FACULTY of LINGUISTICS, PHILOLOGY AND PHONETICS

http://www.ling-phil.ox.ac.uk

FACULTY HANDBOOK

Academic year 2015-16

FACULTY HANDBOOK

Contents

This handbook is to be read in conjunction with the Undergraduate Handbook (for undergraduate students), the Graduate Handbook (for postgraduate students) or the Staff Handbook (for members of staff) of the Faculty of Linguistics, Philology and Phonetics. It is updated each year: corrections should be sent to the Secretary, Centre for Linguistics and Philology, Walton Street, Oxford, OX1 2HG.

The information contained here has been compiled from various sources, many of which are maintained on the University's websites. Where there is a conflict between such a website and this handbook, it is likely that the website is more definitive and up-to-date.

Term Dates

2015-16

Michaelmas 2015	Sunday, 11 October - Saturday, 5 December
Hilary 2016	Sunday, 17 January Saturday, 13 March
Trinity 2016	Sunday, 24 April Saturday, 18 June

2016-17

Michaelmas 2016	Sunday, 9 October - Saturday, 3 December
Hilary 2017	Sunday, 15 January Saturday, 11 March
Trinity 2017	Sunday, 23 April Saturday, 17 June

2017-18 (Provisional)

Michaelmas 2016	Sunday, 8 October - Saturday, 2 December
Hilary 2018	Sunday, 14 January Saturday, 10 March
Trinity 2018	Sunday, 22 April Saturday, 16 June

Calendar:

Michaelmas Term: Tuesday, Week 0	All 1st year graduate students	Orientation meeting
Michaelmas Term: Thursday , Week 0	Undergraduates	Orientation meetings for Prelims and FHS students
Michaelmas Term: late in Week 0	All 1st year graduate students	Library induction
Michaelmas Term: Week 1	All 1st year graduate students	Latest time for first meeting with supervisor
Michaelmas Term: Monday, Week 1	2nd year MPhil	Deadline for submission of list of option papers (including a list of texts for Ciii and Diii), title of MPhil thesis, titles of Option B essays or reports
Michaelmas Term: Tuesday, Week 6	MSt	Deadline for submission of options, title of optional thesis, titles of Option B essays or reports
Trinity Term: Friday, Week 1, noon	MSt, 2nd year MPhil	Deadline for submission of Option B essays and reports, MSt thesis, MPhil thesis
Trinity Term: Monday, Week 6	1st year MPhil	Deadline for submission of topic of thesis
Trinity Term: Monday week 5	FHS	Examinations begin
Trinity Term Monday week 8	Prelims	Examinations begin
Trinity Term: Week 8	MSt, 2nd year MPhil	Examinations
Trinity Term: Week 10	MSt, 2nd year MPhil	Examiners' meeting, vivas

Some B options for the MSt and MPhil also require the submission of problem sets; deadlines for these are given in the Graduate Handbook.

Introduction

At Oxford, arts subjects are not normally organised in departments. The Humanities Division contains faculties such as Classics, English, Modern Languages, Oriental Studies, and Philosophy, some of which are subdivided into sub-faculties (e.g. Ancient History in Classics, French, German, etc. in Modern Languages). Each faculty is governed by a Faculty Board, composed of a small number of elected members who in their turn elect a chairman. The Humanities Division has a full time Head, and is governed by a Board which includes representatives of the various faculties under it.

Linguistics, Philology and Phonetics became a faculty within the Humanities Division in August 2008. Linguistics and philology are essentially interdisciplinary subjects, and some teaching and research staff belong to different faculties and even different divisions (for example, Experimental Psychology is part of the Medical Sciences Division).

Faculty Administration

The Faculty Board of Linguistics, Philology and Phonetics has as *ex officio* members the Diebold Professor of Comparative Philology, the Professor of Linguistics, and the Director of the Phonetics Laboratory, and includes several additional representatives from the teaching staff, as well as co-opted members. The Chair is elected from amongst the academic staff of the Faculty and serves for a period of two years, with the possibility of re-election for one further year. The Faculty Board appoints a Director of Undergraduate Studies and a Director of Graduate Studies, who are also members of the Faculty Board. A full list of current members is given in Appendix A. The Secretary of the Faculty Board, who is also Head of Dministration and Finance, is a member of the central university administration. The Faculty Board meets twice each term, at 2:00 p.m. on the Thursday of second and seventh weeks.

The Faculty Board administers matters such as organisation of courses (including handbooks), approval of thesis subjects for MPhil and MSt, transfers of status for the MLitt and DPhil, appointment of examiners for the MLitt and DPhil, quality assurance, and graduate matters in general. It also considers reports from external examiners; responses to those reports; approving changes in marking conventions and setting conventions; issues relating to development or fundraising; budgets and other financial issues affecting the Faculty.

Faculty Meetings are held once per term, at 2:15 p.m. on the Thursday of fourth week. All members of staff are encouraged to attend, as are the undergraduate and graduate student representatives. The Faculty meetings discuss general issues such as Admissions, examinations, lecturing and the syllabus, and library provision, and any matters referred to it by the Faculty Board.

Student representation

Joint Consultative Committees are a formal means of communication between the Faculty and its students. The Graduate JCC meets once per term. Undergraduate students are part of the JCC organized by the Faculty of Medieval and Modern Languages.

Undergraduate and graduate students are represented at Faculty Meetings and at meetings of the Faculty Board by two or three student representatives chosen by and from among the current resident students. They are entitled to raise questions and provide feedback on various aspects of the Faculty Board's responsibilities. 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.

Training and Support

The Skills Portal page provides information on training in transferable skills for staff: http://www.ox.ac.uk/staff/working_at_oxford/training_development

The following training opportunities and services are also available for staff and students:

Training:

- Humanities Division – http://www.humanities.ox.ac.uk/training_and_support

- Computing Services - http://www.it.ox.ac.uk/do/training-and-facilities

- Language Centre - http://www.lang.ox.ac.uk/

- Careers Service - http://www.careers.ox.ac.uk/

- Vitae, the UK's researcher development organisation - http://www.vitae.ac.uk

Support:

- Student Counselling Service - http://www.ox.ac.uk/students/welfare/counselling/

- Disability Advisory Service - http://www.admin.ox.ac.uk/eop/disab/

- Financial Hardship – http://www.ox.ac.uk/students/fees-funding/assistance/hardship

- International Student Advisory Service http://www.ox.ac.uk/students/new/international

- Childcare Services - http://www.admin.ox.ac.uk/childcare/

Facilities

The Faculty of Linguistics, Philology and Phonetics has two principal physical locations: the Centre for Linguistics and Philology, located in the Clarendon Institute Building on Walton Street, and two laboratories; the Phonetics Laboratory and the Language and Brain Laboratory in Wellington Square. The Centre for Linguistics and Philology houses the Faculty's administrative offices, and some academic staff offices, as well as seminar rooms, individual offices and a common room.

