Humanities Division, and the Linguistics Faculty all hope that provision made for students at all stages of their course of study will result in no need for

complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, faculties/departments, and bodies like the Counselling Service or the OUSU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of those sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the Faculty/Department's committees.

### **Complaints**

If your concern or complaint relates to teaching or other provision made by the Faculty, then you should raise it with the DGS. Complaints about Faculty facilities should be made to the Head of Administration and Finance, Dan Holloway. If you feel unable to approach one of those individuals, you may contact the Chair of the Faculty Board. The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure <https://www.ox.ac.uk/students/academic/complaints>.

If your concern or complaint relates to teaching or other provision made by your college, you should raise it either with your tutor or with the Tutor for Graduates. Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

### **Academic Appeals**

An academic appeal is an appeal against the decision of an academic body (e.g., boards of examiners, transfer, and confirmation decisions, etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

Students are strictly prohibited from contacting external or internal examiners directly. If you are unhappy with an aspect of your assessment, you may make a complaint or appeal as per the information above.

### **Subject Access Requests**

While it is at the discretion of the exam board how to release information pertaining to assessment to students and the rationale behind their decision, under section 12.7.3 of the Examinations and Assessment Framework, you may make a subject access request for information related to the assessment process that is otherwise treated as confidential. To do this, you need to contact Information Compliance ([information.compliance@admin.ox.ac.uk](mailto:information.compliance@admin.ox.ac.uk)) directly.

## Research Degrees

The MLitt and the DPhil are research degrees examined by the submission of a thesis. The Faculty appoints two examiners who read the thesis, summon the candidate to an oral examination, and eventually report to the Faculty Board. Both MLitt and DPhil theses are required to be written in English.

Students who obtain either of these degrees will have demonstrated through their theses that they have mastered the techniques of research in their chosen field.

### Part-Time Study

We try to ensure that part-time students are fully integrated into the research culture of the Faculty and afforded all the same opportunities and support as full-time students; they are expected to attend on a regular basis for supervision, skills training, and participation, although the Faculty appreciates that part-time research students will have non-standard attendance and work patterns, and our broad assumption is that part-time students will progress at half the pace of full-time students.

### Status on Admission and Transfer

#### Probationer Research Student (PRS)

If you intend to read for an MLitt or a DPhil, you will initially be admitted to Probationer Research Student status (unless you have already obtained an MPhil). This status can be held for a maximum of 4 terms (part-time 8 terms), and the Faculty will normally expect you to transfer out of this status to MLitt or DPhil status in your third term (part-time sixth term).

As a first-year PRS student, you are expected to attend the Research Methods module in Michaelmas Term, and you should also attend any lectures and practical training modules relevant for your research. You are also expected to attend the Thesis Workshop in your first year to present your thesis topic. Students are required to attend all sessions of the Thesis Workshop, not just the session in which you give your presentation.

### Guidance Notes on Transfer of Status and Confirmation of Status

#### 1) Progression

Transfer of Status and Confirmation of Status are the two key milestones in the progression of graduate students from PRS or MPhil to completion of the DPhil or MLitt. They serve four distinct purposes:

- to provide an explicit and transparent progression mechanism, as required of degree awarding bodies;
- to give graduate students and supervisors independent confirmation of the student's progress;
- to prepare graduate students for the formal examination of their DPhil or MLitt;
- to involve a wider faculty constituency in discussion of students' thesis topics.

Students, supervisors, and assessors should bear all these elements in mind when preparing for transfer or confirmation processes, and should ensure that the documents submitted for evaluation and the examination process itself both serve the purposes specified.

## 2) Progression and evidence

The **Transfer of Status** process is designed to establish that a PRS student has made satisfactory progress towards independent research, as demonstrated by:

- good knowledge of the field,
- a viable research project,
- a piece of extended academic writing.

Note: The statement of the research project should clearly define the planned components of the thesis and an outline timetable for completing them, but need not be a detailed thesis plan. Similarly, the submitted materials may be a draft chapter, a preparatory essay, or a report on a completed experiment.

The University's online training in research integrity must be completed before applying for Transfer of Status; see <https://researchsupport.admin.ox.ac.uk/support/training/ethics>.

The **Confirmation of Status** process is designed to establish that a DPhil status student will be ready to submit an examinable thesis within a reasonable time period, as demonstrated by:

- extensive knowledge of the field,
- a complete and coherent thesis plan,
- a timetable for completion of the thesis,
- a complete chapter or section of the thesis.

It is the responsibility of students and supervisors to submit an appropriate portfolio of materials, such that the assessors can evaluate their progress and make appropriate contributions to the development of the thesis. The documentation submitted should make clear what each part of the submitted work is intended to demonstrate. Incomplete, underprepared, or incoherent materials, portfolios which do not clearly specify the area of research or the work actually done, and pieces of academic writing which clearly fall below the required standards for theses will usually lead to a refusal of progression.

**Please note that for Transfer or Confirmation of Status sub fusc is not required.**

## 3) Timing

The Examination Regulations specify the following timetable for progression:

- (i) PRS students (i.e., those with non-Oxford masters or an Oxford MSt, or those exceptionally admitted as PRS following an MPhil):

Transfer must take place in the third or fourth term following admission to PRS status (part-time: between the fourth and eighth term). The recommended time is the third term (sixth term part time) following admission to PRS status (usually Trinity Term of the first year as a research student). In exceptional circumstances, and for good cause, students may apply to the Faculty for approval of up to one further term of PRS status.

Confirmation must take place between the sixth and eighth terms (12th and 16th terms part-time) following admission to PRS status. Application for submission must be made before the end of the eighth term following admission to PRS status. In exceptional circumstances, and for good cause, students may apply to the Faculty for approval of a deferment of up to 3 further terms. A student will lose DPhil status if confirmation of that status has not been granted within 8 terms (16 terms part-time) after transfer to DPhil status, or 12 terms (24 terms part-time) if a deferment has been granted.

(ii) Students admitted to read for a DPhil after successful completion of an MPhil:

Transfer: successful MPhil students are usually admitted directly to DPhil status, but may be admitted to PRS status if their doctoral research is not a direct continuation of their MPhil dissertation. In the latter case, the rules under (i) above apply.

Material for Confirmation must be submitted within 3 terms (6 terms part-time) after admission to DPhil status (i.e., following the MPhil). In exceptional circumstances, and for good cause, students may apply to the Faculty for approval of a deferment of up to 3 further terms. A student will lose DPhil status if confirmation of that status has not been granted within 8 terms (16 terms part-time) after admission to DPhil status, or 12 terms if a deferment has been granted.

