



FACULTY of LINGUISTICS, PHILOLOGY AND PHONETICS
<http://www.ling-phil.ox.ac.uk>

GRADUATE STUDIES HANDBOOK

Hilary term 2012

UNIVERSITY OF OXFORD
LINGUISTICS, PHILOLOGY AND PHONETICS

GRADUATE STUDIES HANDBOOK

Contents

Introduction	2
Representation	2
E-mail	2
Official Forms and Applications	2
Types of Degree	2
<i>Taught courses (M.St. and M.Phil.)</i> ³	
<i>Research degrees (M.Litt. and D.Phil.)</i>	3
General Information	4
Before arrival	4
Registration and Student Self Service	4
Induction	4
University Card	5
Orientation	5
Supervisors	5
<i>Taught courses</i>	6
<i>Research students</i>	6
<i>First year research students and additional advisor(s)</i>	6
<i>Meeting your supervisor</i>	6
<i>Special duties for supervisors of overseas students</i>	6
<i>Reports</i>	6
<i>Change of supervisor</i>	7
Lectures, Seminars and Meetings	8
<i>Seminars</i>	8
<i>ACTL lectures</i>	8
Travel	9
Experimental work	9
Skills training	9
Student support	10
Tutorials	10
Plagiarism	11
Harassment	11
Examination regulations	11
Applications for Funding	11
Fees	12
Suspension of status	12
Illness	13
Extension of time for research degrees	14
Withdrawal or lapse from status and reinstatement	14
Residence requirements	15

Taught Courses (M.St. and M.Phil.)¹⁶

Background	16
General Requirements	16
Ethical approval	16
Options	17
<i>Paper A: Linguistic Theory</i>	17
<i>Papers under B</i>	17
<i>Papers under C</i>	19
<i>Papers under D</i>	20
Typical Programmes	21
<i>The first term</i>	21
<i>M.St. terms 2 and 3</i>	22
<i>M.Phil. terms 2 and 3</i>	23
<i>The second year (M.Phil.)</i>	24
Change of Status: Re-admission and Transfer	25
<i>M.St. to M.Phil.</i>	25
<i>M.St. to PRS</i>	25
<i>M.Phil. to M.Litt.</i>	25
<i>M.Phil. to D.Phil.</i>	26
How to apply for re-admission as a continuing student at Oxford	26
<i>Supporting materials</i>	26
<i>Re-using materials from your Master's application</i>	26
<i>Application deadline</i>	26
<i>Funding</i>	26
<i>Application fee</i>	27
<i>Break in study between Master's degree and D.Phil.</i>	27

M.St. and M.Phil. Examination **28**

Timetable and deadlines	28
Assessment for Paper A and papers under C and D	28
Assessment for papers under B	29
Theses	30
<i>M.St. theses</i>	30
<i>M.Phil. theses</i>	30
Format and word limit	31
Ethical approval	31
Submission of essays, reports and theses	31
Written examination guidelines	31
Assessment of examination scripts and theses	32
Alternative examination arrangements for disability or illness	32
Penalty for late submission	32

Short weight	32	Employment and Teaching	48
Averaging	33	Taking your degree	48
Borderline cases	33	Where next?	49
Vivas	33		
Results	33		
Complaints and appeals	34		
Research Degrees	37		
Status on Admission and Transfer	37		
<i>Probationer Research Student (PRS)</i>	37		
<i>Application for transfer of status</i>	37		
Confirmation of D.Phil. status	38		
Funding	39		
M.Litt.	39		
<i>Standard required</i>	39		
<i>Thesis length</i>	39		
D.Phil.	40		
<i>Standard required</i>	40		
<i>Thesis length</i>	40		
Theses	40		
<i>Subjects and titles</i>	40		
<i>Ethical approval</i>	40		
<i>Planning</i>	40		
<i>Content and style</i>	41		
<i>Format and word limit</i>	41		
<i>Articles</i>	41		
<i>Prior publication</i>	42		
Guidelines for the Presentation of Theses	42		
<i>Main Text</i>	42		
<i>Footnotes</i>	42		
<i>Transliteration</i>	42		
<i>Abstract (M.Litt. and D.Phil. only)</i>	43		
<i>Contents</i>	43		
<i>Bibliography/References</i>	43		
<i>Binding</i>	44		
Submission and appointment of examiners	44		
The viva voce examination	44		
Notification of results	45		
Appeals	45		
Supplicating for your degree	46		
Depositing your thesis in ORA	46		
<i>Arrangements for Humanities Students</i>	46		
Other Information	47		
Joint Consultative Committee	48		

This handbook is supplemented by the Faculty Handbook, which gives information about the faculty that is relevant for both students and staff. The handbooks are updated each year: corrections should be sent to Mrs Kate Dobson, 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, the website is likely to be more definitive and up-to-date. In case of conflict, the Examination Regulations take precedence over any policy statements contained in this handbook.

Introduction

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.

Representation

Graduate students are represented at meetings of the Faculty Board by two or three student representatives chosen by and from among the current resident students (see [JCC](#)). 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. Nonetheless, 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 Board should address.

E-mail

There is a mailing list (graduate-students@ling-phil.ox.ac.uk) which will broadcast to all currently registered graduate students in linguistics. You should be able to send messages to this list. It should only be used to disseminate linguistics-related information.

Official Forms and Applications

At various times in your career you will need to submit options, titles etc. to the Faculty Board for approval, and this should be done (after consulting your supervisor) via the Graduate Studies Assistant, Mrs Kate Dobson, whose office is at the Centre for Linguistics and Philology. Applications for changes of status, admission etc. are also submitted via the Graduate Studies Assistant.

In the following paragraphs, you will find reference to making various applications to the Faculty Board. All application forms can be obtained from the Graduate Studies Office, and many forms are available online, at <http://www.admin.ox.ac.uk/gso/forms/>. These should be submitted eleven days before a Faculty Board meeting, which take place on Thursday in the second and seventh weeks of each term.

Types of Degree

The graduate degrees administered by the Faculty of Linguistics, Philology and Phonetics are the Master of Studies [M.St.] in General Linguistics and Comparative Philology, the Master of Philosophy [M.Phil.] in General Linguistics and Comparative Philology, the Master of Letters [M.Litt.] and the Doctor of Philosophy [D.Phil.]. General information about all graduate degrees is provided in the Graduate Studies Prospectus and in the Examination Regulations.

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

The M.St. and M.Phil. are taught courses of one and two years 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. The programme specifications and statements of provision for the M.St. and M.Phil are available online at http://www.ling-phil.ox.ac.uk/grad_progs.

Research degrees (M.Litt. and D.Phil.)

The M.Litt. and D.Phil. are research degrees, examined by thesis. An M.Litt. thesis can be submitted after six terms' residence and must normally be submitted within nine terms from admission; for a D.Phil. residence of at least six terms is required and the thesis must normally be submitted within twelve terms from admission. Students intending to read for these degrees are usually admitted as Probationer Research Students and transfer from that status to M.Litt. or D.Phil. status respectively, normally after three terms. M.Phil. students may be admitted directly to D.Phil. status. It is possible to transfer from M.Litt. to D.Phil. status. The statement of provision for the D.Phil. degree is available online at http://www.ling-phil.ox.ac.uk/grad_progs.

General Information

The university's Current Students website contains useful information for all Oxford students: <http://www.ox.ac.uk/students/>.

Before arrival

M.Phil. and M.St. students should receive reading lists during the Long Vacation preceding the start of their graduate studies. 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 used to access Student Self Service to register online, as well as to access other central IT services such as free University email, Weblearn and the Graduate Supervision System.

In order to complete your registration as an Oxford University student, navigate to www.studentsystem.ox.ac.uk 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. In addition to enabling students to register online, Student Self Service provides web access to important course and other information needed by students throughout their academic career. Students can amend their address and contact details via Student Self Service, and they can use the service to access detailed exam results and see their full academic record.

Induction

An introductory meeting for new students is normally held in the week preceding the first week of classes (0th week of Michaelmas term). All students starting graduate work, whether from Oxford or elsewhere, must attend this meeting, and there will be an opportunity to ask questions and raise issues.

The meeting may also provide you with the opportunity to meet your supervisor for the first time and to see some of the other people involved in graduate seminars and tutorials. You will also meet the student representatives to the Faculty Board.

There is also an opportunity for new students to meet senior members, administrative staff and students already on the courses at an annual party normally held in the first week of Michaelmas term. Other social events are also organised during the year.

Because the number of students is relatively small, you will soon get to know the teachers 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 supervisors.

University Card

The University 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 or to enter buildings which have swipe-card access control. 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 once registration has been completed.

Orientation

Besides the Faculty induction activities, students will be offered a range of orientation activities through their colleges which will also help them settle into Oxford life.

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.

As well as official contacts, a 'parenting scheme' has been set up to provide new students with a contact among the existing students (who will usually have followed the same kinds of options). Most new students have found this a very useful way of finding out about all manner of things in Oxford before they arrive, and contact details are circulated along with the preliminary reading lists. Experience shows that existing students are often very aware of the potential problems for new students and can usually help with solving them. Students are certainly urged to meet up with their 'parent(s)' as soon as convenient when they arrive in Oxford, and many will have been in touch over the preceding vacation.

Supervisors

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. Most colleges, however, appoint a college advisor for each of their graduate students. These advisors take an interest in and receive the reports on the graduate students from their college for whom they are responsible.