Most undergraduate teaching takes place in the Modern Languages Faculty at the Taylor Institution and 47 Wellington Square.

The Centre for Linguistics and Philology

The Centre for Linguistics and Philology, which occupies part of the Clarendon Institute Building on Walton Street, forms the focal point for graduate studies in linguistics. Faculty administrative staff and a number of teaching and research staff have offices there, and there are teaching rooms for seminars, lectures and classes. Graduate students and staff are entitled to 24-hour access to the building, and facilities include a common room, computer rooms, photocopier, and a small kitchen. Wireless internet access is available throughout the building. Most courses of graduate lectures and classes provided by the faculty are held in this building, which is shared with the Institute for Chinese Studies.

Keys and access to the building

Keys to offices in the Centre for Linguistics and Philology are issued by the Head of Administration.

The Oxford Centre for Hebrew & Jewish Studies (OCHJS) staff the reception desk from 9:00 AM to 5:00 PM. The entrance is staffed by students from 5:00 to 7:00 PM on weekdays. Other than those times, the front gates are locked, and access to the building is via swipe card, at the north (side) entrance to the building. The databases controlling swipe access to the buildings are controlled by the staff of the OCHJS Leopold Muller Library, located in the basement of the Clarendon Institute Building; University ID cards can be validated their for swipe entry into the building.

Lecture rooms and seminar rooms

There are two lecture rooms on the first floor of the Centre, each of which has a maximum capacity of about 25. Each of these rooms is fitted with a computer attached to a ceiling-mounted data projector and speakers. There is also a larger Lecture Theatre on the ground floor. Any reservation enquiries should be made via the Assistant Administrator.

Toilet facilities

Male and female toilets are located on the landings at the north end of the building. There are also staff only toilets located at the top of the north stairs.

Curators of the Clarendon Institute Building

The Committee of Curators includes members from the OCHJS and the Faculty of Linguistics, Philology and Phonetics. It meets twice per term, on Thursdays of 0th and 6th weeks. The committee makes provision for the lighting, heating, water supply and cleaning of the premises, and is responsible for the care of its contents. The Curators are also responsible for the allocation of rooms to staff, and grant permission for the use of the buildings outside term time (e.g. for conferences). The Secretary to the committee is currently Mrs Trudi Pinkerton.

The Phonetics Laboratory

The Phonetics Laboratory was founded in 1980 and has been considerably expanded since. It is located in the basement of 41 Wellington Square. The experimental area consists of two small recording studios, an acoustics laboratory, a physiology laboratory, and a speech-processing laboratory. The laboratory's resources are mainly used by research staff, as well as by graduate research students in linguistics and other departments working on speech. Hardware for physiological study employed by most graduate linguistics students includes electroglottography, labial electromyography, measurement of airflow, anatomical models and tube models. Audio recording provision includes two small studios with high quality microphones and digital recording. The studio is also used in psycholinguistic experiments on speech and phonological competence in the Experimental Phonetics option course. Both studios are equipped with computer systems for the presentation of visual and/or auditory stimuli. As well as excellent provision for research in speech physiology and acoustics, the computing infrastructure of the lab is excellent. In addition to Unix and Windows computer networks, and a high performance multiprocessor cluster, there is an extensive collection of software for speech analysis and synthesis. The laboratory library contains a large collection of working papers from other labs, and a small collection of journals, books, conference proceedings, theses and offprints; on-line dictionaries, papers, theses and course notes; speech corpora; audio and video tape libraries. For further information see www.phon.ox.ac.uk/

Language and Brain Laboratory

Students are trained in psycholinguistic and neurolinguistic experimental techniques in the Language and Brain Laboratory, located in the basement of 41 Wellington Square. The laboratory is equipped in such a way as to facilitate language comprehension experiments involving eight subjects at any one time. There is also an EEG (electroencephelogram) set-up for conducting brain-imaging studies. For further information see http://www.ling-phil.ox.ac.uk/langbrain.

Libraries

Oxford has exceptionally good library facilities. Information about Oxford libraries is available on line, at www.ox.ac.uk/libraries

The main library for linguistics and philology is the Taylor Institution Library (or `Taylorian'), which has a good lending collection in the linguistics reading room. Most linguistics journals are there on open shelf as well, though some of the lesser used titles are accessible in the basement. Some books are not on open shelf and can be requested by placing an Automated Stack Request on OLIS (online catalogue). The Modern Languages Faculty Library has an undergraduate lending collection, including reading list titles. The latest books published in the UK are on open shelf in the Bodleian Upper Reading Room; older titles can be ordered from the stacks (reference only). There are small specialist linguistics collections in some other libraries, e.g. Indo-European in the Sackler Library or the Indian Institute, and phonetics in the Radcliffe Science Library. For more details about locating items, please consult the online catalogue OLIS http://www.bodleian.ox.ac.uk/bdlss/olis-ils If you cannot find what you're looking for, or need help with finding research materials, don't hesitate to contact the linguistics librarian, Dr. Johanneke Sytsema, who is based in the Taylorian.

Most libraries will ask that you register with them when you first use their facilities: this is a simple procedure that usually requires only that you present your university card.

The Centre for Linguistics and Philology also maintains a small lending library consisting of material in general linguistics, especially generative syntax and phonology and formal semantics, including doctoral theses, working and occasional papers, and some conference proceedings and books. There is a "signing-out" book for borrowing; for more information.

The Oxford University Working Papers in Linguistics, Philology & Phonetics were launched in 1996 and published up to 2009. The volumes appear regularly and are normally edited by graduate students, though both teaching staff and students are among the contributors. More information about the titles in the series can be found on the Faculty web page, under the heading Research.

Computing facilities

The Centre maintains workstations on a network shared with Phonetics and the Language and Brain Laboratory. There are machines for student use in the workrooms and the Common Room; these run recent versions of Windows and offer a range of software for word-processing, data analysis, e-mail etc. There are also networked printers. To make use of wireless access and the student workstations in the Centre, you must register for an account on the network. Members of staff should contact the secretary. For students, this is done at the induction meeting for new students in '0th' week (the week before the first week) of the first term. Regulations for use of the student workrooms in the Centre are given in Appendix C.