Supervisors should have a clear progression timetable in mind when directing the research of their students to ensure:

- that students are not entered for progression processes before they have reached the appropriate milestone,
- that sufficient time is allowed for preparation of progression materials to meet specified deadlines.

#### **4) Materials to be submitted via eVision**

[Full guidance on the application process can be found in the Student Self-Service manual.](#)

- Transfer:
- (i) A piece of written work, of about 10,000 words, in the broad field of the proposed thesis. Electronic submission of work is required. Submitted work should be double spaced.
  - (ii) GSO.2 standard application form, available via the My Student Record tab in Student Self Service. This is linked to on this page: <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>
  - (iii) A statement of the research project, clearly defining the planned components of the thesis and an outline timetable for completing them. The assessors will be aware that the thesis outline may change considerably over the course of your research; nevertheless, you should be prepared to defend the outline you have submitted.
- Confirmation:
- (i) A draft chapter of no more than about 10,000 words. Electronic submission of work is required. Submitted work should be double spaced.
  - (ii) GSO.14 standard application form, available via the My Student Record tab in Student Self Service. This is linked to on this page: <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>
  - (iii) A detailed outline of the thesis: either an annotated table of contents, or a discursive contextualisation of the thesis extract, with a clear indication of what is already done and what is left to do.

#### **5) Process**

Assessors will be nominated and invited by the DGS, acting on behalf of the Faculty; the DGS will normally seek supervisors' recommendations. There will be two assessors, neither of whom will normally be the candidate's supervisor or co-supervisor.

The materials listed under 4) will be sent to the assessors by the Academic Office via eVision. Supervisors should provide a brief summary of the thesis proposal, and a report on the student's progress. This may be incorporated in the application form or submitted as part of the dossier of materials, and may include recent supervisors' reports.

The assessors will contact the student to arrange a viva. This is an interview in which to discuss the submitted work and the project as a whole, and to explore any concerns the assessors may have. Students are asked to bear in mind that in Trinity Term and during the Long Vacation, assessors are likely to have other commitments (especially examining and research) that may prevent them from reading Transfer or Confirmation material at that time of year. Submissions in Trinity Term might therefore not be assessed until several months later.

## 6) Outcomes

The range of recommendations available to the assessors are:

- unconditional approval of transfer/confirmation.
- light-touch resubmission: approval of transfer/confirmation subject to partial resubmission. The resubmitted work may be approved by the assessors without a new viva.
- after a first submission: rejection of transfer/confirmation, with the possibility of resubmission.
- after a second submission: rejection of transfer/confirmation. A candidate who fails a second attempt at transfer to DPhil status could still be transferred to MLitt status. A candidate who fails confirmation will normally be allowed to re-register for the MLitt.

Assessors will upload their reports via eVision for the Academic Office for processing. Subsequently, the DGS will approve uncontentious recommendations for progression. Contentious cases or recommendations that progression be refused must be considered by the GSC or Faculty Board in a subsequent meeting. In such cases, the candidate will be informed of the tenor of the recommendation, while consideration is pending. At the discretion of the DGS, the supervisor concerned may be shown the assessors' report, and may be invited to comment. **There should be no direct communication between assessors and candidate.** The GSC or Faculty Board may vary the outcome recommended by assessors. For more information, consult the guidance at <https://www.ox.ac.uk/students/academic/guidance/graduate/research/status/DPhil>.

## Funding for Continuing Students

For information on funding applications made alongside application for admission or readmission to a research degree, see the relevant sections above.

Information for current doctoral students wishing to apply for funding is available at <http://www.humanities.ox.ac.uk/graduate-funding>. To be considered for funding, ***you must submit your application by the January deadline. Your application must be complete, including your references and other supporting materials, by that deadline.***

## **MLitt**

### **Standard Required**

For both MLitt and DPhil, the examiners, when reporting favourably on a thesis, must certify that you possess a good general knowledge of the field of learning within which the subject of your thesis falls and that the thesis is presented in a lucid and scholarly manner. The difference between the two degrees is embodied in the further declarations that, for the MLitt, you have shown competence in investigating the chosen topic and have made a worthwhile contribution to knowledge or understanding in the field of learning within which the subject of your thesis falls, whilst for the DPhil, the requirement is for a significant and substantial contribution in the particular field of learning. For both degrees the examiners are required to bear in mind what may reasonably be expected of a capable and diligent student after full-time study for the relevant period, being 2 years in the case of the MLitt. It is clear that an MLitt thesis requires less work than a DPhil thesis, partly because it is expected to reach a different standard, partly because the subject ought to be narrower. Yet a successful MLitt and a successful DPhil dissertation have a great deal in common: they will be readable, accurate, and coherent; in short, they are works of scholarship.

### **Thesis Length**

The thesis for the MLitt shall not exceed 50,000 words in length.

## **DPhil**

### **Standard Required**

As for the MLitt, the examiners, when reporting favourably on a thesis, must certify that you possess a good general knowledge of the field of learning within which the subject of your thesis falls and that the thesis is presented in a lucid and scholarly manner. For the DPhil, the requirement is for a significant and substantial contribution to knowledge or understanding in the field of learning within which the subject of your thesis falls. It is normally assumed that a DPhil thesis ought to contain material such as could be easily reworked into at least two substantial articles. For both MLitt and DPhil, the examiners are required to bear in mind what may reasonably be expected of a capable and diligent student after full-time study for the relevant period, being 3 or at the most 4 years for the DPhil (part-time: 6 years, at the most 8).

### **Thesis Length**

The thesis for the DPhil shall not exceed 100,000 words in length.

## **DPhil and MLitt Theses**

### **Subjects and Titles**

The choice of a subject is normally the result of detailed discussions between you and your supervisor. You are not assigned a subject: you ought to make suggestions yourself and be prepared to revise them in the light of your supervisor's own suggestions. The final decision will depend on a combination of factors: your interests, your ability and earlier training, the existing literature in the subject, work currently being done elsewhere, etc. Often the work starts with a survey of a wider field which is reduced to manageable proportions at a later stage. An exact title will probably not emerge until considerable preliminary work has been done. The first title suggested must at least be indicative of the general area in which most of the work will be done. Before the actual submission of a thesis, it is of course necessary to make sure that title and content match. A last-minute change of title is possible, but it would be advisable to decide on an appropriate title at an early stage.