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 by the Director of Graduate Studies or by the Graduate Studies Office.

It is possible to have a supervisor from outside Oxford, though this is avoided if possible. Another alternative is to have joint supervision by two different people, e.g. covering different aspects of the subject. Research students must remember that the pattern of sabbatical/research leave will almost certainly mean that their supervisor will be freed temporarily from his/her responsibilities at some stage during their careers. (Academics are entitled to one term's sabbatical leave for every six terms of teaching.)

Supervisors will normally see all their students resident in Oxford at the beginning of each term and provide advice about lectures and seminars which may be useful for each student's work. This is particularly important for students on taught courses (M.St. and M.Phil.) but research students too are strongly advised to attend lectures and seminars and to seek their supervisor's advice on this subject.

The University's brief student guide on supervision, and a link to the University's Code of Practice for Supervisors, can be found at:

http://www.humanities.ox.ac.uk/current_students/graduates/research_students/supervision.

The research supervision website (<http://www.learning.ox.ac.uk/supervision>) is hosted by the Oxford Learning Institute and aimed primarily at supervisors, but provides a wealth of information for both new and continuing research students. Much of the information for supervisors will be useful to students, particularly in understanding how supervision works and what supervisors may be expecting.

If you require further details or have any questions about research supervision, please ask your supervisor or the Director of Graduate Studies.

Taught courses

M.St. and M.Phil. students are assigned a supervisor who in many cases will be responsible for part (but not all) of the individual teaching and may also provide thesis supervision. In some instances, however, your supervisor will not provide any individual teaching, but will simply arrange for tutorials with other teachers, 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. The first meeting with the thesis supervisor for M.Phil. 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.

Research students

The number of times a PRS or M.Litt./D.Phil. student sees his/her supervisor varies depending on the supervisor, the student and the stage of the student's career. In the first year it is normal for the supervisor to see them quite frequently, say once a fortnight during term. Later, meetings may be less frequent but there will certainly be a flurry of activity at the time when the final draft of the thesis is prepared. Note that even if you are no longer resident in Oxford you must keep in touch with your supervisor.

First year research students and additional advisor(s)

For first year research students, the Faculty may appoint one (or possibly two) additional advisor(s) who will be working in the same or a similar subject and to whom you can turn for additional advice. This will not normally happen when joint supervisors have already been appointed, and does not apply to M.Phil. or M.St. students.

Meeting your supervisor

Even if you are not able to meet your supervisor at the induction meeting, your supervisor will normally have contacted you before your arrival. In any event you must arrange to call on your supervisor as soon as possible after coming to Oxford, as (s)he 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 first week of Michaelmas term. Please inform the Graduate Studies Assistant, Mrs Dobson, if you have not received the name of your supervisor or have not been contacted by the Director of Graduate Studies by the beginning of October.

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 System (GSS). 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 through undertaking training.

If you have any complaints about the supervision you are receiving, you should raise this with your Director of Graduate Studies. You should not use the supervision reporting system as a mechanism for complaints.

Students are asked to report in weeks 6 and 7 of each term. 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 Director of Graduate Studies and to your College Advisor. When the supervisor's sections are completed, you will be able to view the report, as will the relevant Director of Graduate Studies 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).

To access the GSS, please visit <http://www.gss.ox.ac.uk/>. You will be able to log on to the site using your Oxford Single Sign-On details. Full details of how to use the site are provided at the online help centre; however, should you need additional support, please contact your Graduate Studies Assistant in the first instance. 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 Director of Graduate Studies).

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 his or her availability and willingness to act, etc. If this is not possible, then you can turn directly to the Chairman of the Faculty Board or the Director of Graduate Studies. 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 all meetings with your supervisor without making alternative arrangements.

Lectures, Seminars and Meetings

We publish an online lecture list (<http://www.ling-phil.ox.ac.uk/lectures>) for the whole year, which is regularly updated. 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. M.St. and first-year M.Phil. students are expected to attend all of the lectures labelled "Foundation Course" on the lecture list in Michaelmas term, as well as the accompanying practical sessions. PRS students and M.St. and M.Phil. students following the B option are expected to attend the Research Methods module in Michaelmas term. Second-year M.Phil. and first-year PRS students are expected to attend all sessions of the Thesis Workshop and to present their thesis topic in one or more sessions.

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>.

You are encouraged to provide feedback on lectures and seminars via the feedback form, available online at http://www.ling-phil.ox.ac.uk/grad_intro. Completed forms can be returned to the Graduate Studies Assistant, Mrs Dobson.

Seminars

You are strongly advised to attend the graduate seminars, 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 on the notice boards in the Centre for Linguistics and Philology and other university buildings, on the Linguistics website, and sometimes in the University Gazette, which appears weekly in term time and is available in the main libraries, in 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 officers are listed in Appendix A of the Faculty Handbook.

ACTL lectures

PRS and second-year M. Phil students are eligible to attend the Advanced Core Training in Linguistics, a programme of lectures and practicals provided by a consortium of linguistics departments in the southeast of England (Oxford, Cambridge, Essex, Queen Mary University of London, SOAS, and University College London).

The courses are given at UCL. We contribute financially to the programme, and our academics provide some of the lectures (which are not repeats of those given here). The Faculty will cover expenses for bus travel to London for eligible graduate students wishing to attend. Students who wish to be reimbursed for travel expenses must submit receipts for bus tickets together with the standard travel expense form. Though the ACTL office provides us with attendance records only at the end of the term, travel reimbursement for ACTL attendance can be made earlier in the term. For further details of the programme, see <http://www.actl.ucl.ac.uk/>.

Travel

Students may apply to the Faculty Board for travel funding, though there is no guarantee that funding will be available, and no more than £500 per year per student can be granted in travel funds. Requests for travel to conferences will not be granted if the student is not presenting a paper at the conference; applications for conference travel 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. Applications for travel funds to conduct research or fieldwork can be considered by the Faculty Board, but 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: this issue should be addressed in the funding application. Forms for application for travel funding are available online, at http://www.ling-phil.ox.ac.uk/grad_intro. **The application should state whether funding has been sought from other sources; if no application has been made to other sources, the reason for this must be provided. A letter of support from your supervisor must also be provided.**

Experimental work

Experimental work is conducted primarily in the Phonetics Laboratory and the Laboratory for Language and the Brain. Students may apply to the Faculty Board for funding for expenses connected with experimental work, for example to pay participants in experiments. No more than £75 per year per student can be granted in funding for experimental work.

Skills training

The Languages for Study and Research programme (LASR: <http://www.lang.ox.ac.uk/lasrcourses/index.html>) 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 LASR courses for students whose research requires competence in the language: this must be confirmed by the supervisor. For information on priority registration, contact the Director of Graduate Studies at the earliest possible stage.

For graduate students who are interested in undergraduate tutoring or lecturing, training aimed at developing teaching skills is provided. This training 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. Training is normally available only for PRS or D.Phil. students, though in exceptional circumstances M.Phil. students may be allowed to do a limited amount of undergraduate teaching. The Graduate Teacher Training Coordinator is Dr Sandra Paoli.

Information on skills training opportunities, including online courses, can be found on the Humanities training and support web page: http://www.humanities.ox.ac.uk/training_and_support.

More training options for students and staff are given in the Faculty Handbook.

Student support

The University provides support and guidance services for students in a number of areas:

- Student Counselling Service - <http://www.admin.ox.ac.uk/shw/counserv.shtm>.
- Disability Advisory Service – <http://www.admin.ox.ac.uk/eop/disab/>.
- Financial Hardship – <http://www.admin.ox.ac.uk/shw/hardship.shtml>.
- International Student Advisory Service - <http://www.admin.ox.ac.uk/io/>.
- Childcare services - <http://www.admin.ox.ac.uk/eop/childcare/>.

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 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 is a good deal of flexibility in your attendance at lectures, classes and seminars, 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 their 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 their work a day before the tutorial, which is then spent returning the essay to the student and discussing issues raised and other salient points. Others prefer a student to bring along the essay to the tutorial and then read it aloud, often cutting in at points to focus on issues and develop a discussion. In either case, essays are an opportunity to develop powers of verbal reasoning and communication, both written and (through tutorials) oral. They are also at the heart of the examining system, as tutorial essays allow students to develop the skills needed in this context, even if their backgrounds have involved very little experience of written examination.

Tutors are expected to provide feedback on essays but in general will not award a numerical or other mark. 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 approach a topic from an interesting or new angle and 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.

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/analysis; quantity is only an issue if omissions lead to serious weakness in your arguments.

Essay writing is very much 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.

Plagiarism

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', how to avoid it in your writing and the potential consequences of either deliberate or inadvertent plagiarism.

The Education Committee website provides information and links on plagiarism (<http://www.admin.ox.ac.uk/edc/goodpractice/>). Please take some time to read the guidance offered there. All graduate students should complete the online plagiarism course, linked from the Education Committee website, 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.

Harassment

Harassment is an unacceptable form of behaviour. The University Policy on Harassment and Bullying is available online at <http://www.admin.ox.ac.uk/eop/harassmentadvice/>.

The Harassment Advisors for the Faculty are Professor John Coleman and Professor Mary Dalrymple. You should consult them if any question of harassment or bullying arises.