The IT manager is Jon Edwards, and the IT team can be reached by emailing **it-support@ling-phil.ox.ac.uk** . The IT team is responsible for the public machines in the

Centre and for wireless access, and is the first port of call for maintenance or any special requirements you may have (fonts for other languages etc.)

Wireless access

Wireless Internet access is available in the Centre for Linguistics and Philology, the Phonetics Laboratory, and the Laboratory for Language and the Brain. In all the buildings there are two wireless networks available: OWL and Eduroam. The OWL network is equivalent to the old OWL-VPN and OWL-VISITOR networks combined. It is an unsecured network that requires either the use of a VPN client or a temporary visitor account to use. If you previously connected to the wireless using the University supplied VPN client you can continue to do this via the OWL network.

The Eduroam network is available for use by any member of the University and any member of a participating institution, including universities in Europe and the Asia-Pacific region. The Eduroam network uses the computer operating systems inbuilt security to connect and so does not require any extra software (e.g. a VPN client). Unless you are already connecting using the VPN client, it is recommended that staff use Eduroam, as it only has to be set up once and is then easier to use than the VPN client. Full details on how to configure a computer to connect to the Eduroam network can be found at:

http://www.oucs.ox.ac.uk/network/wireless/services/eduroam/ .

Further information on wireless services in Oxford and the OWL Phase 2 system can be found at:

http://www.oucs.ox.ac.uk/network/wireless/ .

Computing resources at Oxford

A vast range of IT resources, including e-learning, are centrally available through the Oxford University IT Services http://www.it.ox.ac.uk/ : 9 -13 Banbury Road.

Facilities for computing in the humanities at Oxford are particularly good. The Oxford Text Archive and other databases can be accessed from workstations in colleges and many university buildings including the Centre for Linguistics and Philology. IT Services also provide many useful facilities which are well-documented on their website. Of particular interest and value are the training courses which are provided in areas such as working with electronic archives and thesis presentation. There is also a website providing information on electronic language resources (http://ota.oucs.ox.ac.uk/about/oxford.xml), and a working group on corpus acquisition and use, with associated email list Oxford-Corpora; Contact Martin Wynne in IT Services for more information.

Language Centre

The University Language Centre (12 Woodstock Road: http://www.lang.ox.ac.uk) offers direct instruction and language laboratory facilities in a vast number of languages. Students and staff may register at any time for self-instruction. Taught courses in the major modern languages start at the beginning of each academic year. The Language Centre also offers courses in English for Academic Studies, recommended for students for whom English is a foreign or additional language and who have not studied at an English-medium university.

Graduates (especially philologists) may be required to learn languages as a direct part of their studies in linguistics, and supervisors are expected to advise on the most appropriate form of tuition. Priority registration may be arranged for students for certain courses at the Language Centre.

Useful information

University regulations

The official regulations for all courses, with examination syllabi, are to be found in the Examination Regulations (the 'Grey Book'), updated annually. Copies are also easily found in University and College Libraries, and it is available online at http://www.admin.ox.ac.uk/examregs/ Essential information for students is published annually by the University in the Proctors' and Assessors' Memorandum, available on line at http://www.admin.ox.ac.uk/proctors/info/index.shtml.

Lectures

We publish an on-line lecture list which can be found at www.ling-phil.ox.ac.uk/ for each term and is regularly updated. In addition to the formal lecture list, most faculties (including Linguistics, Philology, and Phonetics) provide a more detailed prospectus of the content of lecture/seminar courses arranged, often giving details of background reading, topics to be covered etc. These are normally available from the faculties in question and on the web. The Linguistics prospectus is only available online and can be found on the linguistics website at http://www.ling-phil.ox.ac.uk/admissions

Seminars

Occasional lectures and seminars by visiting speakers will be advertised on the notice boards in the Centre for Linguistics and Philology and other university buildings, on the linguistics website (http://www.ling-phil.ox.ac.uk/seminars), and sometimes in the University Gazette, which appears weekly in term time and is available in the main libraries and in the colleges and on the web at http://www.ox.ac.uk/gazette/. They may also be advertised to you via e-mail on the linguistics graduate student mailing list.

The Oxford Linguistic Circle is the local Linguistics Society. It meets in the evening once or twice a term to listen to papers by invited speakers. Graduate students are invited to join the Circle as soon as possible after their arrival. The names of the president, secretary and treasurer are listed in Appendix A.

Post

Graduate students and staff can receive mail at the Centre. This will be delivered to the A-Z pigeonholes on the first floor. Mail is also delivered to your college, and post should be regularly checked in college.

Work-related mail can be sent free of charge within the university (i.e. to departmental buildings and colleges) via the messenger service. There is an out-tray in the foyer of the Centre, and mail can also be sent by messenger from college. For security reasons, when sending mail via messenger post from the Centre, please make sure to put your own name and affiliation on the envelope.

E-mail

Registration for email addresses is handled by IT Services (http://www.it.ox.ac.uk/). Once the registration details have been processed, the email address is available from OUCS Self Service. You can access email either by the Nexus service (https://nexus.ox.ac.uk) or via an email client such as Thunderbird, Outlook, Outlook Express, or Apple Mail; see the web pages at http://www.it.ox.ac.uk/want for client configuration information. The email system is controlled by OUCS, and problems should be referred to them.

E-mail addresses in Oxford are largely predictable from an individual's name and affiliation. The general format is *firstname.lastname@unit*.ox.ac.uk where the unit is the

name of the department or college to which the individual belongs. Graduate students and staff have e-mail addresses for both department and college, and these are directed to the same account: in the departmental version for linguistics students, the unit is likely to be 'ling-phil' while for staff it will depend on their faculty or departmental affiliation (e.g. 'ling-phil', 'classics', 'mod-langs', 'orinst' etc.); the college version will, of course, reflect the college affiliation of the individual. Undergraduate students have email addresses for their college. E-mail addresses and phone numbers (updated daily) for all members of the University can be found on the web at http://www.ox.ac.uk/gsearch/

Telephone

The phones in the Centre are connected to the university telephone network and allow you to call other extensions on the network free of charge. Most members of staff have phones on the network; they have 5 digit numbers. From phones within the university, simply dial the number to be connected. Phones on the network can also be dialled from outside the university by adding a digit to the front (usually a 2 or a 6). Thus, the number for the Centre for Linguistics is usually given as (2)80400. This means: dial 80400 from an internal/university phone, but dial 280400 from outside. From a university phone, access to outside lines requires dialling 9 before the number. All Oxford numbers require the prefix 01865 if you are dialling from outside the local area. Further details are to be found in the University Telephone Directory.