Supervisors will help to answer the perennial questions: is this subject too wide or too

limited? Is this title too pretentious or too humdrum? Help will also come from looking at theses already accepted for the MLitt or the DPhil; copies of these are kept in the Bodleian. The [Oxford University Research Archive \(ORA\)](#) provides full-text pdf copies of most recent DPhil theses, and some earlier MLitt theses.

## Ethical Approval

If your research involves work with people, it will need ethical approval; see <https://researchsupport.admin.ox.ac.uk/governance/ethics>. Your thesis supervisor must be closely involved in the process of seeking the relevant approval, which should be obtained before research begins. The ethical approval form should be reviewed and signed by (i) the thesis supervisor and (ii) the DGS **before** it is submitted to CUREC for approval. You should also ensure that you have obtained permission for use of any copyright material. These processes can be very lengthy, so you must take action at a very early stage.

## Planning

All thesis work will necessarily include a period mainly dedicated to a survey of the existing literature, to the collection of data, and to the development of detailed argumentation, and a period mainly spent in writing successive drafts of the final version. You should not underestimate the time required for the final stages of composition. This is not a mechanical process and often drafting leads to further research. The final touches may be extremely time-consuming.

In general, it is advisable at an early stage to make a plan of the work to be done and to divide it up into sections of reasonable length and scope. Preliminary versions of some sections should be written down, even if they will have to be modified at a later stage. This will give your supervisor an early chance to comment on points of style and clarity.

You are advised to start, at the very beginning of your research, an index which includes references, in the correct format, to all the articles and books which you have read or consulted; this will save a great deal of time and effort and facilitate the final compilation of the list of references, which otherwise is a protracted and cumbersome business. It is also wise to put the bibliography on computer from the beginning, using whatever word processing or bibliographical program you have access to.

## Content and Style

It should not be assumed that all theses must reach the maximum word limit. Some may be much shorter: to inflate them artificially in order to reach the word limit would be a bad mistake. It would also be a mistake to assume that the minutest pieces of evidence and the most insignificant items of secondary literature should always be quoted and discussed in full. Examiners are more likely to be put off by prolix, repetitive, and unnecessary discussions than by the omission of a few references. Your thesis must represent a distillation of your work; it should not include all the data and all the ideas collected during the research period. The Faculty may consider applications for an extension of the word limit if they are submitted in good time, but will accept them only in exceptional circumstances.

Theses in linguistics and philology cover a wide range of subjects; they may be experimental (as some phonetics theses) or may consist of quasi-philosophical discussion; they may be very technical, as in some comparative philology work, or very theoretical as in some branches of general linguistics; they may require knowledge of literary criticism (for stylistic analysis) or experience of field work (in some sociolinguistic or descriptive work) or basic techniques of statistics and/or computation. There is no reason to assume that the same style will be adequate for all these types of work. In all cases, however, some basic qualities are necessary. The most important is clarity: excessive jargon must be avoided just as much as sloppy and vague language. A dull monotonous style is unlikely to captivate the reader, but so is a pretentious style which

promises more than it offers. In general, there is no excuse for stylistic woolliness, all the more so when this goes together with woolly argumentation, as is often the case.

DPhil and MLitt theses, if successful, are deposited online to Oxford Research Archive so they are accessible to a wider public. A good English style is necessary if the reader is not to be put off and the work wasted. Overseas students whose native language is not English may have considerable difficulties in writing in good scholarly prose. If this is the case, they should try to improve their English at an early stage; obviously they must seek advice from their supervisor, but they should not expect their thesis to be rewritten for them.

## **Format and Word Limit**

See the guidelines for the presentation of [theses](#).

## **Integrated Thesis**

In appropriate circumstances, DPhil candidates may offer an integrated thesis. An integrated thesis may either be a hybrid of conventional chapters and high-quality papers, or be fully paper-based. Regardless of the format, the content of the thesis should reflect the amount, originality and level of work expected for a conventional thesis. Students should note that an integrated thesis is not an easier option than a conventional thesis. It should not be assumed that the act of publication (in whatever form) means the work is of suitable academic quality and content for inclusion in a thesis, and students should discuss all papers in detail with their supervisor before inclusion. There is no minimum, or maximum, number of papers a candidate is expected/allowed to include as part of such a thesis, but the thesis must address an overarching research question, represent a coherent and focused body of research, and be of the appropriate standard and scope to pass a doctoral examination. It will remain a matter for the examiners to conclude whether the contributions are equivalent to that which would be expected of a standard DPhil.

For further information about submitting an integrated thesis or submitting an article for Transfer of Status or Confirmation of Status, you should contact the DGS.

To revert back to being examined by a conventional thesis from an integrated one, the student should apply to the GSC for permission by noon on Monday of Week 3 in the term preceding submission of their DPhil thesis at the latest.

## **Prior Publication**

In common with other bodies administering research degrees within the University, the Faculty has no objection to the submission of material for the MLitt or DPhil which has previously been published, provided that the work is the product of the candidate's activities while registered for a research degree of the University. The Faculty, however, reminds candidates that prior publication does not of itself constitute proof that the work is of sufficient quality, significance, or substance to merit the award of the degree concerned.

## **Submission and Appointment of Examiners (DPhil and MLitt)**

You should complete the online Application for Appointment of Examiners (GSO.3) form by your 12<sup>th</sup> term. The application will need to have the names of possible examiners that you will have discussed and agreed with your supervisor. It will be sent for approval by your college, supervisor, and Director of Graduate Studies, after which the examiners will be invited to act.

Research students are required to submit a digital copy of their thesis via the Research Thesis Digital Submission (RTDS) application for their examination. The typewritten part of the thesis must be saved as a pdf. Additional files (images, recordings, annexes, etc.)

should be saved to a single zip file and uploaded under 'Additional Documents'.

You may submit the digital examiner's copy of your thesis at the same time as applying for the appointment of examiners, but note that your examiners will not be sent a link to download the thesis until form GSO.3 has been approved and your examiners have formally confirmed their appointment to the Research Degree Team at the Examination Schools. However, if you propose to submit the copies of the thesis at a later date, you should state the date by which you will submit. This should be as soon as possible after the date of application, and may not be later than the Saturday of the last week of the vacation immediately following the term in which you applied for appointment of examiners. You are reminded that no extensions of time can be granted beyond this limit.

You are strongly advised to take a copy of your thesis with you to the viva.