Examination regulations

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

Applications for Funding

The Faculty appreciates the considerable financial commitment required of a student pursuing graduate work, and it generally will 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) for students from the UK and Europe, or the Clarendon Fund. Students can apply for these and certain other scholarships by selecting the appropriate options in the Funding Section of the University's Graduate

Application Form. For other scholarships, 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 you have been offered a place for. More information is available in the Finance section of the graduate prospectus for the University of Oxford, available online at http://www.ox.ac.uk/admissions/postgraduate_courses/, and on the Faculty website at <http://www.ling-phil.ox.ac.uk/funding>.

To be considered for an AHRC award (UK and other EU students), a Clarendon award, or other Faculty funding, ***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. For example, the AHRC limits funding for any individual student to four years, so an M.Phil. student who successfully reapplies for funding for the D.Phil. can be offered only two more years of funding. In all cases, the AHRC submission deadline for funded D.Phil. students is four years from the start of the award for the D.Phil. (regardless of the period of funding).

In general, you should consult with your nominated supervisor soon after being offered a place if you require any assistance in making such applications. Prospective students who are coming to Oxford from elsewhere may well find that distance hinders communication at a time when speed is of the essence: you must be proactive and take responsibility for keeping your application on track.

For existing Oxford graduate students moving on to the D.Phil., the procedures for re-admission are detailed beginning on p.26 of this handbook. Early consultation with your supervisor is again critical if you intend to apply 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 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 M.St. or the second year of your M.Phil. programme.

Fees

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 M.St., six for the M.Phil. and M.Litt., nine for the D.Phil. only, and twelve for the M.Phil. followed by the D.Phil. See also the notes on p. 15 regarding the rules on residence, and the Fees Calculator at http://www.admin.ox.ac.uk/studentfunding/fees/fees_calculator/.

Suspension of status

If, for good cause, you are temporarily unable to carry out your work, the Faculty Board may grant you a temporary suspension of status for not less than one and not more than three terms at any one time. Applications for suspension of status should be made through the Graduate Studies Office and should be accompanied by statements of support from your supervisor and college. No student may be granted more than six terms' suspension of status in this way by the Faculty Board.

If your application for suspension of status is approved, you will not be liable to pay fees during the period of suspension and will automatically resume your former status at the

end of the period. The Faculty Board may also, for sufficient reason, and after consultation with your supervisor and college, temporarily suspend you on its own initiative.

The Faculty Board will consider applications for suspension 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 and physical or mental incapacity). Where suspension of status is requested on the ground 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 granting suspension of status. Suspensions sought on medical grounds should normally be accompanied by medical documentation or a letter from a GP/Counsellor. The Director of Graduate Studies 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, either

(i) where you hold a Research Council studentship which is suspended during the period of study abroad because of the nature of the study; or

(ii) 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

(iii) 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 merely on the grounds that you wish to engage, for personal reasons, in some other activity and then return to postgraduate work at some later date.

In general if you are thinking of applying for suspension of status you should discuss the matter at length with your supervisor and then inquire from your college and the Graduate Studies Office about the next step to take.

Illness

The University is anxious that its 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 suspension of status. If your illness is not serious enough or of too short duration to justify suspension of status, 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 Senior Tutor, supervisor and doctor 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 chairman of the Faculty Board should always be informed when illness has prevented work on your thesis.

Extension of time for research degrees

M.Litt. and D.Phil. theses should normally be submitted within nine and twelve terms respectively from the date of the admission as a Probationer Research Student. Students who have received AHRC studentships are expected by the AHRC to submit their D.Phil. theses within four years of having obtained research student status (following the M.Phil., or upon admission as Probationer Research Student). If in exceptional circumstances this cannot be done, the Faculty Board can grant up to six terms' extension of time for the M.Litt. and up to nine terms' extension of time for the D.Phil.

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 Board 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 Graduate Studies 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.

The Faculty Board 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 Graduate Studies Office.

Note that most British grant-giving authorities now penalize those institutions whose rate of submission is not adequate (i.e. usually four years for a doctorate, regardless of the period of funding offered) and consequently debar future applicants from 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 submit an application for extension which is not approved, you will lapse from M.Litt. or D.Phil. 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 Board will only accept applications where a limited amount of time has passed and you have given good reasons for the intermission. 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 be again valid and supervision will be resumed.

Residence requirements

M.St. candidates are required to keep statutory residence (for most graduate students: within 25 miles of Carfax) and pursue their studies in Oxford for no less than three terms after admission. M.Phil., and M.Litt. candidates and candidates for the D.Phil. only must normally keep residence for no less than six terms. Candidates who have completed an M.Phil. and go on to the D.Phil. must keep residence for no less than nine terms. The Faculty Board has the authority to grant dispensation from no more than three terms of residence and study in Oxford, provided that dispensation shall be granted to M.Litt. 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 D.Phil. 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. M.Litt. students are required to pay fees for six terms, and students studying for the D.Phil. only must pay fees for nine terms. Students who have an M.Phil. degree and are subsequently admitted to the D.Phil. are required to keep only three further terms of residence (after those kept for the M.Phil.), though fees must be paid for a total of twelve terms.

Leaving aside official requirements, M.Phil. 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 thesis research and for exam preparation; this factor should be taken into account when planning expenses.

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

Background

Most students admitted to read for the M.St. and M.Phil. 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. M.Phil. 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

In the final examination, candidates for the M.St. must offer three papers and those for the M.Phil. must offer four papers. The papers set for the M.St. are the same as those set for the M.Phil., but a lower level of achievement is required.

For both the M.Phil. and the M.St., all candidates must offer (as one of their papers) the Linguistic Theory paper (paper A). Students must additionally follow one of the three options: B, C, and D, selecting the remaining papers from within those listed under the chosen option. The full list of options is detailed below. Students who follow the 'general linguistics' course (course B) are expected to select at least one of the first three papers in the list (Phonetics and Phonology, Syntax, Semantics) as an option paper, or to choose an M.St. thesis topic within one of these areas. M.St. and M.Phil. candidates following the B option are expected to attend the Research Methods module in Michaelmas term of their first year; M.St. candidates must also attend at least two practical training modules, and M.Phil. students must attend at least three.

M.Phil. candidates must in addition offer a thesis of no more than 25,000 words. Candidates for the M.St. may offer a thesis of no more than 15,000 words in lieu of one of the papers (extensions of this limit are possible, but are granted only if detailed justification can be provided). The thesis topic is subject to approval by the Faculty Board, who 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 p. 28 for instructions on submission of the thesis topic for approval. An M.Phil. or M.St. thesis need not show originality, but scholarly competence is required, and the normal rules for scholarly apparatus, bibliography etc. ought to be followed. It should have the same format and should follow the same rules of presentation as a research thesis, and guidelines for this appear in this handbook. Second-year M.Phil. students are expected to attend the Thesis Workshop in Michaelmas and Hilary terms to present their thesis topic.

Ethical approval

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 Social Sciences and Humanities Inter-Divisional Research Ethics Committee, though it depends on the nature of the research (see <http://www.admin.ox.ac.uk/curec/>). 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 18's or vulnerable adults involves a more stringent process of prior approval, preparation for which takes some time, so it is advisable for M.Phil. students to have this process in hand early in

Trinity term of the first year, at the latest, and for M.St. 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.

Options

Paper A: Linguistic Theory

The compulsory paper in Linguistic Theory will initially be taught in the first term of the course through an intensive series of lectures and seminars, listed in the section labelled "Foundation Course" in the online lecture list (<http://www.ling-phil.ox.ac.uk/lectures>). In normal circumstances, all students in their first year will attend. This will provide the background for teaching in the remainder of the course. Other lectures, held throughout the year, will also be relevant for the paper. The topics covered in lectures in Michaelmas and Hilary terms include but are not limited to phonetics, phonology, morphology, syntax, semantics, pragmatics, historical linguistics and sociolinguistics.

Paper A is divided into sections on 'Phonetics and Phonology', 'Morphology', 'Syntax', 'Semantics and Pragmatics', 'Historical and Comparative Linguistics', 'Sociolinguistics', and 'General'. Candidates must answer three questions, choosing from at least two sections: candidates offering papers from among the B options must not answer questions from any section in this paper that overlaps with their specialist option(s). For more information on the structure of Paper A, see p. 28.

Papers under B

The B option, General Linguistics, covers: (i) the major branches of theoretical linguistics, namely phonetics, phonology, syntax, semantics, and historical and comparative linguistics, and their links with general issues in the methodology of the sciences; (ii) special topics in linguistics, especially psycholinguistics and neurolinguistics, experimental phonetics, computational linguistics, sociolinguistics, and the history and structure of particular languages (other special topics may also be included).

Some of the papers listed under B require background knowledge that is difficult to acquire in a single year, and M.St. students are advised to choose these papers only if they already have substantial previous training in relevant background subjects: these include the Experimental Phonetics, and Computational Linguistics options, and the thesis option in Sociolinguistics.

B (I): PHONETICS AND PHONOLOGY

Instruction in phonetics and phonology is part of the Foundation Course in the first term of graduate study. Phonetics and phonology lectures and a phonology problems class are normally provided in Michaelmas and Hilary terms, and the Experimental Phonetics Seminar provides continuing classroom instruction as well. Individual supervision in phonetics and phonology is given primarily by Professor Lahiri, Professor Coleman, and Dr Payne.