Notice boards

The main notice boards for linguistics and philology are at the Centre. Another notice board dedicated to linguistics can be found in the Taylor Institution in St. Giles. People working in phonetics regularly congregate in the Phonetics Laboratory, 41 Wellington Square, which also maintains a notice board with notices of interest to phoneticians and linguists. People working in the Laboratory for Language and the Brain can consult the notice board there. There are occasionally notices of interest on the notice boards in the Bodleian and Sackler libraries. We put all relevant information, including departmental news and recent library accessions, on the linguistics website: http://www.ling-phil.ox.ac.uk.

Printing and photocopying

A copier/printer is located on the first floor of the Centre. When printing or copying, please sign the log with your name and the number of pages you have printed or copied. A double-sided copy or printout counts as two pages.

Visitors

Visits by students and academics from other universities, Chevening scholars, or colleagues from other universities must be approved by the Chair of the Faculty Board, to ensure that adequate resources for the visitor can be provided. A very large number of requests are received annually and the vast majority cannot be met.

Information concerning visiting students and academics is available here:
http://www.ox.ac.uk/students/new/recognised/
http://www.ox.ac.uk/students/new/visiting
http://www.ling-phil.ox.ac.uk/visiting
An administrative fee of 1 Term: £250, 2 Terms: £350, 3 Terms: £400 will be charged to visiting researchers, in addition to any costs associated with obtaining Lab or office space for the visitor.

Parking

Limited parking is available next to the Centre. Short-term parking permits can be arranged for visitors by contacting Jane Cunning, Assistant Administrator and PA to

Professor Lahiri. Off-peak permits are available to all staff, and are valid before 7 a.m. and after 4 p.m. every weekday and all day at weekends in any University-controlled car park except Ewert House. Peak-time permits, valid at all times, are rarely granted. Staff members should contact the Chair of the Faculty Board for information.

More information is available on the web:
http://www.admin.ox.ac.uk/estates/travel/carparking/index.shtml.

Use of Faculty premises

Permission must be sought in advance from the Curator of the Centre to hold events, conferences, outside lectures, or other events in the Centre for Linguistics and Philology.

Faculty Publications

The Faculty publishes a Faculty Handbook (this document), which gives general information about the Faculty and is relevant for both students and staff. Graduate and undergraduate Handbooks contain information relevant for students, and the Staff Handbook is relevant for members of staff.   These are updated annually. Copies can also be obtained from the Faculty Office.

Safety and good academic practice

The following links provide information about safety and academic practice:

- Safety in fieldwork:
  http://www.admin.ox.ac.uk/safety/policy-statements/s5-07/

- Academic integrity in research: code of practice and procedure:
  http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/

- Guidance on academic good practice:
  http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/research-policies

- University Policy on Data Protection:
  http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml

- Oxford University Computer Usage Rules and Etiquette:
  http://www.ict.ox.ac.uk/oxford/rules/

- Regulations relating to the use of Information Technology Facilities:
  http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

Linguistics Degrees

Undergraduate Courses

Linguistics may currently be studied as a joint degree with Modern Languages: students study a modern European language (French, German, Modern Greek, Italian, Spanish, Portuguese, Russian) and Linguistics. The 'language' half of the degree is taught by the Faculty of Medieval and Modern Languages (http://www.mod-langs.ox.ac.uk/index.php). Further details are available from the University website (http://www.mod-langs.ox.ac.uk/pros_linguistics

A new undergraduate degree in Philosophy, Psychology, and Linguistics (PPL) was introduced in 2013.

Linguistics options may also be taken as part of undergraduate degrees in English, Experimental Psychology, Literae Humaniores (Classics and Philosophy), Human Sciences, Modern Languages, and the various joint schools.

Graduate Degrees

The graduate degrees administered by the Faculty of Linguistics, Philology and Phonetics are the Master of Studies [MSt] in General Linguistics and Comparative Philology, the Master of Philosophy [MPhil] in General Linguistics and Comparative Philology, the Master of Letters [MLitt] and the Doctor of Philosophy [DPhil]. General information about all graduate degrees is provided in the Graduate Studies Prospectus and in the Examination Regulations.

The faculty admits around 8 students each year for the MSt, 10 for the MPhil, and 6 for DPhil research. In total there are around 70 registered graduate students in the faculty. There are some 50 to 60 graduate students working towards degrees at any one time. Of these, around 20 are MPhil students and about half a dozen are MSt students, with the remainder engaged in research for a DPhil.

The Programme Specifications and Statements of Provision for the MSt, MPhil, and DPhil are available on the faculty web page:

http://www.ling-phil.ox.ac.uk/grad_progs

Taught Courses (M.St. and M.Phil.)

The M.St. and M.Phil. are taught one and two-year courses respectively which offer good introductions to the subject. They are awarded after a written examination and, in the case of the M.Phil., the submission of a short dissertation.

Research Degrees

The M.Litt. and the D.Phil. are research degrees examined by the submission of a thesis. The Faculty Board appoints two examiners who read the thesis, summon the candidate to an oral examination and eventually report to the Faculty Board. The Faculty Board requires both M.Litt. and D.Phil. theses 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.

Examination

Past examination papers for undergraduate and graduate degrees are published on the University website: http://www.oxam.ox.ac.uk/. The Examination Regulations are available on-line: http://www.admin.ox.ac.uk/examregs/

University Structure and Administration

The University and the colleges

The collegiate university comprises both the central University organisation (that is departments, faculties and other institutions, libraries and museums, and the central administration) and the 46 independent and self-governing colleges and permanent private halls. All students and most teaching staff are members of both a college and a department or faculty, and the collegiate system is at the heart of the success of the University; it provides the benefits of belonging both to a large, internationally renowned institution and to a small, interdisciplinary academic community.

The colleges and halls select and for the most part teach their own undergraduates, provide their own accommodation and dining halls, chapels and libraries, and are responsible for the pastoral care of their students. Graduate students are to a greater extent the responsibility of the University. Although a graduate must be accepted by a college before formally being admitted to the University, admission is regulated at university level, as is the appointment of a supervisor (or joint supervisors) for each graduate.

The University in the narrower sense is the institution at the centre of this structure. The divisions, faculties and departments of the University prescribe the content of academic programmes, organize lectures and seminars, supervise graduate students, set and mark examinations, and award degrees. Responsibility for maintaining University libraries, museums and laboratories, and for providing central services such as computing facilities, also falls to the University.