If the examination is successful a finalised (i.e., incorporating any corrections or amendments requested by the examiners) copy must be submitted for deposit with the Oxford Research Archive. All candidates granted leave to supplicate will need to submit an electronic copy to the Oxford University Research Archive (ORA) a minimum of five working days prior to their graduation date. Students will not be able to attend a degree ceremony (even in absentia) without doing so.

Further information can be found on the [Research Examinations](#) webpage.

**If you allow your student credentials to lapse, i.e., you do not keep your Bodleian card, etc. up to date, you will not be able to access the portal. It is your responsibility to keep your student details up to date.**

## **The Viva Voce Examination (DPhil and MLitt)**

When the examiners have been asked to act and have agreed to do so, each of them will be sent a copy of your thesis. You are then officially advised of their names. If your examiners do not contact you within a month of receiving the thesis, the Research Degrees Team will contact them on your behalf to enquire regarding a viva date. The examiners are asked to fix a date for the viva as soon as practicable, but it should be remembered that to read a thesis seriously takes time and that it is unlikely that examiners can find that time during a busy teaching term; there is bound to be some delay. You should present yourself for the viva at the appointed time and place in correct academic dress.

The viva itself normally takes the form of a lengthy discussion with the examiners about the content of the thesis. After the viva, the examiners report to the GSC about the outcome of the examination, and it decides whether to accept the examiners' report. You should not expect to be told by the examiners whether they found your thesis adequate; the final decision is not in the hands of the examiners and consequently they are not free to tell you. Their silence in this matter should under no circumstances be taken as ominous.

Occasionally it is necessary for a viva to take place remotely. It is the internal assessor's responsibility to complete the necessary paperwork and gain the correct approval from the DGS. This is done via an application form. This should be arranged in a timely fashion to avoid delays. The Academic Office should be contacted in the first instance if a remote viva is necessary to guide the internal assessor through the process.

## **Notification of Results**

MLitt and DPhil candidates will be informed of the results of the examination after the examiners have reported to the GSC and it has considered their report. In normal circumstances this should not involve excessive delays after the examination. However, if a long period (e.g., during the Long Vacation) will elapse before a meeting of the GSC can take place, the Chair of the GSC is authorised to accept a favourable

recommendation of the examiners and to inform the candidate accordingly. In the case of controversial recommendations, the final decision will rest with the GSC and in some instances the candidate cannot be told of the examination results until it has met.

In most cases the examiners recommend to the Faculty Board that the candidate be given leave to supplicate for the degree for which they were registered as a research student. Yet it is not uncommon for examiners to stipulate that the candidate should make corrections to the thesis before this is deposited. There are two categories of corrections: 'Minor corrections', to be completed in 1 month, or 'Major corrections', to be completed in 6 months. In such cases, permission to supplicate is given only after the examiners have checked that these corrections have been made.

Examiners for the DPhil who decide that the thesis does not reach the required standard have various options open; they may recommend:

- (i) reference back for resubmission for the DPhil, or award of the MLitt as the thesis stands;
- (ii) reference back for resubmission for the MLitt only, (without the option of resubmission for the degree of DPhil);
- (iii) reference back for resubmission either for the DPhil, or for the MLitt, as the candidate may choose;
- (iv) award of MLitt;
- (v) outright failure.

In addition to the positive recommendation that the candidate be given leave to supplicate for the degree of DPhil, (i) and (iii) are the most frequently made recommendations; (ii) (iv), and (v) are extremely rare, and are not permitted on a first examination.

## Complaints and Appeals

For further information on complaints and appeals, see [this section](#) of the Handbook.

## Supplicating for your Degree

Students granted leave to supplicate will no longer need to submit a hardbound copy of their thesis to the Examination Schools in order to graduate. This includes any students granted leave to supplicate in previous academic years who have not yet submitted a hard copy of their thesis.

All candidates for the degrees of DPhil and MLitt must submit an electronic version of their finalised thesis, as approved by the examiners, to the [Oxford University Research Archive \(ORA\)](#) following being granted to leave to supplicate. Students for these degrees must do so a minimum of five working days prior to their graduation date, and will not be able to attend a degree ceremony (even in absentia) without doing so.

Further information can be found on the [Research Examinations](#) webpage; see also <https://libguides.bodleian.ox.ac.uk/digitaltheses>.

## Oxford University Research Archive (ORA) and Digital Publication of Theses

The University of Oxford is committed to the widest dissemination of research theses produced by its graduate students. The Oxford University Research Archive (ORA) is an online archive of research output including theses created in fulfilment of Oxford awards, produced by graduate students at the University of Oxford.

### DPhil, MLitt, and MSc (by Research) Degrees

All students following the DPhil, MLitt, or MSc (by Research) are required to deposit a

digital copy of their thesis with the Bodleian Libraries. **Please be aware that this is a condition for award of the degree and it is enforced.** The digital copy should be deposited into ORA at <http://ora.ox.ac.uk> after **Leave to Supplicate (LTS) has been granted.**

ORA provides maximum visibility and digital preservation for Oxford digital theses. Students should read the important information about the deposit of, and access to, digital theses which is available at <https://libguides.bodleian.ox.ac.uk/digitaltheses> and includes:

- Legal requirements (including funder mandates) and author responsibilities.
- When to deposit the digital copy of your thesis.
- How to deposit the digital copy of your thesis.
- Options for open access and embargos. Theses, or parts of theses, can be embargoed for reasons such as sensitive content, material that would affect commercial interests, pre-publication, or legal reasons.
- Information about file formats, fonts, and file sizes.

Copyright of the thesis usually rests with the author: this does not change when depositing your thesis in ORA. The author does not give away any rights to the Oxford University Research Archive or the Bodleian Libraries. However, students should read the information on third party copyright at <https://libguides.bodleian.ox.ac.uk/ora/copyright>

### **Third Party Copyright**

If material has been incorporated within the thesis where copyright is held by an individual or group that is not the author (third party copyright) permission will be needed to make such material freely available on the Internet. It is best to obtain such permission when sourcing the material. Proof of permission will need to be provided when depositing the thesis in ORA (e.g., email or letter). Authors should contact ORA staff ([ORA@bodleian.ox.ac.uk](mailto:ORA@bodleian.ox.ac.uk)) if they are unsure. A useful template to keep track of permissions for use of third party copyright materials is available for download at <https://libguides.bodleian.ox.ac.uk/ora/copyright>

Further information or queries about depositing digital theses should be addressed to [ORA@bodleian.ox.ac.uk](mailto:ORA@bodleian.ox.ac.uk).