B (II): SYNTAX

Instruction in syntax is part of the Foundation Course in the first term of graduate study. 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. Individual supervision is provided primarily by Professor Dalrymple and Dr Paoli.

B (III): SEMANTICS

Instruction in semantics and pragmatics is part of the Foundation Course in the first term of graduate study. Further lectures and tutorials in semantics are given in subsequent terms. The Formal Foundations course in Michaelmas term also provides an introduction to the basic tools of semantics. Individual supervision in semantics is given primarily by Dr Asudeh and Professor Dalrymple.

B (IV): HISTORICAL AND COMPARATIVE LINGUISTICS

The subject is taught through tutorials, but also through undergraduate classes that graduate students may find it useful to attend, taught by Dr Penney, Dr Probert, Professor Lahiri, Professor Willi and others. Historical linguistics of particular languages is a recurring theme of graduate seminars and classes in Romance Linguistics (Professor Maiden), and other languages or language groups.

B (V): PSYCHOLINGUISTICS AND NEUROLINGUISTICS

This option is taught through lectures, tutorials and practical sessions, and includes practical work in the Laboratory for Language and the Brain. Lectures are provided primarily by Professor Lahiri.

B (VI): HISTORY AND STRUCTURE OF A LANGUAGE

This subject is taught both through classes and through individual supervision by linguists specialising in the language in question including: Professor Maiden (Italian, Romanian), Dr Payne (Italian), Dr Watson, Dr Temple and Mr J.C. Smith (French), Dr García-Bellido (Spanish), Dr MacRobert (Russian), Dr Parkinson (Portuguese), Dr Hoge (German), and others.

B (VII): EXPERIMENTAL PHONETICS

This option is taught through introductory classes and an ongoing Experimental Phonetics Seminar, as well as through tutorials. Individual supervision is given primarily by Professor Coleman and Dr Payne.

B (VIII): SOCIOLINGUISTICS

Specialists at Oxford include Professor Romaine, Professor Cameron, and Dr Temple, who regularly give both classes and tutorials in the subject.

B (IX): COMPUTATIONAL LINGUISTICS

Teaching and assessment of this option follows the provisions and requirements for the option in Computational Linguistics in the M.Sc. by Coursework in Computer Science. Students considering this option, especially M.St. students, should note that this course is conducted and assessed in Michaelmas term, in the Department of Computer Science.

B (X): SPECIAL SUBJECTS

Students may ask for a paper in another subject in General Linguistics. If the Faculty Board considers that proper instruction and provision for examination are available then B (x) may count as one option paper. Special subjects recently taken or planned include: morphology; pragmatics; philosophy of language; language and gender; history of linguistics. Application to the Faculty Board 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; nonetheless, you would be well advised to apply as early as possible so that appropriate arrangements can be made.

Besides lectures and tutorials, training for the papers under B is provided in a series of practical modules, which are also open to students following the C and D options. M.St. students must take a minimum of 2 practical training modules, and M.Phil. students must take a minimum of 3 practical training modules during their first and second year. PRS students who require training in any of these areas also follow the appropriate module (both lectures and practical sessions). The following practical modules may be available.

- Acoustic phonetics practical [methods in acoustic analyses].

- Corpus linguistics practical [searching online corpora, linguistic hypothesis formulation and testing on the basis of corpus data].
- First language acquisition practical [formulating hypotheses in child language acquisition through the use of online corpus data].
- Formal foundations practical [gaining familiarity with the formal tools of linguistics: set theory, basic formal language theory, logic, lambda calculus].
- 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].
- Syntax practical [methods and techniques in syntactic data analysis, syntactic argumentation, status of syntactic universals and their formal treatment].
- Statistics practical [statistics and hypotheses, choosing the correct statistical test, choosing a statistical package, designing and conducting statistical analyses of linguistic data].

Papers under C

The C option is concerned with the history and comparison of the Indo-European languages and the reconstruction of the parent Proto-Indo-European language. Students specialise in two language groups, one of which is studied in greater depth.

The C course requires a great deal of work (particularly because of the language learning) and we consequently discourage students from applying for an M.St., i.e. a one year course. The M.St. is only taken on rare occasions — and then only by advanced students who wish to come to Oxford to specialise in something which is best studied here but who already have some experience of graduate studies in comparative philology.

PAPERS

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 option C 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, Slavic and Germanic, Slavic 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 Slavic languages, Ancient Germanic languages, Celtic languages, Indo-Iranian, Armenian, etc. We need to have some idea of the language groups chosen before the beginning of the first year in order to organise teaching. It will not always be

possible to guarantee teaching for all combinations. See below for information on choice of texts for C(iii).

KNOWLEDGE OF MODERN LANGUAGES

M.Phil. 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, as is often the case, either 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

Because almost all C option students are studying for the M.Phil. it is appropriate here to add some further notes about philological theses.

Starting with the Christmas vacation in the first year, philologists may begin to think about the subject of the thesis and may want to begin to talk about it with their supervisor during the second term. The thesis is often concerned with the major language chosen for close study but may also deal with a different language or group of languages or with an Indo-European problem or with a more theoretical problem. The only limits are set by time (it is necessary to choose a subject which can be worked at in a relatively short lapse of time), the student's competence (a student who does not know any Hittite should not choose a Hittite subject), the possibility of finding the right supervisor (a thesis can be supervised by someone who is not the student's official supervisor) and the 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 that he or she chooses and be able to work on it with enthusiasm (in spite of the inevitable moments of depression). Supervisors and students must find time at the end of the second term or during the Easter vacations to have a preliminary discussion about the subject of the thesis and must return to it during the third term. By the end of that term a subject must be agreed upon and 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 and must therefore assume that, unless they can make different arrangements elsewhere, they will have to spend most of the summer vacation in Oxford.

Papers under D

In the D option, students work on the history and structure of one or two languages, which may be ancient or modern. Among these are: Ancient or Modern Greek, Latin, Romance languages (French, Spanish, Portuguese, Italian, Romanian, etc.), German, Russian, Biblical Hebrew, etc. Combinations are many, and have included in recent years French and Russian, French and Italian, and others. Students should have made their choices 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.

PAPERS

D (i): The history of one or two languages

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

D (iii): Either:

(a) Translation from and/or linguistic comment upon, texts in the language or languages selected; or

(b) Any paper from B above, except B (vi).

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 other experts in the language(s) concerned to establish which texts will be covered in this paper. There is no set quantity of text or range to be covered: this will inevitably depend on the language(s) chosen. The list of texts should be submitted to the Faculty Board 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.

Typical Programmes

Teaching for the M.St. and M.Phil. is done through a mixture of lectures, seminars and individual tutorials. A student's supervisor may undertake part of the tutorial teaching himself or herself but will also arrange tutorial teaching with other linguists. Especially after the first term, one tutorial a week in term time is quite normal — sometimes more, but rarely fewer tutorials.

Your 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 graduate seminar 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 such lectures and classes.

The examinations for the M.St. are held in the last week of the third term of study, and those for the M.Phil. in the last week of the sixth term of study. This in effect means that most new material must be studied in the first two terms of the M.St. course and in the first five terms of the M.Phil. course, allowing a suitable period for revision in the final term. 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 intensive classes in phonetics, phonology, syntax, and semantics, as well as general background courses on formal aspects of linguistics and statistics, taught by specialists in those areas. Classroom time comes to some 13 hours per week, with some written work required. M.St. students considering applying for re-admission as Probationer Research Students must start thinking about the relevant applications as early as the latter part of their first term. M.St. students must submit their options and the title of the optional thesis in Week 6.

B OPTIONS

All students are required to attend the Research Methods module, given in Michaelmas term. In addition, they are expected to attend the linguistics seminars, to attend the meetings of the Linguistic Circle, and to take some tutorials in the second half of the term. They will be consulting regularly with their supervisors with the aim of formulating a definite plan of study for the remainder of the year. M.St. students must also seek Faculty Board approval for their choice of options; if offering a thesis, approval for its title must be sought at the same time.

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 Sanskrit beginners course which meets three times a week, and 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 but already knows Greek and Latin).

In addition, every Tuesday afternoon there is a two-hour graduate seminar in philology with subjects that change every term but 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. The classes normally select a theme (e.g. Laryngeals, Glottalics, Voice, Etymology) to be explored in a number of Indo-European languages; alternatively they may concentrate on a specific language which is analysed in some detail (Lycian, Anatolian, Tocharian, Old Persian etc.) Papers are given by graduate students and others, often teaching members.

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 supervisor, but they include a wide range of classes intended for undergraduates. [Undergraduates studying philology are generally 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 and the first half of Trinity terms 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 to Hilary). The teaching for the historical papers 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 Latin, 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 M.Phil. timetable, so beware!]

After the first four weeks it is open to philologists to abandon part at least of the linguistics classes, but in general it is wiser to continue with them all through the first term in order to consolidate what has been learned and to prepare for Paper A.

D OPTIONS

For students specialising in Romance languages there will be relevant lectures or classes; in addition, and depending upon their subject, the 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 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 languages selected. M.St. students must also discuss their choice of options (including texts if necessary) and seek Faculty Board approval for it.

M.St. terms 2 and 3

All students will continue to attend the relevant seminars. Students are generally given the final four weeks of the third term for revision; 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, phonology etc.), and they will also have tutorials in these subjects. Other teaching may be arranged in their third term, particularly aimed at other areas covered in paper A.