Most permanent academic staff hold both university and college appointments. In their university capacity they give lectures and examine; in their college capacity they give tuition to undergraduates. In both capacities they undertake research and administrative duties.

There are three main categories of permanent academic post at Oxford: professorships, readerships, and lecturerships. Professorships and readerships form respectively about 11 per cent and 3 per cent of the posts on the academic establishment: the vast majority of initial academic appointments are therefore to lecturerships.

Virtually all university academic posts at Oxford have a formal association with a college. For lecturers the nature of this association broadly determines which particular type of lecturership they hold. University Lecturerships are found in the sciences and in more specialised areas of humanities, and the majority are associated with a tutorial fellowship with a college, i.e. a college appointment which carries with it an obligation to undertake college teaching and other duties, and associated additional remuneration. University lecturers with tutorial fellowships receive, when they reach the top of the University and college salary scales, about 84 per cent of their overall basic stipend from the University, and 16 per cent from the college. A special scheme operates for university lecturers without tutorial fellowships, referred to as 'ULNTFs' who are paid the equivalent of the combined university and college salary scale in return for specified duties. CUF (Common University Fund) lecturerships, and Faculty lecturerships, in the arts and social sciences, are always associated with college tutorial fellowships, and have a larger tutorial element than University lecturerships. Most posts in Linguistics, Philology and Phonetics are University Lecturerships or ULNTFs.

Linguistics, Philology and Phonetics also employs a number of colleagues as researchers on externally-funded projects.

Governance of the University

The Vice-Chancellor, who holds office for up to seven years, is the senior officer of the University. The current VC (from January 2016) is Professor Louise Richardson. Five Pro-Vice-Chancellors have specific, functional responsibility for Development and External Affairs; Education; Personnel and Equal Opportunities; Planning and Resources; and Research. The Chancellor, who is usually an eminent public figure elected for life, serves as the titular head of the University, presiding over all major ceremonies. The current Chancellor is Lord Patten of Barnes.

The principal policy-making body is the Council of the University, which has 26 members, including those elected by Congregation, representatives of the Colleges, and four members from outside the University. Council is responsible for the

academic policy and strategic direction of the University, and operates through four major committees: Educational Committee; General Purposes; Personnel; and Planning and Resource Allocation (PRAC). More information about Council may be obtained from http://www.admin.ox.ac.uk/councilsec/.

Final responsibility for legislative matters rests with Congregation, which comprises over 4,000 members of the academic, senior research, library, museum and administrative staff. All academic staff and senior administrative staff are automatically given membership of Congregation. The agenda and acts of Congregation of the University, and the legislative acts of Council (and of Council's committee and the Divisional Boards under delegated authority), are published in the University Gazette.

Day-to-day decision-making in matters such as finance and planning is devolved to the University's four Academic Divisions - Humanities, Medical Sciences, Social Sciences, and Mathematical, Physical and Life Sciences. Each division has a full-time divisional head and an elected divisional board. Continuing Education is the responsibility of a separate board, which oversees a large programme of part-time courses, at undergraduate and graduate levels. Each Divisional Board is chaired by a Head of Division (appointed for five years by Council on the recommendation of a special selection committee), who also serves on Council and most of its main committees. The members of the Divisional Boards are largely elected by and from among the faculties and other academic units within the division concerned and are usually members of one or more of the these bodies. The boards are responsible, under Council, for the academic administration of the University, and they also administer the greater part of the total budget of the University, funding all academic posts, and some seventy academic departments (with their supporting staff).

Each college is governed by its own Governing Body of Fellows. The colleges have a forum for the discussion of matters of common interest in the Conference of Colleges, which also negotiates with central University bodies on collegiate matters. The conference has elected representatives on Council and its main committees, and on the four Divisional Boards. Liaison between the university bodies and colleges is also maintained through a number of other committees and, more fundamentally, is facilitated by the fact that most permanent university academic staff hold college fellowships.

The Proctors' Office is the administrative base for three senior officers of the University, who are elected annually by colleges. The Senior Proctor and Junior Proctor ensure that the University operates according to its statutes. As well as being members of key decision-making committees, they deal with: university (as distinct from college) student discipline; complaints about university matters; and the running of University examinations. They also carry out ceremonial duties, e.g. at degree ceremonies. The Assessor is the third senior officer, responsible particularly for student welfare and finance. Their offices are based in the main University offices in Wellington Square.

Central Administration

The Academic Administration Division of the Central Administration is responsible for most aspects of academic administration and includes the Planning and Resource Allocation Section, the Educational Policy and Standards Committee team, the Academic Services and University Collections Secretariat, all aspects of student administration and services (including Access and Recruitment, Graduate and Undergraduate Admissions, Student Funding, on-course graduate administration, Student Information Systems, Student Information, the Examination Schools and Careers Service), the Communications team, as well as the four divisional offices.

For a full overview of the Central Administration of the University, see http://www.admin.ox.ac.uk/ac-div/

The Humanities Division

The Humanities Division includes the faculties of Classics, History, Medieval and Modern Languages, English, Music, Theology, Oriental Studies, Philosophy, and Linguistics, Philology and Phonetics, as well as a number of smaller units including the Ruskin School of Art, History of Art, Rothermere American Institute and The Voltaire Foundation. The Humanities Division has a Chair (Professor Sally Shuttleworth) and a Secretary (Dr Anne-Marie Drummond) and is based at 37a St Giles'. Each Divisional Board has oversight of the organization, development, and delivery of curricula; general oversight of and responsibility for all matters concerning budgets, space, syllabus, and staffing, across the sub-units of the division; and has overall responsibility for academic appointments. The full terms of reference, powers and duties of the Divisional Board are set out on the University website here: http://www.humanities.ox.ac.uk/oxford_only/divisional_board

University regulations

The official regulations for all courses, with examination syllabi, are to be found in the Examination Regulations (the 'Grey Book'), updated annually. Copies are also easily found in University and College Libraries, and it is available online at http://www.admin.ox.ac.uk/examregs/ Essential information for students is published annually by the University in the Proctors' and Assessors' Memorandum, available on line at http://www.admin.ox.ac.uk/proctors/info/index.shtml.

University Publications

Oxford Outline Facts and figures about the University, financial information, and information about the structure and activities of the University. Published annually in March.

University Calendar A compendium of information about colleges, departments etc. Available in college and departmental libraries, or from the Oxford University Press Bookshop on the High Street.

University Gazette Information about what is going on in the University, including legislation, special lectures, notices, academic staff development seminars, vacancies and small ads. Published weekly in term. Received automatically by all members of Congregation.