### **The Humanities Division: Restricted Access Arrangements**

Whilst the Humanities Division strongly supports open access to, and wide dissemination of, theses produced by its students, access to the full text of digital theses can be restricted unless requirements of funding bodies require open access to be provided earlier (see below). When completing the ORA online deposit form authors should therefore indicate whether they would like an embargo (currently a choice of 1 year or 3 years) or to make their thesis available immediately. For example, if the author's funding specifies an earlier release date. There is no need to complete a separate Dispensation from Consultation form at the time of deposit.

If an embargo is chosen at the time of deposit, only the following information from your thesis will be available in ORA for the duration of the embargo:

- (i) Item record (details including your name, thesis title, subject area), and
- (ii) Abstract, and
- (iii) Full text search for single words or short passages of text.

At the time of deposit an author may request permanent closure in ORA under the following circumstances:

- (a) For digital material where copyright is held by a third party and permission to

disseminate it via the Internet in ORA has not been granted by the copyright holder, the Faculty of Linguistics, Philology and Phonetics will grant permission for the copyright material to be deposited as a separate file from the thesis, on the understanding that the thesis will be available for consultation or reproduction but access to the copyright material will be restricted.

(b) Where confidential material forms only a small part of a thesis and the force of the thesis will not be seriously impaired by the removal of such material, the Faculty of Linguistics, Philology and Phonetics may grant permission for the access to the confidential material to be closed on the understanding that the thesis will be available for consultation or reproduction but access to the confidential material will be restricted.

Authors can also choose to override any requested embargo and make their thesis open access, either at the time of deposit or at any time during the embargo. Authors who wish to make their thesis freely available on deposit should indicate this on the online ORA deposit form. Once the embargo is in place, students wishing to end it early should email [ORA@bodleian.ox.ac.uk](mailto:ORA@bodleian.ox.ac.uk). It is not recommended for those planning to publish their research as a book or article to make their thesis openly available in ORA without first discussing this matter with their supervisor and consulting potential publishers to ascertain their policy. The embargo will be automatically lifted when it expires, and it is the responsibility of the author to apply for an extension, prior to expiry, if required. **No reminder will be sent** by the Department/Faculty, the Bodleian Libraries, or ORA staff, and it will be assumed that the full text can be released if a Dispensation from Consultation form (GSO.3c) is not submitted (see below).

If you are in receipt of **research funding** the following may apply:

The terms and conditions for UKRI training funding <https://www.ukri.org/publications/terms-and-conditions-for-training-funding/> require that metadata describing the thesis should be lodged in ORA as soon as possible after leave to supplicate has been granted, and for the full text version to be available within a **maximum of 12 months**. The Division has therefore agreed that the full-text of UKRI-funded students' theses should be made available within 1 year of leave to supplicate being granted.

Students funded by any other external body should be aware of, and also abide by, the terms and conditions for open access defined by their funder. Where there are discrepancies, the funding body's requirements should supersede any embargo preferred by the student at the point of deposit.

### **Dispensation from Consultation of your Thesis: The Bodleian Libraries and ORA**

(i) Authors may apply for dispensation from consultation beyond the end of an embargo period (or other period specified by their funding body) of the copy of the thesis deposited in the Bodleian or other University Library **and/or** of the electronic copy of the thesis deposited in ORA if there is good reason for such a request. Reasons for requesting dispensation might include Intellectual Property considerations: that consultation or reproduction would put at risk confidential material or invalidate an application for a patent on a product or process described in a thesis. Students are advised to be particularly mindful of the terms of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis.

(ii) Dispensation will always be granted (a) in cases where confidentiality has been made a condition of access to materials that are subsequently incorporated in a thesis and (b) for material where copyright is held by a third party and permission to disseminate it via the Internet has not been granted by the copyright holder. Current students should apply for dispensation by completing the online application form available from [student self-service](#):

**If you need to apply for a dispensation having completed your course, you should apply for dispensation by completing the GSO.3c form available at:**

<http://www.ox.ac.uk/students/academic/guidance/graduate/progression>

Dispensation from consultation is granted by the department/faculty not the Bodleian Libraries or ORA staff. If you need any help with progression forms, please contact the Academic Office.

### **Journal Articles included within the Thesis**

Authors sometimes include published journal articles within their theses. Authors needing to include such articles as part of the e-thesis can make the article freely available only in compliance with copyright and any sponsor permissions. See [www.sherpa.ac.uk/romeo.php](http://www.sherpa.ac.uk/romeo.php) for guidance or ask ORA staff ([ORA@bodleian.ox.ac.uk](mailto:ORA@bodleian.ox.ac.uk)).

### **Plagiarism**

Making the thesis open access increases its visibility, gains recognition for the author, and certifies them as author of the work. It can also give rise to concerns about increased risk of plagiarism. However, when work is available open access, plagiarism is easier to detect (by using a web search engine).

## **General Queries**

Any further information or queries regarding the deposit of your digital thesis, should be referred to [ORA@bodleian.ox.ac.uk](mailto:ORA@bodleian.ox.ac.uk).

## **Guidelines for the Presentation of Theses and other Written Work**

### **Main Text**

There is a considerable difference between a paper prepared for an oral presentation at e.g., a tutorial or a graduate seminar and an essay, research report, or thesis for submission. The latter must follow the basic rules for printed work, that is, it must have a tidy and rational presentation which will help rather than hinder the reader. The basic rules are order, clarity, and accuracy.

Submitted work must be presented legibly. It is normal to use a computer with a good word processing program; you will need to find fonts which include the necessary diacritics.

### **Format and Word Limit**

All theses, submitted essays, and research reports must be formatted for A4 paper with a margin of 3 to 3.5 cm on the left-hand side of each page. The main text should be double spaced. It is advisable to indent long quotations, if any: they should be in single spacing. The pages should be numbered consecutively in Arabic numerals. A separate numeration in Roman numerals is permissible, but not compulsory, for the preface, acknowledgements, etc.

The word limit excludes symbols and diacritics, figures, the bibliography, appendices consisting of a catalogue of data, questionnaire, or other research instrument used to gather data, any extensive text which is specifically the object of a commentary or linguistic analysis, and any translation of that text, but includes quotations, footnotes and words in tables. Consult your supervisor in case of doubt. A statement of the word count should be provided. The examiners will not read more than the specified word limit for theses, dissertations, essays, and research reports, and will judge the work on the basis of the portion that is read. Where a candidate submits a dissertation or other piece of written coursework for assessment which exceeds the word limit prescribed by the relevant regulation, the examiners, if they agree to proceed with the examination of the work, may reduce the mark of that submission by up to one class (i.e. from a Distinction to a Merit, from a Merit to a Pass, or from a Pass to a Fail).