Students who offer a thesis continue to work on this during the second term and should have completed part of the work by the end of the term. The thesis is submitted at the start of the third term. Students offering an option that requires completion of a problem set, essay, or written report should bear in mind that the deadline for these is also the start of the third term.

D OPTIONS

Students will generally continue with one or two of the advanced general linguistics courses and continue to attend lectures and classes relevant to their languages. In the second term they will generally have tutorials on the history or structure of their other language, or on an area of their sole language that they have not yet covered.

In their third term, students may have tutorials on areas covered by paper A.

M.Phil. terms 2 and 3

Students under B and D will generally have followed the same course as M.St. students in the same areas, although there are some differences. Most notably, taking some specific classes may be deferred to the second year of the course on the advice of a student's supervisor. Furthermore, M.Phil. students work right through the third term, there being no examinations in the first year.

M. Phil. students, however, must additionally start to consider the topic of their thesis and consult with their thesis supervisor on this. A topic must be decided on (and submitted for approval) no later than Monday of sixth week of Trinity term, to enable serious progress to be made over the long vacation.

B OPTIONS

Students offering options requiring an essay or written report should be thinking about the topic for these. For M.Phil. 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 are advised to keep attending some classes in general linguistics and to choose e.g. semantics or syntax or 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 and by the Linguistic Circle which invites speakers to read papers of linguistic interest twice a term during the first and second terms of the year and once during the third term.

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 encouraged to take it in order to test themselves.

The pattern of teaching in philology will from this point on include regular weekly (sometimes fortnightly) tutorials with the supervisor or some other teacher. The purpose is to cover 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 M.St. students taking options from list D. M.Phil. students, however, should be giving some thought not only to their thesis but to their list of texts if they intend to offer D (iii).

The second year (M.Phil.)

All students must submit their options for approval at the start of the Michaelmas term (the M.Phil. thesis topic already having been submitted for approval in the previous term: see p. 28). Students choosing options C(iii) and D(iii) must also submit the list of texts for approval.

The timetable for the thesis is suggested below (p. 30) but note that other work has to be dovetailed to fit with it 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 the relevant seminars, lectures and classes in their second year although they are not obliged to attend for a second time any classes that they have already attended. Supervisors will provide advice on this.

Students are generally given the final (sixth) term for revision; supervisors will advise on how this can be most effectively used.

B OPTIONS

Students offering an option that requires completion of a problem set, essay, or written report should bear in mind the deadlines for these: see pp. 29 ff. The subjects of essays and written reports must be approved by the Faculty Board at the beginning of the second term. Students should be aware of the potential conflicts between the demands on their time of their theses and of the essay or written report.

M.Phil. students may be invited to present the findings of their research at a convenient point during the second year to one of the many seminars.

Students requiring training in statistics may follow the non-examined course 'Statistics for Social Scientists', offered in Michaelmas term, and the associated practical classes.

C OPTIONS

Classes and lectures on relevant areas continue. Students will have tutorials on the remaining areas of the syllabus, the course taken depending on each student's needs. Students will also at some point have tutorials on areas covered by paper A. Finally, students will have some classes or tutorials (as appropriate) on the text part of their syllabus.

Throughout, the student will remain in close contact with the thesis advisor 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 read a paper to the Comparative Philology seminar during that term discussing the results of their M.Phil. thesis. They are given plenty of notice of this request.

D OPTIONS

M.Phil. 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. M.Phil. students intending to offer a

paper from B in its place will need to have tutorials on this at some point, and should note carefully the comments above about timing of B options involving problem sets, an essay, or written report.

Classes and lectures on relevant areas continue (including, for example, topics in Romance morphology or syntax etc.). Students will have tutorials on the remaining areas of the syllabus, the course taken depending on a student's needs. Students will also have, at some point, tutorials aimed at areas covered by paper A. Finally, students will have some classes or tutorials (as appropriate) on the text part of their syllabus.

Throughout, the student will remain in close contact with the thesis advisor 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 read a paper to the Romance Linguistics or General Linguistics seminar during that term discussing the results of their M.Phil. thesis. They are given plenty of notice of this request.

Change of Status: Re-admission 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 Director of Graduate Studies. 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 re-admission) 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 M.Phil. to D.Phil., if you have taken the examination for your first degree, you are regarded as applying for re-admission, 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.

M.St. to M.Phil.

Candidates who start as M.St. students may apply to the Faculty Board for transfer to the M.Phil., particularly if they are considering pursuing further research. This step should only be taken in consultation with the student's supervisor, who will be able to advise on the timing of the application.

M.St. to PRS

Students intending to sit the examination for the M.St. may apply for admission to the status of Probationer Research Student.

Those M.St. students who intend to continue to work towards a research degree are advised to offer a short thesis in lieu of one of the papers, since this will provide them with a chance to try their hand at some more extensive writing and research.

M.Phil. to M.Litt.

M.Phil. students seeking admission to M.Litt. status after taking the M.Phil. should apply by Trinity term of their second year at the latest, following the same procedure as for a PRS transferring to M.Litt. status (see p. 38). 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 M.Phil. examination. You should note that an M.Phil. thesis cannot be 'developed' for an M.Litt.; a new piece of work is required for the thesis and the usual six terms' fees for the M.Litt. must be paid on top of six terms' M.Phil. fees.

M.Phil. to D.Phil.

M.Phil. students may apply for admission to D.Phil. status after the M.Phil. (without first holding Probationer Research Student status).

If an offer of admission to PRS, M.Litt., or D.Phil. status is made, it is invariably conditional upon (i) the availability of an appropriate supervisor, and (ii) good performance in the M.St. or M.Phil. 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 or Director of Graduate Studies, acting upon the recommendation of the examiners.

Note that it is not sufficient to pass the M.St. or M.Phil. to be re-admitted to PRS or D.Phil. status. Distinction grades in one or more papers relevant to the proposed D.Phil. 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 re-admission as a continuing student at Oxford

If you are currently studying for a Master's degree at Oxford and wish to continue on to a doctoral programme without a break in your study, you must complete a re-admission form. Re-admission forms are available via OSS Student Self Service (<http://www.studentsystem.ox.ac.uk>) and are pre-populated with details that the University currently has on record for you, such as your personal details and your previous qualifications. You must enter details of the programme you intend to study and any changes to the data we hold in your record. For more information, see http://www.ox.ac.uk/admissions/postgraduate_courses/apply/oxford_graduates.html.

Supporting materials

You will be required to provide supporting materials for your programme of study when submitting your application form. You must provide the following new supporting material with your application:

- (i) Research proposal
- (ii) Two new academic references
- (iii) Updated curriculum vitae
- (iv) Two pieces of written work

Re-using materials from your Master's application

You may re-use some materials from your Master's application, including transcripts, evidence of proficiency in English, and one academic reference. The research proposal, two references, the updated curriculum vitae, and the written work must be new. You must request material for re-use from the Graduate Studies Assistant, Mrs Kate Dobson; she will give you photocopies from your M.St./M.Phil. application dossier.

Application deadline

All applicants must ensure that the admission or re-admission form and all supporting materials, **including references**, are submitted to the Graduate Admissions Office in time to meet the application deadline. Further guidance on which application deadlines apply to your programme can be found in the Application Guide: http://www.ox.ac.uk/admissions/postgraduate_courses/apply/application_guide.html.

Late or incomplete applications will not be considered.

Funding

When applying for re-admission applications for funding are generally the same as those for external application; for further details see:

http://www.humanities.ox.ac.uk/prospective_students/graduates/funding.

To be considered for an AHRC award (UK and other EU students) or a Clarendon award, ***all applicants must submit your application by the January deadline. Your application must be complete, including your references and other supporting materials, by that deadline.***

Application fee

You will be exempt from paying the graduate application fee of £25.

Break in study between Master's degree and D.Phil.

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

M.St. and M.Phil. Examination

Examinations are regularly taken during Trinity term in the first year (for the M.St.) or the second year (for the M.Phil.). The requirements for the M.St. and M.Phil. candidates for each paper are identical. A pass in the examination generally requires a pass mark in all the papers offered. For the M.Phil., it is therefore not possible to 'pass' in the papers but 'fail' in the thesis, or vice versa. It is not possible to submit the thesis at a later stage than that prescribed by the regulations.

Timetable and deadlines

You must discuss with your supervisor at the time of your arrival which courses you intend to follow. Not all subjects are taught every year and at all times teaching is available only for a limited number of languages.

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 Board. Students choosing options C(iii) and D(iii) must also submit the list of texts for approval by the Faculty Board. This is done through the Graduate Studies Assistant, Mrs Dobson, approved by the Chair of Examiners, and reported to the Faculty Board. This is in addition to your formal entry for the examination: your college will at some point in the year of your examination require you to complete and return an entry form on which you must list your options as approved by the Faculty Board.

- **M.St. students** must submit the choice of option papers and the topic of the optional thesis topic to the Graduate Studies Assistant in time for the second meeting in **Michaelmas term** (not later than **Tuesday of sixth week**).
- **M.Phil. students** must submit the thesis topic to the Graduate Studies Assistant in time for the second meeting of **Trinity term of the first year** (not later than **Monday of sixth week**), and the thesis title and choice of option papers in time for the first meeting of **Michaelmas term of the second year** (not later than **Monday of first week**).