Gazette Supplement: Grants, Scholarships and Prizes Annual publication in early October of prizes and many sources of funding, mainly for students, but also for academics, usually from trust funds but can include other types of funding. Also available on line by searching the 'Gazette'.

Oxford Magazine A non-official publication of articles, opinion and debate about current university matters. Distributed free of charge with the *Gazette* every two weeks.

Oxford Blueprint Published 4 times a term, Oxford Blueprint contains University news, features, information and comment about Oxford and higher education issues, as well as details about public events, research grants, staff honours, etc. Distributed with the Gazette, and also available from colleges and departments.

Examination Regulations (the 'Grey Book') Detailed rubrics for all courses. Published annually. Received automatically by all members of congregation who have asked the Management Information Services Section of the University Offices to be on the

distribution list; also available in college and departmental libraries, or from the Oxford University Press Bookshop, High Street.

Statutes and Regulations (the 'Blue Book')   Statutes governing university bodies etc, and all decrees and regulations (excluding those in the Examination Regulations). Published as occasion requires (not since 2001). Available in college and departmental libraries, or from Oxford University Press Bookshop, High Street.

Graduate Prospectus   Information for intending graduate students. Published annually. Available from the Graduate Admissions Office, University Offices.

Undergraduate Prospectus   Information for intending undergraduate students. Published annually. Available from the Undergraduate Admissions Office, University Offices.

Essential Information for Students (Proctors' and Assessor's Memorandum) Updated yearly and distributed to students, colleges and departments. Covers a wide range of matters including welfare, safety, recreation facilities, conduct and disciplinary regulations and procedures, and complaints procedures.

Oxford University Pocket Diary   Available from the Oxford University Press bookshop, Blackwell's and other bookshops. Contains details of term dates, plus other useful University information. Desk diaries are also available.

Junior Research Fellowships and Similar Posts offered by the Colleges of the University   Updated annually and available from the Graduate Admissions Office, University Offices, Wellington Square.

University Internal Telephone Directory   Updated annually and distributed to colleges and departments. In addition to telephone number, it gives details of who's who in each department and college and where each is located.

Notes of Guidance for Research Degrees and Notes of Guidance for Graduate Taught Courses   Produced by the Educational Policy and Standards Committee as a framework of expectations for the management of research degrees within the University.

Web Sites

http://www.ox.ac.uk   This is the main University website which contains links to faculty and department intranets, and to individual college websites.

http://www.ox.ac.uk/contact/   Email and telephone contact search engine

http://www.ling-phil.ox.ac.uk   The Faculty website contains a variety of useful resources for staff and students, including course handbooks, lists of Faculty members and their research interests, and admissions information.

http://www.oxam.ox.ac.uk   Past examination papers

http://www.ox.ac.uk/about/organisation/history/oxford-glossary
Oxford Glossary of Terms

http://www.learning.ox.ac.uk/ The Oxford Learning Institute

http://www.ox.ac.uk/gazette/ The University Gazette

APPENDIX A: Faculty and staff

Faculty officers

Chair of the Faculty	Professor Aditi Lahiri
Chair of the Faculty Board	Professor Martin Maiden
Faculty Board Secretary	Mr Daniel Holloway
Secretary of the Faculty Meeting	Mrs Jane Cunning
Director of the Phonetics Laboratory	Professor John Coleman
Director of the Language and Brain Laboratory	Professor Aditi Lahiri
Director of Graduate Studies	Dr Jan Fellerer
Director of Undergraduate Studies	Dr Mary Baltazani (MT2015/HT2016)

Faculty Board: Membership

Chair: Professor A. Lahiri

ex officio members:
http://www.ling-phil.ox.ac.uk/faculty_board

Student Representatives: Cong Zhang and Kate Radford

The Faculty Board meets at 2 p.m. on Thursday of the second and seventh weeks of each term.

The Faculty meets at 2 pm on Thursday of fourth week.

Administrative Staff

Faculty Head of Administration & Finance and Secretary to the Board	Mr Daniel Holloway
Assistant Administrator & PA to Professor Lahiri	Mrs Jane Cunning
Finance and Research Administrator	Mrs Sarah Wild
Graduate Studies Administrator	Ms Silke Zahrir
Phonetics Secretary	Mrs Lisa Holligan
IT Manager	Mr Jon Edwards
IT Assistant	Mr Rob Greenock
Web Editor	Ms Sue Burgess

Linguistic Circle

Dr Philomen Probert, Wolfson College
Dr Johanneke Sytsema, Taylorian Library

Useful addresses

Centre for Linguistics and Philology,
Clarendon Institute,
Walton Street,
Oxford,
OX1 2HG

Curator of the Centre:	Professor A. Lahiri
Head of Administrator & Finance:	Mr Daniel Holloway
Assistant Administrator and PA to Professor Lahiri:	Mrs Jane Cunning
Finance and Research Administrator	Mrs Sarah Wild
Graduate Studies Administrator	Ms Silke Zahrir

Laboratory for Language and the Brain
41 Wellington Square,
Oxford,
OX1 2JF.

Director: Professor A. Lahiri

Phonetics Laboratory,
41 Wellington Square,
Oxford,
OX1 2JF.

Director: Professor J. Coleman
Secretary to Professor Coleman: (Mrs Lisa Holligan)

The Language Centre,
12 Woodstock Road,
Oxford,
OX2 6HT

Graduate Admissions Office,
University Offices,
Wellington Square,
Oxford,
OX1 2JD.

Graduate Studies Office,
University Offices,
 - as above

A-Z Contact information

Brooks, Colin (Dr) Language &Brain Lab Manager. (Tel. (6)11635
colin.brooks@ling-phil.ox.ac.uk

Coleman, John (Professor), Professor of Phonetics. Tel. (2)70440,
john.coleman@phon.ox.ac.uk)

Cunning, Jane, Asst. Administrator & PA to Professor Lahiri.Tel. (2)80400
jane.cunning@ling-phil.ox.ac.uk

Dalrymple, Mary (Professor) Professor of Syntax. Tel. (2)80403,
mary.dalrymple@ling-phil.ox.ac.uk

Fellerer, Jan (Dr), University Lecturer in Non-Russian Slavonic Languages Tel
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Hoge, Kerstin (Dr), University Lecturer in German Linguistics Tel. (2)70545,
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Holloway, Daniel, Head of Administration & Finance Tel. (2)70489
daniel.holloway@ling-phil.ox.ac.uk