### **Footnotes**

Footnotes at the bottom of the page to which they belong are easier to read for the examiners provided they are clearly numbered and clearly separated from the text (either by a large space or by a continuous line). If this causes typing complications, footnotes can be printed at the end of the thesis (this is preferable to footnotes at the end of each chapter). If so, they should be clearly numbered and identified, and if possible a running title indicating to which pages the footnotes refer should be included. Footnotes should be single spaced.

### **Transliteration**

It is normal to write Greek (both ancient and modern) in Greek characters. For ancient Greek literary texts, breathings and accents are required. However, if only a few words occur, such as in the context of a comparative dissertation, a transliteration can be used. The same principles apply to Cyrillic. In theses which, for example, edit a text in a language other than English it may be advisable to use the script normally used for that text; in general, however, transliterations are used instead. Your supervisor will advise about the type of transliteration to be used. Phonetic transcriptions should normally employ the alphabet of the International Phonetic Association.

You should carefully consider the need for including glosses/translations of examples where they are critical to your argument. Again, your supervisor will be able to advise on what material should be translated or glossed.

### **Abstract (MLitt and DPhil only)**

Together with their thesis, candidates for the degree of MLitt and DPhil must present an abstract which should not normally exceed 300 words and should be written with a view to publication. It should provide a clear account of the content and main results of the thesis. The abstract should be headed with the name and college of the author, the title of the thesis, the degree for which it is submitted, and the term and year of submission.

### **Contents**

Your thesis should include:

- (a) Title Page. For all theses this should, in addition to the title, also mention the degree for which it is being offered, together with the term and year. In the case of MSt (Research Preparation) and MPhil students, the candidate's name must not appear on the thesis, which should be identified by candidate number only. For MLitt and DPhil students, the candidate's name and college should appear.
- (b) Preface and/or Acknowledgements, if any. The preface should be used to call attention to the most important or novel points in the work. It can include the necessary acknowledgements or these may be kept separate. In MSt (Research Preparation) and MPhil theses it may be necessary to ensure that nothing included here should prejudice the anonymity of the candidate; your supervisor will be able to advise on how to proceed.
- (c) Table of Contents. This should indicate all the main subdivisions of the thesis. The titles of the individual chapters or sections should be added. Page references are also necessary.
- (d) The thesis should be divided into chapters. Each chapter should have a title which gives a clear view of its content.
- (e) Appendices, if any.
- (f) Bibliography or list of references (see below).
- (g) Indexes. Examiners constantly complain about the absence of indexes in theses. Sometimes these are not necessary, but sometimes they are. If their absence makes the full exploitation of the new material or ideas difficult or impossible, indexes must be added.

### **Bibliography/References**

Every thesis must give to the reader an idea of what secondary sources are available in its field. This may be done in more than one way. One possible system is to offer at the end of the thesis a reasoned bibliography neatly divided into sections which list in alphabetic order the most important works in that particular area. This bibliography should include both the articles and books referred to in the body of the thesis and other works which you have read and exploited. Within the text, footnotes, etc., it will still be necessary to refer to individual books; if abbreviations are necessary a list of abbreviations should appear at the beginning or end of the thesis. For periodicals the normal convention is to use the abbreviations of the *Bibliographie Linguistique*.

The alternative system, which is almost universally accepted in general linguistics publications and is beginning to prevail in philological publications, adds at the end of the thesis not a bibliography but a list of references in alphabetic order. This includes all books and articles quoted (in abbreviated form) in the thesis. Thus in the body of the thesis reference will be made, e.g., to 'Bloomfield (1933: 240)' while in the list of references the reader will find:

Bloomfield, L. (1933). *Language*. New York.

Similarly, the body of the thesis will quote e.g., 'Rosen (1989)' and the references will include:

Rosen, S.T. (1989). 'Two types of noun incorporation: A lexical analysis'.  
*Language*. 65, 294-317.

The Faculty does not wish to impose a special type of reference or bibliography but asks for absolute consistency in whatever system is adopted. Models can be found in major books or periodicals (e.g., for philological work in various numbers of the *Transactions of the Philological Society*, where both systems are represented, and for linguistic work in *Language* or in the *Journal of Linguistics*). Underlining or italics, inverted commas, etc. should also be used consistently.

A full explanation of traditional and author-date systems is found in the *MHRA Style Guide, A Handbook for Authors and Editors*, 3rd edition, Modern Humanities Research Association, 2013, available for sale or as a freely downloadable pdf from <http://www.mhra.org.uk>.

## **Presentation**

### **MLitt and DPhil**

The finalised deposit copy of the thesis (including the abstract) must be presented in accordance with the requirements given in the Examination Regulations.

# Changing Status and Moving On

## Change of Status: Readmission and Transfer

The regulations governing graduate student status allow a great deal of flexibility in the routes which it is possible to take to any given degree. If you are considering reading for a different degree from that to which you have been admitted, you should discuss this as early as possible with your supervisor and with the DGS. In the following paragraphs are descriptions of the routes most commonly taken, and the various qualifying conditions.

It is important at the outset to be clear about the distinction between admission (or readmission) and Transfer of Status. Transfer refers only to opting, with the approval of the Faculty, to read for a degree other than that for which you were originally accepted without first taking the examination for that degree. In general, fees paid before transfer will count towards the fee liability for the degree to which you transfer. For all routes other than MPhil to DPhil, if you have taken the examination for your first degree, you are regarded as applying for readmission, and you must normally pay the full amount of fees due for the second degree, i.e., no credit is given for fees paid for the first course.

### MSt to MPhil

Candidates who begin their graduate studies as MSt students may apply to the Faculty for transfer to the MPhil using form GSO.28, particularly if they are considering pursuing further research. This step should only be taken in consultation with the student's course supervisor, who will be able to advise on the timing of the application. The Faculty will not normally consider any such application before Week 8 of Michaelmas Term. Candidates should submit their application by noon on Monday of Week 1 in Hilary Term. Candidates applying to transfer from MSt to MPhil must be supported by a credible MPhil research proposal (maximum 1,000 words in length, no abstract required) endorsed by a prospective research supervisor. The application will be considered by two assessors. Application materials should be submitted to [academic-office@ling-phil.ox.ac.uk](mailto:academic-office@ling-phil.ox.ac.uk).