Thesis topics can be submitted for informal approval to the Faculty Board in advance of the official deadline; consult with your supervisor to determine whether this is advisable. Even when informal approval has been given, official submission of the topic for the appropriate Faculty Board meeting must be made in accordance with the deadline.

Examinations are held at the end of the course only, in the final week of Trinity term. The viva date will usually be about 2 weeks later; a viva is usually required only in the case of borderline candidates. Full timetables will be circulated directly to candidates. 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. 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 supervisors at the earliest opportunity, in order that suitable practice can be arranged during the course.

Past question papers for the M.St. and M.Phil. written examinations can be viewed on the web at <http://www.oxam.ox.ac.uk>. Following a decision by the Faculty Board in 2010, the format of Paper A has been standardised as follows:

- (1) Phonetics and Phonology: 4 questions (including 1 data question).
- (2) Morphology: 4 questions (including 1 data question).
- (3) Syntax: 4 questions (including 1 data question).
- (4) Semantics and Pragmatics: 4 questions.
- (5) Historical-comparative: 4 questions.
- (6) Sociolinguistics: 4 questions.
- (7) General: 4 questions.

Candidates should answer three questions, but no more than two from any one section. Candidates taking a B option in a particular subject will not be allowed to answer questions from the section covering that subject in Paper A. For example, if one of your B options is B(iii) 'Semantics', you will not be allowed to answer questions from section (4), Semantics and Pragmatics, in Paper A.

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 supervisor. Submission format and constraints on word limit are as for the D.Phil. thesis, given on p. 41.

The Faculty Board 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 first 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: methods B and D. For D: One problem set is set at the beginning of Hilary term. It must be submitted to the Examination Schools, labelled only with the student's candidate number (and not the student's name or University student number), and is due by noon on Friday of the first week of Trinity term (of the second year, for M.Phil. students). The problem set is assessed as pass/fail, and the mark for the option depends entirely on the student's performance in method B.

- B (iii): Semantics: methods B and D. For D: One problem set is distributed at the beginning of Hilary term. It must be submitted to the Examination Schools, labelled only with the student's candidate number (and not the student's name or University student number), and is due by noon on Friday of the first week of Trinity term (of the second year, for M.Phil. students). The problem set is assessed as pass/fail; if the student fails the problem set, he or she will not receive a distinction mark.
- B (iv): Historical and Comparative Linguistics: method A.
- B (v): Psycholinguistics and Neurolinguistics: method C.
- B (vi): History and Structure of a Language:
 - Slavonic languages: method A.
 - Spanish: method B.
 - Other languages: as approved by the Faculty Board.
- B (vii): Experimental Phonetics: method C.
- B (viii): Sociolinguistics: method A.
- B (ix): Computational Linguistics: methods B and D. Six exercise sets and a practical programming exercise are taken during the term in which the option is taught. These are assessed as pass/fail, and the student must normally pass all six exercises and the programming exercise in order to pass the option. There is also an obligatory problem set consisting of two or three problems and one or more short essays, which determine the mark for the option. The problem set and the topics for the short essays are set at the end of the term in which the lectures and practical sessions are held, and are due at the beginning of the following term.
- B (x): Special Subjects: as approved by the Faculty Board.

Theses

Supervision for the thesis may be provided by your supervisor but may also be delegated to another teacher 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.

M.St. theses

The optional M.St. thesis must be submitted by noon on the Friday of first week 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 thesis required for the M.St. is more in the nature of an extended essay. Nonetheless, this option requires discipline and determination: many students find it easier to offer three examinations. The length of the thesis must not be more than 15,000 words.

M.Phil. theses

The compulsory M.Phil. thesis must be submitted by noon on Friday of the first week 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 supervisor as early as possible in your first year. The first meeting with your thesis 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

Submission format and constraints on word limit are as for the D.Phil. thesis, given on p. 41.

Ethical approval

If your research involves work with people, it will need ethical approval (see <http://www.admin.ox.ac.uk/curec/>). Your thesis supervisor must be closely involved in the process of seeking the relevant approval, which should be obtained before research begins. You should also ensure that you have obtained permission for use of any copyrighted 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. **Two copies** of the essay, report, or thesis must be submitted in a parcel addressed to the “Chairman of Examiners for the Degree of M.St. [or M.Phil.] in General Linguistics, c/o Examination Schools, High Street, Oxford”. The essay or report should be submitted in a parcel bearing the words “Essay [or Research Report] for the M.St. [or M.Phil.] in General Linguistics and Comparative Philology”. The parcel containing the thesis should bear the words “M.ST. [or M.PHIL.] IN GENERAL LINGUISTICS AND COMPARATIVE PHILOLOGY” in block capitals in the bottom left-hand corner. The documents should be labelled only with the student’s **candidate number** (and not the student’s name or University student number). A statement of the **word count** should be provided. Material which provides a clear indication of the identity of the student (for example, expression of thanks to the supervisor) should **not** be included. Each parcel must also contain a **signed letter** in a **sealed envelope** addressed to the Chair of Examiners stating that the submission is the candidate’s own work except where otherwise indicated. You should be sure to **obtain a signed receipt** stating the date and time of submission.

Except for option B(ix) Computational Linguistics, the submission must be made by **noon on Friday of Week 1 of Trinity term** (in the second year, for M.Phil. students). Information on deadlines for B(ix) must be obtained from the supervisor for the option.

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 85). All scripts will be double-marked independently, and may be re-read or third-read. Candidates may also be called for viva voce examination. 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.

Both examinations are marked according to a single scale (below). The pass mark for both degrees is 60. This mark should normally be attained in every paper and the thesis, but for the M.Phil. a mark below this in some papers may be regarded as acceptable, at the Examiners' discretion, if counterbalanced by an outstanding thesis.

For a Distinction in the M.Phil., marks of 70 or higher must be attained, with no fails. For a Distinction in the M.St., two marks of 70 or higher 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 at http://www.ling-phil.ox.ac.uk/grad_exams.

Alternative examination arrangements for disability or illness

The Disability Office provides guidelines for examination of students with disabilities. These are available online, at <http://www.ox.ac.uk/students/shw/das/exams/>. The Examination Regulations specify provision for students with special examination needs: http://www.admin.ox.ac.uk/examregs/08-10_Part_10_Candidates_with_Special_Examination_Needs.shtml.

The Examination Regulations also specify provision for students suffering from acute illness during the examination: http://www.admin.ox.ac.uk/examregs/08-11_Part_11_Acute_illness_or_other_urgent_causes_affecting.shtml.

Penalty for late submission

As a rule, the Examiners will reduce the mark for late submission by up to ten percentage points. If a candidate has failed to obtain permission from the Proctors for late submission, he or she will be deemed to have failed the entire examination.

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 is called for a viva

Vivas

All students who have taken the written papers for the M.St. or the M.Phil. must present themselves for an oral examination (a viva [voce] examination) at the time indicated by the examiners, unless they are dispensed in advance. 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 viva normally takes place about a fortnight after the date of the written papers. 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 on all other papers.

Results

M.St. and M.Phil. examination results are not divided into classes; students either pass or fail, but for very good work a distinction may be awarded.

M.Phil. students who do not satisfy the examiners that their work is of the quality required for an M.Phil. may be awarded an M.St., if their work is adequate. Those M.Phil. students who take the examination without having submitted a thesis at the right time may, but need not, qualify for an M.St.: under no circumstances can they be awarded an M.Phil.

Candidates who fail the M.St. or M.Phil. examinations cannot re-sit one part only, even if they have been informed that the thesis or some of the papers have reached the right standard. All papers must be re-taken. However M.Phil candidates are not required to submit a second thesis if the first one is of passing standard.

Note that failures in the M.St. and M.Phil. do occur. This may be 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. M.Phil. students may also have difficulties in finding time to write the thesis and often do not decide its subject 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 difficulties in writing at speed in English. They are advised to practice with mock examinations well before the real examination and to ask their supervisors to set and mark such examinations. All students should obtain copies of past papers to have some idea of their nature and format. These may be downloaded from <http://www.oxam.ox.ac.uk>.

In the event of failure in any paper or in the thesis, students should consult with their supervisors or with the Director of Graduate Studies at the earliest possible opportunity.

Complaints and appeals

The University provides a framework for handling complaints about any aspect of your programme and appeals regarding examination results. See Appendix D of the Faculty Handbook for more information.

M.Phil. in General Linguistics and Comparative Philology

Dissertations, Essays and Analysis Papers

Numerical Marks	Class	Criteria
Greater than 83	D	Work which consistently exceeds expectations and challenges received views. An outstanding performance, which shows remarkable knowledge and understanding of the material.
76-83	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.
70-75	D	Work which displays high intelligence, some sophistication of argument, an impressive range of relevant knowledge, and occasional originality.
60-69	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.
50-59	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.
40-49	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.
30-39	F	Largely irrelevant material, which only superficially addresses the question.
Less than or equal to 29	F	Almost totally irrelevant and superficial work, which shows no understanding of the material.

D = distinction, P = pass, F = fail

M.St. in General Linguistics and Comparative Philology

Dissertations, Essays and Analysis Papers

Numerical Marks	Class	Criteria
Greater than 83	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.
76-83	D	Work which displays high intelligence, some sophistication of argument, an impressive range of relevant knowledge, and occasional originality.
70-75	D	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.
60-69	P	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.
50-59	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.
40-49	F	Largely irrelevant material, which only superficially addresses the question.
30-39	F	Almost totally irrelevant and superficial work, which shows no understanding of the material.
Less than or equal to 29	F	Work of an even lower standard.