Lahiri, Aditi (Professor), Professor of Linguistics. Tel. (2)80401,
aditi.lahiri@ling-phil.ox.ac.uk)

Maiden, Martin (Professor), Professor of the Romance Languages. Tel. (2)70488,
martin.maiden@mod-langs.ox.ac.uk

MacRobert, Catherine (Dr), University Lecturer in Russian and Comparative Slavonic
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Paoli, Sandra (Dr), University Lecturer in Romance Linguistics. Tel. (2)80414)
sandra.paoli@ling.phil.ox.ac.uk

Parkinson, Stephen (Dr.), University Lecturer in Portuguese Language and
Linguistics, Chair of Faculty Board. Tel. (2)70495,
stephen.parkinson@mod-langs.ox.ac.uk

Payne, Elinor (Dr), University Lecturer in Phonetics and Phonology. Tel. (2)70449,
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Penney, John (Dr), University Lecturer in Classical Philology. Tel. (2)74072,
john.penney@wolfson.ox.ac.uk)

Probert, Philomen (Dr), University Lecturer in Classical Philology and Linguistics.
DGS. (Tel. (2)70765,
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Temple, Ros (Dr), University Lecturer in French Linguistics. Tel. (2)71978,
rosalind.temple@mod-langs.ox.ac.uk

Watson, Ian (Dr), University Lecturer in French Language and Linguistics. Tel.
(2)76156, ian.watson@phon.ox.ac.uk

Wild, Sarah (Mrs), Finance & Research Administrator. Tel. (2)80404
sarah.wild@ling-phil.ox.ac.uk

Willi, Andreas (Professor) Diebold Professor of Comparative Philology. Tel. (2)88318,
andreas.willi@worc.ox.ac.uk

Zahrir, Silke (Ms), Graduate Studies Administrator. Tel. (2)80404,
silke.zahrir@ling-phil.ox.ac.uk

APPENDIX B: Health And Safety

Health and Safety memorandum for users of the Clarendon Institute Building, Walton Street, Centre for Linguistics and Philology and Institute for Chinese Studies:

FIRE PREVENTION AND SAFETY

In order to diminish fire risks, users may not use any electrical cooking apparatus other than kettles in their rooms. Heaters must not be left on when rooms are empty.

Doors in the corridors are there to prevent the spread of fire and particularly smoke. It is therefore important that they are kept SHUT. It is also important not to obstruct corridors which would serve as escape routes in the event of a fire.

Please note the position of fire extinguishers and report any signs that they are missing, faulty or have been let off.

You should be aware of the positions of fire exits, escape routes and fire alarm break glass units.

You are reminded that SMOKING in the building is now illegal. In line with University policy, no smoking is permitted in the immediate vicinity of the building either, including no smoking on the front steps.

IF YOU DISCOVER A FIRE

a) EITHER, if it is a minor fire which is immediately extinguishable, put it out using extinguishers available.

> DO NOT USE WATER EXTINGUISHERS FOR FIRES WHICH ARE ELECTRICAL IN ORIGIN. Report the incident to Thomas Hall (extension 78210);

b) OR, if it is not immediately extinguishable, ring 9-999 and report fire at `The Clarendon Press Institute, Walton Street, Oxford (2)80406'. Set off the automatic alarm by breaking the glass of the alarm boxes. Then follow the procedure below.

DO NOT TAKE UNDUE PERSONAL RISKS.

ON HEARING THE ALARM BELLS, PLEASE ACT AS FOLLOWS:

Leave the building by the shortest route available closing all fire doors behind you.

There are directions near the door of each room. If you are in charge of a lecture or seminar you should try to ensure the safe evacuation of all those in the lecture or seminar room by advising them that the alarm sounding is a fire alarm and ushering them to the safest exit. Similarly, the person on duty in the Chinese Studies library is responsible for its safe evacuation. If you are in the library you must obey the instructions of library staff as they evacuate the library.

DO NOT DELAY TO COLLECT PERSONAL BELONGINGS.

APPENDIX C: Use of Workstations in Centre

All students must abide by the University's Regulations on the use of computers. See http://www.ict.ox.ac.uk/oxford/rules/.

These include the following key points:

- Computers must not be left logged in and unattended.

- No inappropriate resources or protocols are to be accessed, neither on static machines nor on owner's laptop.

In the Centre:

- Computers must not be left locked or in a state where others cannot use them while they are unoccupied.

- Personal files and data may not be stored on individual computers. Students may make use of servers for remote data storage; these are backed up regularly.

- Property must not be left on chairs, benches or shelves when an individual has ceased using the computer. Lockers are provided for your use.

- Rooms must be left tidy and all rubbish must be removed. Cans and plastic bottles can be recycled in boxes in the Centre.

- Any problems should be reported to IT-support (it-support@ling-phil.ox.ac.uk) or to the secretary.

APPENDIX D: Complaints and academic appeals

The University, the Humanities Division, and the Faculty all hope that provision made for students at all stages of their programme of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

However, all those concerned believe that it is important for students to be clear about how to raise a concern or make a complaint, and how to appeal against the outcome of assessment. The following guidance attempts to provide such information.

Nothing in this guidance precludes 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). This is often the simplest way to achieve a satisfactory resolution.

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

General areas of concern about provision affecting students as a whole should, of course, continue to 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/department,* then you should raise it with the Faculty Chair or with the Director of Graduate Studies as appropriate. Within the faculty, the officer concerned will attempt to resolve your concern/complaint informally.

- If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. A complaint may cover aspects of teaching and learning (e.g. teaching facilities, supervision arrangements, etc.), and non-academic issues (e.g. support services, library services, university accommodation, university clubs and societies, etc.). A complaint to the Proctors should be made only if attempts at informal resolution have been unsuccessful. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the Proctors and Assessor's Memorandum [http://www.admin.ox.ac.uk/proctors/pam/ and the relevant Council regulations [http://www.admin.ox.ac.uk/statutes/regulations/]

- If your concern or complaint relates to teaching or other provision *made by your college*, then you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for Graduates (as appropriate). 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 appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

- For undergraduate or taught graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. It must not be raised directly with examiners or assessors. If it is not possible to clear up your concern in this way, you may put

your concern in writing and submit it to the Proctors via the Senior Tutor of your college. As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are on the web [http://www.admin.ox.ac.uk/statutes/regulations/].

• For the examination of research degrees, or in relation to transfer or confirmation of status, your concern should be raised initially with the Director of Graduate Studies. Where a concern is not satisfactorily settled by that means, then you, your supervisor, or your college authority may put your appeal directly to the Proctors.