If you are a visa holder, please be aware that a new visa will be required if you transfer from the MSt to the MPhil and you will need to return to your home country to apply for this before beginning study on your new course.

### MSt to PRS

Students intending to sit the examination for the MSt may apply for admission to the status of PRS.

### MPhil to MLitt

MPhil students seeking admission to MLitt status after taking the MPhil should apply by Trinity Term of their second year at the latest, following the same procedure as for a PRS transferring to MLitt status (outlined [here](#)). The piece of written work will not be required, but acceptance of applications will in all cases be conditional upon a satisfactory result in the MPhil examination. You should note that an MPhil thesis cannot be 'developed' for an MLitt; a new piece of work is required for the thesis and the usual 6 terms' fees for the MLitt must be paid on top of 6 terms' MPhil fees.

### MPhil to DPhil

MPhil students may apply for admission to DPhil status after the MPhil (without first holding Probationer Research Student status).

If an offer of admission to PRS, MLitt, or DPhil status is made, it is invariably conditional upon (i) the availability of an appropriate supervisor, and (ii) very good performance in the MSt or MPhil exams. The Faculty Board asks the examiners for a specific report about each candidate's research ability, and usually deposes the final decision to the Chair of the Faculty Board and the DGS, acting upon the recommendation of the examiners.

Note that it is not sufficient to pass the MSt or MPhil to be readmitted to PRS or DPhil status. Distinction grades in one or more papers relevant to the proposed DPhil research are usually expected, or grades close to the distinction level, with greater weight given to the thesis than the examination papers.

## How to apply for Readmission as a Continuing Student at Oxford

If you are currently studying for a taught Master's course at Oxford and wish to apply to carry on to a research programme with no break in your studies, you may be eligible to apply for readmission. You must meet the same deadlines and requirements as other applicants, but you will not be required to pay an application fee. The authorisation code you will need for this application type is available in your [Student Self Service](#) account.

### Readmission Code

After you've logged into Student Self Service, select 'Academic and Assessment Information'. Under the 'My Student Record' heading, select 'Check My Details' and locate the 'Display Authorisation Code' button at the bottom of the screen.

Once you've found your authorisation code, return to the 'Application Type' tab of the online application form. Select 'Readmission' from the drop-down menu and enter your authorisation code into the text field that appears.

The authorisation code must be entered manually, without full stops, spaces, or other unnecessary characters. Copying and pasting the code may cause an error. For more information, see <https://www.ox.ac.uk/students/news/2018-11-28-readmission-codes-graduate-applications>.

### Application Deadline

**All applicants must ensure** that the application form and all supporting materials, **including references**, are submitted via the online admissions system in time to meet the application deadline. Further guidance on which application deadlines apply to your programme can be found via <http://www.ox.ac.uk/admissions/graduate/applying-to-oxford>.

**Late or incomplete applications will not be considered.**

### Funding

When applying for readmission, the procedure for applying for funding is generally the same as for external applications. For further details, see: <http://www.humanities.ox.ac.uk/graduate-funding>.

To be considered for funding, **all applicants must submit their applications by the January deadline. Your application must be complete, including your references and other supporting materials, by that deadline.**

### Application Fee

Applicants for readmission are exempt from paying the graduate application fee.

### Break in Study between Master's Degree and DPhil

If there is any break in your study (even if it is only for a term), you will not be able to use a readmission form: you must complete a graduate application form, and you will be required to pay the application fee.

### Other Information

The obvious first sources of information are your course supervisor and your contemporaries. You may also wish to consult your college advisor or other college officers. In particular, note that your supervisor will have primary responsibility for your academic work, but that your college is responsible for advising you on matters such as

fees, residence, finance, accommodation, etc.

The Graduate Studies Office and Graduate Admissions Office at the University Offices in Wellington Square (where the University's central administration is housed) are responsible for processing all applications for admission, transfers, etc. The Academic Office that is responsible for student matters of the Faculty Board for Linguistics, Philology and Phonetics can be contacted at [academic-office@ling-phil.ox.ac.uk](mailto:academic-office@ling-phil.ox.ac.uk).

Advice for overseas students on a wide range of matters is available from the International Office (located in the Examination Schools):  
<https://www.ox.ac.uk/students/new/international>.

If you wish to discuss a matter which you feel you cannot raise with your supervisor, you may contact the DGS or the Chair or vice-Chair of the Faculty Board. You can also approach your college advisor. Administrative inquiries should be addressed to the Academic Office, the DGS, or the Head of Administration and Finance.

The Proctors' Office is an impartial and discrete institution within the University which carries out work in support of decision making by the Proctors and the Assessor. The Proctors and Assessor are senior officers and trustees of the University with a role which encompasses advocacy and scrutiny. They oversee student matters and uphold the University's statutes and policies throughout its governance and administration. For more information, see <https://www.proctors.ox.ac.uk/>.

## Employment and Teaching

It is fairly common for advanced (research) students to attempt to find employment, from occasional teaching of Oxford undergraduates to regular teaching or other work. Before securing any employment, you should consult the University's [paid work guidelines for graduate students](#) and consult this information about [working while studying](#). Research Councils and other funding bodies may also impose a restriction on the number of hours' that a student may work each week.

Students should normally have completed (or had waived) Transfer of Status before participating in any teaching activities. It is not appropriate for Probationer Research Students (PRS) to take on substantial teaching commitments such as several weeks of tutorials, (although first year doctoral students may act as demonstrators, take translation classes, support academic study skills development, etc.). Teaching by PGR students will generally only be at undergraduate level, though there may be a small number of circumstances in which teaching at other levels may be appropriate.

The University's explicit policy is that no PGR student should be allowed to teach without some form of initial training. At the very minimum, students should undertake the [Preparation for Learning and Teaching at Oxford \(PLTO\) course](#), see page 19, which is provided by the Faculty. Before participating in any teaching, students should first seek agreement from their supervisor, and advice as to whether their research is making good progress and they are expected to complete on time. The supervisor's views should be recorded on the Graduate Supervision System.

The teaching rooms in the Centre for Linguistics, when not otherwise required for teaching, may be available for graduate students engaged in tutorial or other teaching. These should be booked in advance through the Academic Office – [academic-office@ling-phil.ox.ac.uk](mailto:academic-office@ling-phil.ox.ac.uk).