D = distinction, P = pass, F = fail

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.

Status on Admission and Transfer

Probationer Research Student (PRS)

If you intend to read for an M.Litt. or a D.Phil. you will initially be admitted to Probationer Research Student status (unless you have already obtained an M.Phil.). This status can be held for a maximum of four terms, and the Faculty will normally expect you to transfer out of this status to M.Litt. or D.Phil. status in your third term. For the continuation of certain grants (such as the AHRC grant) it is essential to transfer during the third 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.

Application for transfer of status

The most common application for transfer of status is from PRS status to either M.Litt. or D.Phil. status. This usually takes place in the third term of study.

PRS TO D. PHIL.

For students admitted from 1 October 2011, transfer from PRS to D.Phil. status **must** be completed by the end of the fourth term of study (this is usually the end of Michaelmas term of the second year). In exceptional circumstances, and for good cause, the Humanities Divisional Board may be petitioned for approval of up to two further terms of Probationer Research Student status.

Probationer Research Students applying for transfer to D.Phil. status must inform the Faculty Board in writing of their intentions eleven days before the beginning of their third term of study, and should at the same time indicate the subject of their proposed thesis and of the written work which they will submit. In special circumstances (for example, those who transferred to Probationer Research Student status from M.St. status), it will be possible to follow this procedure one term later.

The Faculty Board will appoint two assessors for each candidate, neither of whom will normally be the supervisor. You must submit the following material to the Graduate Studies Assistant, Mrs Dobson:

1. the standard form.
2. 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. The examiners 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.
3. an extract from the thesis of about 10,000 words. This should be a coherent subpart of the thesis, usually a chapter or an excerpt of a chapter, including an introduction and conclusion, appropriate referencing, bibliography, and footnotes.

The assessors will report to the Faculty Board on the following issues:

- whether you have a good general knowledge of the proposed subject area;
- whether your research topic is appropriate for submission as a doctoral thesis;
- whether you have a level of knowledge and the appropriate theoretical understanding to bring the research to the required level in due course; whether you have the ability to write up a thesis in a clear and scholarly fashion, and to defend it within the examination framework.

The interview is relatively informal, intended not only to assess your general knowledge of the field of the thesis but also to suggest possible areas of concentration or further study.

It is possible, although rare, for an application to be rejected. If your application is rejected you may reapply once only. In the case of a second rejection, a Probationer Research Student will cease to hold such status, though on the recommendation of the assessors, he or she could still be transferred to M.Litt. status. Because of these consequences, the second interview and assessment are more formal than the first.

For more information, consult the Humanities Framework for Transfer and Confirmation of Status, available online at http://www.humanities.ox.ac.uk/current_students/graduates/research_students

PRS TO M.LITT.

For admission to M.Litt. status you must submit a piece of written work, normally of about 5,000 words, in the broad field of your proposed thesis. From time to time the Faculty Board may make other requirements in order to ascertain your ability to engage in advanced research.

The application procedure for transfer to M.Litt. status is the same as described in the previous section for transfer from PRS status to D.Phil. status. If your application is rejected you may reapply once only, within two terms of your original application.

Confirmation of D.Phil. status

For students who entered from the M.Phil. with D.Phil. status, confirmation of status **must** be completed by the end of the third term of D.Phil. study; for students who started with PRS status, confirmation **must** be completed not earlier than the sixth term and not later than the ninth term after being admitted with PRS status. Candidates should confirm their D.Phil. status at least six months before applying for appointment of examiners.

The application will be examined by two assessors appointed by the Faculty Board, not normally your supervisor, who will interview you and make a recommendation to the Faculty Board. The assessors are entitled to consult with another person (who need not be a member of the University) who may, but need not, take part in the interview. You must submit the following material to the Graduate Studies Assistant, Mrs Dobson:

1. the standard form.
2. 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. The plan should be as detailed as possible, with allowances both for the contingencies of experimental work (which may not yet have been brought to completion), and for alternatives which cannot yet be fully explored.
3. an extract from the thesis of about 10,000 words. This should be a coherent subpart of the thesis, usually a chapter or an excerpt of a chapter, including an introduction and conclusion, appropriate referencing, bibliography, and footnotes. As long as the relevant data have been obtained, the extract should be of the standard expected for a successful D.Phil. thesis. Like a D.Phil. thesis it may require revisions, but it should not be fragmentary or incomplete. Ultimately, revisions to the work submitted may be, or may turn out to be, major insofar as the material comes to be affected by further research (e.g. by newly found data or the results of other chapters), but the submitted material should

have internal coherence and validity of the standard required for a completed D.Phil. thesis.

The assessors will read the work and contact you to set a date for the interview. Their report to the Faculty Board will address the following issues:

- whether you have a good general knowledge of the proposed subject area and have made satisfactory progress in your thesis;
- whether you have the ability to undertake research likely to advance the discipline, and merit eventual publication;
- whether you have a detailed understanding of relevant methods of research and advanced academic enquiry;
- whether you have the capacity to write a research thesis in a clear and scholarly fashion, and to defend it within the examination framework.

If the application is rejected you may reapply once, but if on the second occasion the application is again rejected, your status will lapse unless you apply for transfer of status (e.g. to M.Litt.) and your application is accepted.

For more information, consult the Humanities Framework for Transfer and Confirmation of Status, available online at http://www.humanities.ox.ac.uk/current_students/graduates/research_students

Funding

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

Information for current doctoral students wishing to apply for funding from their 2nd or 3rd year is available here:

http://www.humanities.ox.ac.uk/current_students/graduates/funding.

To be considered for an AHRC award (UK and other EU students) or a Clarendon award, ***all applicants must submit your application by the January deadline. Your application must be complete, including your references and other supporting materials, by that deadline.***

M.Litt.

Standard required

For both M.Litt. and D.Phil., 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 M.Litt., 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 D.Phil., 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 two years in the case of the M.Litt. It is clear that an M.Litt. thesis requires less work than a D.Phil. thesis, partly because it is expected to reach a different standard, partly because the subject ought to be narrower. Yet a successful M.Litt. and a successful D.Phil. 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 M.Litt. shall not exceed 50,000 words in length.

D.Phil.

Standard required

As for the M.Litt., 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 D.Phil., 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 D.Phil. thesis ought to contain material such as could be easily reworked into at least two substantial articles. For both M.Litt. and D.Phil. 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 three or at the most four years for the D.Phil.

Thesis length

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

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 M.Litt. or the D.Phil.; copies of these are kept in the Bodleian. All approved titles for M.Litt. and D.Phil. theses currently in preparation are in the full list of Oxford graduate students (available in the Graduate Studies Office).

Ethical approval

If your research involves work with people, it will need ethical approval (see <http://www.admin.ox.ac.uk/curec/>). Your thesis supervisor must be closely involved in the process of seeking the relevant approval, which should be obtained before research begins. You should also ensure that you have obtained permission for use of any copyrighted 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 Board 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.

D.Phil. and M.Litt. theses, if successful, are deposited in the Bodleian Library where readers can ask for them; even if they are not published in full, microfilms and Xeroxes will eventually make them 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

The D.Phil. or M.Litt. thesis should be submitted in single-sided, double-spaced format, with a margin of 3 to 3.5 cm on the left-hand edge of each page. 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 and footnotes. Note that the word count provided by word processors such as Microsoft Word is often artificially inflated, since symbols and diacritics are incorrectly included in the word count. 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.

Articles

In appropriate circumstances, D.Phil. candidates may offer a series of articles in lieu of a thesis, subject to the following guidelines being observed:

(i) word limit: 100,000 words (as for a thesis);

(ii) subject: the articles should jointly make a significant and coherent contribution in the particular field of learning in which the subject falls;

(iii) introduction: the articles (both published and unpublished) should be preceded by an introduction with a full and updated bibliography showing how they cohere and how they jointly contribute to an advance of knowledge in the chosen field;

(iv) presentation: the articles need not be re-typed; normal rules of style and presentation should be adhered to;

(v) the articles should be the product of the student's activities while registered for a research degree of the University and working under his or her supervisor's direction.

Prior publication

In common with other bodies administering research degrees within the University, the Faculty Board has no objection to the submission of material for the M.Litt. or D.Phil. 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 Board, 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.

Guidelines for the Presentation of Theses

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 a written dissertation. 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.

The Examination Regulations give rules for the presentation of a thesis; it must be typed or printed on one side only of A4 size paper with a margin of 3 to 3.5 cm on the left-hand side of each page. It may be advisable to leave a right-hand margin of about 3 cm on each page. The main text should be double-spaced; for exact details see the Examination Regulations or ask the Graduate Studies Office. 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.

Theses must be presented legibly. It is still possible but less frequent to use a good typewriter provided the necessary symbols are available; it is more normal to use a computer with a good word processing program, but here too it will be necessary to find fonts which include the necessary diacritics. The printer is important: some older printers may produce text which is difficult to read; normally laser and ink-jet printers are adequate. If necessary, diacritics can be added by hand, but care must be taken not to confuse the reader.