• Please remember in connection with all the cases described above that:

(a)   The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.

(b)   The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.

(c)   On no account should you contact your examiners or assessors directly.

• The Proctors will indicate what further action you can take if you are dissatisfied with the outcome of a complaint or appeal considered by them.

APPENDIX E: Humanities Division Training programme

Training provided by the Humanities Division is designed to compliment and supplement subject-specific and generic training provided through your faculty and training opportunities provided by the Language Centre, Computing Service, Library Service and Careers Service.

Contact the Humanities Training Coordinator with comments, questions or suggestions for useful events at: **training@humanities.ox.ac.uk**

Find out more about graduate training in Humanities, see an up-to-date list of events and download resources at:

http://www.humanities.ox.ac.uk/training_and_support

ACADEMIC PRACTICE AND TRANSFERABLE SKILLS

Considering staying in Oxford to do a DPhil?

Timing: Michaelmas term   Target audience: Masters students

This presentation addresses the challenge of making a successful application to doctoral study from a Masters at Oxford. Topics include:

- The application process
- Funding systems
- Designing your project proposal

Introduction to the DPhil: managing your graduate experience

Timing: Michaelmas and Hilary Terms   Target audience: New DPhil students

Looks ahead to the opportunities and challenges of doctoral study and addresses the key issues of:

- Planning a DPhil project
- Research, academic practice and employability
- You and your supervisor
- Sources of support for DPhil students

Publishing workshops: turning your thesis into a monograph

Timing: Michaelmas and Trinity Terms   Target audience: Advanced DPhils and Research Staff

Lecture giving an overview of the academic publishing industry followed by a half-day practical workshop designed to cover every aspect of turning the doctoral thesis into a monograph, including:

- Defining your contribution to scholarship
- Choosing the right publisher
- Project descriptions and selling-points

Journal publishing presentation

Timing: Michaelmas Term   Target audience: DPhil students and
            Research Staff

Presentation by industry professionals about the process of submitting an article to a journal.

- How to choose the most appropriate journal
- Understanding the peer review process
- Getting your paper accepted

Journal article publishing workshop

Timing: Hilary Term   Target audience: DPhil students and
Research Staff

This small group session will give those working on a publishing proposal or journal article the opportunity to workshop their work-in-progress with industry professionals and published academics.

- Approaching a publisher
- Title and pitch
- Content, style and structure

Preparing for the DPhil viva

Timing: termly or according to demand   Target audience: final-year DPhils

Workshop designed to allow participants to understand the viva process at Oxford and learn how to prepare productively for the viva.

- What examiners are looking for
- Conduct of the viva
- Answering questions

Giving presentations: for absolute beginners

Timing: termly or according to demand   Target audience: any graduate

Aimed at the novice and the nervous, this workshop focuses on developing the skills and confidence
required to present research effectively to different types of audience.

- Planning and writing a paper
- Developing presentation skills
- Dealing with questions and discussion sessions

How to give a paper: from planning to presenting

Timing: termly or according to demand   Target audience: DPhil students and
research staff

Workshop addressing some of the skills in making good presentations, targeted in particular at conference papers.

- Identifying your message and getting it across to the audience
- Handling nerves

Time and project management for researchers

Timing: termly or according to demand   Target audience: any graduate

Workshop designed to tackle some of the issues around time-management in research and showcase project-management skills.

- Recognising and breaking bad habits
- Planning ahead and setting objectives

'Career confidence for the humanities and social sciences': an event for Research Staff

Timing : Hilary term   Target audience: Research Staff

An opportunity for Research Staff to reflect on where they are in their careers, and where they want to be in the short to medium term future. It will focus on:

- The changing HE environment and research funding in the UK
- Communicating research
- Career planning and reflection

What next? Career planning for DPhils

Timing: Trinity Term   Target audience: all DPhil students

This workshop aims to help researchers in the humanities to consider what "career" means for them personally and how to conceptualise, reflect upon and plan for career paths appropriate to their individual circumstances.

- Preparing for the future
- Managing the transition to life beyond the DPhil

Make the summer count

Timing: Trinity   Target audience: DPhil students in 3rd yr and beyond

The aim of this workshop is to explore a range of strategies that will help researchers to make progress over the summer months.

- Planning and setting the goals
- Sustaining the motivation

How to run a conference

Timing: Trinity Term   Target audience: Research staff

An introduction to planning and organising a conference

- Funding sources and budgeting
- organising your speakers
- Marketing and wider conference dissemination

Introduction to postdoctoral fellowships

Timing: Trinity Term   Target audience: all DPhil students

This workshop offers a general over-view of different postdoctoral research opportunities in Oxford and elsewhere including: external Postdoctoral Fellowships and Oxbridge college JRFs (both funded and non-stipendiary)

- An overview of opportunities and the level of competition
- What selection panels look for in successful candidates
- How to pitch research proposals.
- Contingency planning

Applying for BA postdoctoral fellowships

Timing: Trinity Term   Target audience: all DPhil students

This workshop provides an opportunity for postgraduate students nearing the completion of their studies, and those who have recently obtained their doctorate (within the last 2-3 years) to find out more about the scheme.

- Details of the scheme's application requirements and eligibility criteria
- Tips on how to prepare the application
- A talk by a current BA Postdoctoral Fellow

TEACHING

Preparation for Learning and Teaching at Oxford

Faculties run annual training sessions for graduate students interested in teaching, designed to equip participants with the basic teaching skills required of Oxford tutors.

Developing Learning and Teaching

Where possible, graduates who have undertaken the initial training will be paired with a teaching mentor in their faculty to observe their teaching and be observed teaching.

Graduate students on Developing Learning and Teaching have the option to complete a short assessed reflective portfolio which, if successful, makes the graduate eligible to be an Associate of the Higher Education Academy.

Teaching seminars (year-round)

Seminars run each term in weeks 2, 4, 6, 8 on Monday afternoons (repeated on Friday afternoons). They are designed to support graduate tutors across the Humanities by allowing structured discussion of teaching strategies and educational literature and research. Regular attendees are furnished with sufficient reading materials to meet the criteria for the Developing Learning and Teaching portfolio.

Seminar topics include:

Planning teaching	Giving feedback and marking
The role of tutors in tutorials	Lecturing
Small group teaching	Student learning
Evaluating your teaching	Compiling a teaching portfolio

MORE COURSES ADDED REGULARLY – CHECK THE WEBSITE FOR FULL DETAILS

www.humanities.ox.ac.uk/training_and_support