If you are asked to do any teaching on behalf of the Faculty, you will need to have a letter of engagement and have your right to work checked before you start any teaching. Please ask the person who has offered you teaching work to contact the Head of Administration and Finance.

## Taking your Degree

When you have qualified for your degree by (a) satisfying the relevant residence requirements and (b) passing the relevant examination or being granted leave to supplicate for your research degree, you can make arrangements (through your college) to take your degree, i.e., to be formally awarded it. Note that you cannot receive a degree certificate until you have formally received the degree: if necessary for job applications, etc., you may obtain a degree confirmation letter from the Examination Schools; this can be ordered through the University Online Shop at <http://www.oxforduniversitystores.co.uk>.

There are two options for your formal graduation. You may, if you wish, have your degree conferred in absentia (i.e., without you attending a ceremony in person). This is likely to be quicker than taking your degree in person since it can usually take place at the next available degree ceremony. You should apply via your college. Note that usually colleges will bar any student from taking any degree until they have settled all their accounts with the college.

You may, alternatively, take your degree in person. Ceremonies take place a number of times throughout the year. They take place in the Sheldonian Theatre and are presided over by the Vice-Chancellor or their deputy; candidates may receive up to 3 tickets for their guests. Candidates are expected to wear full academic dress and colleges will advise on the form, and where necessary can often help with arrangements for the hire of the relevant gowns and hoods.

Places at degree ceremonies are administered by colleges, which receive a limited quota of places for each one. The limits are by total number of candidates and also by the type of degree. You may, therefore, have to wait a considerable period of time if you wish to take your degree in person: early booking is definitely recommended. In the case of overseas students some colleges have schemes to enable them to take their degrees very quickly after qualifying for them, but you should again enquire early whether this option is available to you.

Whether you graduate in person or in absentia, you should receive a certificate via your college shortly afterwards. Additional copies of degree certificates cannot be ordered. If your degree certificate is lost, stolen, or damaged, you can order a replacement certificate from the Examination Schools.

Note that Oxford degrees are traditionally denoted as (Oxon.) and not (Oxford), so MPhil (Oxon.) etc.; also, the highest degree in each designation (e.g., Arts, Studies, Philosophy, Letters, Music, etc.) subsumes any lower one(s), thus one writes just DPhil and not MPhil, DPhil.

## Where Next?

The academic and college environment at the University of Oxford is rich with opportunities for you to develop many transferable skills that are eagerly sought by employers. Undertaking an intellectually demanding academic course (often incorporating professional body requirements) will equip you for the demands of many jobs. Your course will enable you to research, summarise, present, and defend an argument with some of the best scholars in their subject. Under the direction of an experienced researcher, you will extend your skills and experiences through practical or project work, placements, or fieldwork, or writing extended essays or dissertations. In college and university sports teams, clubs, and societies you will have the chance to take the lead and play an active part within and outside the University.

Surveys of employers report that they find Oxford students better or much better than the average UK student with respect to key employability skills such as problem solving, leadership, and communication. Hundreds of recruiters visit the University each year, demonstrating their demand for Oxford undergraduate and postgraduate students, fewer than 5% of whom are unemployed and seeking work 6 months after leaving.

Comprehensive careers advice and guidance is available from the Oxford University Careers Service, and not just while you are here: our careers support is for life. We offer tailored individual advice, job fairs, and workshops to inform your job search and application process, whether your next steps are within academia or beyond. You will also have access to thousands of UK-based and international internships, work experience, and job vacancies available on the [Careers Service website](#).

Successful DPhil students have followed career paths that include academia and higher education, research services, research and development, secondary and further education, industry, publishing, and the civil service.

# Graduate Linguistics Quick Reference Guide

## Key Contacts

- [Director of Graduate Studies](#)
- [Linguistics Academic Office](#)
- [IT Support](#)
- [Disability Officer](#)
- [Linguistics Welfare Contact](#)
- [Graduate Training Advisor](#)
- Harassment Advisors: [Mr Dan Holloway \(daniel.holloway@ling-phil.ox.ac.uk\)](mailto:daniel.holloway@ling-phil.ox.ac.uk) and [Dr Kerstin Hoge \(kerstin.hoge@mod-lang.ox.ac.uk\)](mailto:kerstin.hoge@mod-lang.ox.ac.uk)
- [Graduate Teacher Training Coordinator](#) responsible for Preparation for Learning and Teaching at Oxford

## University Services

- [Student Self-Service](#)
- [Careers Service](#)
- [Linguistics Welfare support guide.pdf: Graduate Linguistics Overview \(ox.ac.uk\)](#)
- [Welfare and Wellbeing](#)
  - [Counselling Service](#)
  - [Disability Advisory Service](#)
  - [Sexual Harassment and Violence Support Service](#)
  - [Peer support](#)

## Websites, Forms and Handbooks

- [Canvas](#)
- [Linguistics, Philology and Phonetics Faculty website](#)
- [Linguistics Lecture List](#)
- [MPhil and MSt Reading List](#)
- [Graduate Linguistics Overview on Canvas](#)
- [Link to Faculty Funding form](#)
- [GSO Forms](#)
- [University Student Handbook 2024-25](#)
- [University Regulations](#)

## Examinations

- [Examinations and Assessment framework](#)
- [Mitigating Circumstances Guidance](#)

## Graduate Linguistics Points of Contact

What are you looking for? What do you need help with?	Point of Contact
Administrative issues	Academic Office
Advice on training	Graduate Training Advisor
Approval of GSO forms	Director of Graduate Studies
Faculty Funding forms	Academic Office
Graduate admissions application	Academic Office
Granting of Faculty approval <i>before</i> submitting an ethics application to CUREC	Director of Graduate Studies
<a href="#">GSO forms</a> (unless submitted online, these should be submitted to the Academic Office in the first instance, before approval is sought from the Director of Graduate Studies)	Academic Office
Information about assessments, examinations, and Inspira	Academic Office
Information about Canvas access	Academic Office
Information about priority registration for language courses	Director of Graduate Studies
Information about the Master's/PRS Thesis workshop	Director of Graduate Studies
Information about the mock Paper A examination	Director of Graduate Studies
Information about training in academic teaching	Graduate Teacher Training Coordinator
Information and advice about academic work	Academic Supervisor (aka General Supervisor or Course Supervisor)
Raising an issue to be considered at a Graduate Studies Committee meeting	Student Representatives
Raising an issue to be considered by the Faculty Board	Student Representatives
Room booking	Academic Office
Support and advice at the College level	College Advisor
Visa queries	Student Visa Compliance