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. Examination Regulations prescribe that two separate unbound copies of the footnotes should be submitted for the convenience of the examiners in the event that they are not printed at the bottom of the page to which they belong. However, modern word-processing software should make the correct placement of footnotes simple. 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 consider carefully 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 (M.Litt. and D.Phil. only)

Together with their thesis, candidates for the degree of M.Litt. and D.Phil. 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 M.St. and M.Phil. students, the candidate's name must not appear on the thesis, which should be identified by candidate number only. For M.Litt. and D.Phil. 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 M.St. and M.Phil. 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 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) Indices. Examiners constantly complain about the absence of indices 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, indices 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 Board 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, Editors, and Writers of Dissertations*, 2nd edition, Modern Humanities Research Association, 2008, available for sale or as a freely downloadable pdf from <http://www.mhra.org.uk>.

Binding

M.ST. AND M.PHIL.

The Faculty Board has dispensed candidates from the requirement to bind theses for the M.St. and M.Phil. The pages must, however, be securely held in the correct order. A ring or spring binder will be sufficient.

M.LITT. AND D.PHIL.

The submission copies of the thesis must be securely and firmly bound in hard or soft covers; loose-leaf binding is not acceptable. The finalised deposit copy of the thesis (including the abstract) must be hard-bound in accordance with the requirements given in the Examination Regulations and accompanied by a separate unbound copy of the abstract.

Submission and appointment of examiners

The thesis should be submitted to the Examination Schools. You should complete and return the form of application for the appointment of examiners, endorsed by your college and supervisor, in time for the appropriate meeting of the Faculty Board (i.e. eleven days before it). The Faculty Board will consider the names of possible examiners (keeping in mind suggestions made by your supervisor after discussion with you) and will then invite two examiners to act.

The thesis may be submitted with the form of application for the appointment of examiners. 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 Friday 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.

Two copies of the thesis including the abstract should be submitted at the time of the examination. These must be securely and firmly bound in either hard or soft covers; loose-leaf binding is not acceptable. You must ensure that the copies of the thesis meant for the examiners include a note of the address at which you can be contacted. The examiners will need to get in touch with you to make arrangements for the viva (the oral examination). You are strongly advised to take a copy of your thesis with you to the viva. If the examination is successful a third, finalised (i.e. incorporating any corrections or amendments requested by the examiners) copy must be submitted to the Examination Schools for deposit in the relevant University library. This copy must be hard-bound and should be accompanied by a separate unbound copy of the abstract. Details of the binding requirements are given in the Examination Regulations.

The viva voce examination

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 the examiners have not got

in touch with you after a suitable period (normally a month or slightly more, allowing for holidays, etc.) you should contact the Graduate Studies Office. 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 Faculty Board about the outcome of the examination, and the Faculty Board 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.

Notification of results

M.Litt. and D.Phil. candidates will be informed of the results of the examination after the examiners have reported to the Faculty Board and the Board 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 Faculty Board can take place, the Faculty Board Chairman is authorised to accept a favourable recommendation of the examiners and to inform the candidates accordingly. In the case of controversial recommendations, the final decision will rest with the Faculty Board 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 (s)he was registered as a research student. Yet it is not uncommon for examiners to stipulate that the candidate should make minor corrections to the thesis before this is deposited. In such cases, permission to supplicate is given only after the examiners or their deputies have checked that these corrections have been made.

Examiners for the D.Phil. 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 D.Phil., or award of the M.Litt. as the thesis stands;
- (ii) reference back for resubmission for the M.Litt. only, (without the option of resubmission for the degree of D.Phil.);
- (iii) reference back for resubmission either for the D.Phil., or for the M.Litt., as the candidate may choose;
- (iv) award of M. Litt.;
- (v) outright failure.

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

Appeals

Candidates can appeal to the Proctors if they are convinced that the examination has not been conducted properly. Information about procedure, etc. is contained in the Proctors' memorandum on complaints in relation to higher degrees which is issued to all candidates when they apply for appointment of examiners. For more information, consult <http://www.admin.ox.ac.uk/proctors/complaints.shtml>.

Complaints or appeals should not be sent to the Faculty Board or to the examiners.

Supplicating for your degree

Permission cannot be granted for you to proceed to your degree until a final (where necessary, corrected) bound copy of your thesis has been deposited in the relevant University library. (See also "Taking Your Degree", p. 48)

Depositing your thesis in ORA

The University of Oxford is committed to the widest dissemination of research theses produced by its graduate students. Students following D.Phil., M.Litt., and M.Sc.(by Research) programmes, and registered¹ from 1st October 2007, are required to deposit a hardbound and a digital copy of their thesis with the Oxford University Libraries.

The digital copy should be deposited in the Oxford University Research Archive (ORA) at <http://ora.ouls.ox.ac.uk>. 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 www.bodleian.ox.ac.uk/ora and includes:

- Legal requirements and author responsibilities.
- When to deposit the digital copy of your thesis.
- How to deposit the digital copy of your thesis.
- Open and embargoed access (for reasons such as sensitive content, material that would affect commercial interests, pre-publication or legal reasons) to all or part(s) of your thesis.

Copyright in 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, please see information on third party copyright at http://www.bodleian.ox.ac.uk/ora/oxford_etheses.

Arrangements for Humanities Students

Access to Humanities doctoral theses deposited in ORA will automatically be closed for three years, to enable you to consider publishing your work. The Humanities Division recommends that, if you do plan to publish your research as a book or article, you do not place your thesis on open access in ORA without first (i) discussing the matter with your supervisor and (ii) consulting potential publishers to ascertain their policy.

TO EXTEND CLOSED ACCESS

(i) If you are a former Humanities student, you may apply (to the relevant faculty board) to extend the initial period of closure of your thesis on ORA if you intend to publish your thesis. If you have secured a contract or agreement with a publisher, you should provide a copy with the application for extension. If you have not yet reached an agreement with a publisher, you should provide information about when you expect to do so. Extensions will be granted for a maximum period of three years at a time.

(ii) If you secure a contract from a publisher which prohibits you from publishing your thesis online for a fixed period of time (e.g. 20 years) or indefinitely, you may apply for closed access for an equivalent period of time.

¹ The date of enrolment on which the student commenced this programme. If progressing from a master's to a doctoral programme it is the date the student started the new doctorate research programme

ALTERNATIVES TO THE DEFAULT POSITION FOR HUMANITIES STUDENTS

- (i) Should you be certain that you wish to publish your thesis electronically through ORA, you may use the GSO.3a form (available at <http://www.admin.ox.ac.uk/gso/forms/>) to choose open access, instead of the default closed access position.
- (ii) At any stage during the initial or subsequent period of closed access, you may decide to change access to your thesis to open access.
- (iii) Permanent closure: You may request permanent closure when depositing your thesis 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 Board 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 Board 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.

CONTACT DETAILS

For additional information see www.ouls.ox.ac.uk/ora/etheses.

Other Information

The obvious first sources of information are your 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 Graduate Studies Assistant responsible for student matters of the Faculty Board for Linguistics, Philology and Phonetics is Mrs Kate Dobson, Centre for Linguistics and Philology, 01865 280400.

Advice for overseas students on a wide range of matters is available from the International Office (located at the Examination Schools).

If you wish to discuss a matter which you feel you cannot raise with your supervisor, you may contact the Director of Graduate Studies or the Chairman or vice-Chairman of the Faculty Board. You can also approach your college advisor. Administrative inquiries should be addressed to the Director of Graduate Studies or the chairman of the Faculty Board, the Graduate Studies Assistant, or the Secretary to the Faculty Board.

Finally, the two Proctors are available for consultation by members of the University and may investigate complaints or appeals in relation to higher degrees involving research. The Proctors are University officers, elected annually from the academic staff, who ensure generally that the statutes, customs and privileges of the University are observed. They are responsible for seeing that the University examinations are properly and fairly conducted. When a complaint is received, the Proctors have the power to summon any member of the University to help them in their enquiries; see Appendix D of the Faculty Handbook. A student is entitled to appear before the Proctors to put his/her case and may be accompanied by a friend or an advisor. For more information, consult the regulations at <http://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml>.

Joint Consultative Committee

In addition to being present for portions of each meeting of the Faculty Board, the student representatives are also the representatives on the Joint Consultative Committee which meets before the Faculty Board on the same day in order to consider in detail any student-raised issues which are to be brought before the Faculty Board. Any student is entitled to ask the representatives to raise any issue that concerns them.

The student representatives aim to consult the student body as a whole on forthcoming issues in the week before the Faculty Board meetings and to report back on the discussions afterwards.

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. In all cases, employment requires the permission of the supervisor and the appropriate training, as described on p. 9.

Although occasional tutorial teaching (up to 4 hours per week) is normally exempt, non-EU citizens are required by law to seek permission through the proper channels for any employment that they undertake. The relevant documents are available in the Centre, and the University Offices may be consulted for advice on procedures. Occasional teaching is by far the most common form of employment undertaken by graduate students.

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 Secretary.

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 <https://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, usually on Saturdays. They take place in the Sheldonian Theatre and are presided over by the Vice-Chancellor or his 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 M.Phil. (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 D.Phil. and not M.Phil., D.Phil.

Where next?

The majority of all taught-course students aspire to the D.Phil. or equivalent. Nearly all of the current research students did the M.Phil. at Oxford. Even those students who do not continue at Oxford often remain involved with the subject of their taught courses to a greater or lesser degree, and indeed capitalise upon the work done at Oxford in their subsequent careers.

Successful D.Phil. students have gone on to a wide variety of academic and other careers, some of which are listed on the Linguistics website.