DPhil Programme in Management Studies

Course Handbook 2018

1. Foreword

Statement of Coverage

Welcome to the DPhil in Management Studies Programme at the Saïd Business School, University of Oxford.

This handbook applies to students starting a DPhil in Management Studies Programme at the Saïd Business School, University of Oxford in Michaelmas Term 2018 and who will normally be expected to finish by the end of Trinity Term 2022. The information in this handbook may be different for students starting in other years. Students should refer to the handbook for the year in which they started their studies which can be found on Canvas

1.1. Version

Version	Action	Date
Version 1.0.0	First published	01/10/2018

1.2. Disclaimer

The Examination Regulations relating to this course are available at https://www.admin.ox.ac.uk/examregs/2018-19/rdtsaidbusischo/f there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact Jessica.hodgson@sbs.ox.ac.uk

The information in this handbook is accurate as at 1st October 2018, however it may be necessary for changes to be made in certain circumstances as explained at https://www.ox.ac.uk/admissions/graduate/courses/changes-to-courses?wssl=1. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

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1.3. Welcome

Dr Jonathan Reynolds
Director of Graduate Studies & Deputy Dean

Dear Students,

Welcome to the Said Business School academic community.

We welcome you not only as a student, but also as a junior colleague. Doctoral training at the School will immerse you in all aspects of academic life and will provide you with the skills and confidence to prepare you to become a productive scholar. Guided by your convenors and supervisors, we will provide courses in a wide variety of research methods, access to leading thinkers in the field of management & finance, and an environment that will stimulate your intellectual curiosity.

This handbook sets out many of these more formal procedures and processes. But we also recognise that doctoral study requires you to actively engage in advanced study: from working constructively with your supervisors and other faculty to develop and refine your research question, to becoming actively involved with the intellectual community within the Business School and in the Oxford community. A Business School embedded within a wider collegiate University such as Oxford offers extraordinarily exciting opportunities for doctoral students, and I urge you to take full advantage of them.

This handbook aims to set out the course programme procedures from registration to completion. It is intended as a source of information in its own right, and as a guide to other sources of information. We hope that it will be useful to doctoral students arriving in Oxford for the first time, those already here, and to supervisors and examiners.

Suggestions for improving this handbook are welcome, and should be sent to the Programme Manager, Jessica.Hodgson@sbs.ox.ac.uk

The handbook will help you particularly to address some of the stages in your academic progression that you will encounter. You should consult them whenever you:

● Apply for a change of status (called "Transfer" or "Confirmation" of Status)

● Enter for an examination

● Apply for extension of time

● Submit your thesis
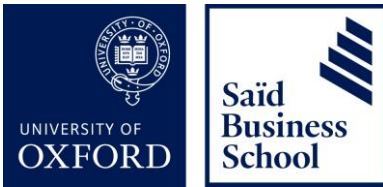
It is advisable, however, that you read the handbook carefully now, so that you are aware of the timescales against which you will need to work.

Other important sources of information are the programme site on Canvas, the current College Handbooks (which can be found on their individual websites), the Oxford Student Website, The Exam Regulations site and the University Education Committee's Policy on Research Degrees

1.4. Useful department contacts

Academic Leadership Team and DPhil Committee

Name, Role	Contact Email
Dr. Michael Smets, Convenor of the Management Research stream	*Michael.smets@sbs.ox.ac.uk* *+44 (0)1865 614849*
Professor Thomas Noe, Convenor of the Financial Economics stream	*Thomas.noe@sbs.ox.ac.uk* *+44 (0)1865 288933*
Dr. Jonathan Reynolds, Deputy Dean and Director of Graduate Studies	Jonathan.Reynolds@sbs.ox.ac.uk +44 (0)1865 288924
Professor Sally Maitlis, TOPOS academic area representative	Sally.maitlis@sbs.ox.ac.uk *+44 (0)1865 288915*
Professor Richard Whittington, SIM academic area representative	Richard.whittington@sbs.ox.ac.uk +44 (0)1865 288931
Professor Ludovic Phalippou, FAME academic area representative	Ludovic.phalippou@sbs.ox.ac.uk *+44 (0)1865 288719*

Administrative Contacts

Farzana Sadat	Head of Degree Programmes	Farzana.sadat@sbs.ox.ac.uk +44 (0)1865 288950
Jessica Hodgson	Programme Manager	Jessica.hodgson@sbs.ox.ac.uk +44 (0)1865 78800
Student Support and Materials		Degree. Support@sbs.ox.ac.uk
Christian Clee	Programme Support Administrator	Christian.Clee@sbs.ox.ac.uk +44 (0)1865 614822
Alexander Whitehouse	Programme Support Administrator – Programme Materials	Alexander.Whitehouse@sbs.ox.ac.uk +44 (0)1865 610068
Maxine Hewitt, Head of Student Welfare	Student welfare, conduct & discipline	welfare@sbs.ox.ac.uk +44 (0)1865 288842

Gemma Sheppard	SPS Executive Officer	+44 (0)7736198591
Hal Kirkwood	Bodleian Business Librarian	library@sbs.ox.ac.uk +44 (0)1865 288882

Other contact points

Contact	Email
Graduate Studies Administrator - Social Sciences Division	graduate-studies-1@socsci.ox.ac.uk
IT Help Desk: Contact Point for any IT issues	it@sbs.ox.ac.uk
Estates	Maintenance@sbs.ox.ac.uk
Alumni Team: Contact Point for any Alumni Queries	alumni@sbs.ox.ac.uk
Research Team: Contact point for research seminars, funding opportunities and CUREC	ethics@sbs.ox.ac.uk
Social Science Doctoral Training Centre(s)	http://researchtraining.socsci.ox.ac.uk/
ESRC Doctoral Training Centre	dtc@socsci.ox.ac.uk / http://researchtraining.socsci.ox.ac.uk/home-dtc/
Current DPhils	http://www.sbs.ox.ac.uk/programmes/degrees/dphilmgmt/our-students

1.5. Buildings/Locations/Maps/Access

You can access site maps and access arrangements on the programme Canvas site. There is a list below of the relevant maps available for your attention.

The three DPhil rooms are located at W1.01, W.1.03 and W1.12

1.6. Important dates

Dates of Term

Term	Start Date	End Date
Induction Week	1st October 2018	5th October 2018
2018 Michaelmas Term	8th October 2018	11th January 2019
2019 Hilary Term	14th January 2019	26th April 2019
2019 Trinity Term	28th April 2019	11th October 2019
2019 Michaelmas Term	13th October 2019	17th January 2020
2020 Hilary Term	19th January 2020	24th April 2020
2020 Trinity Term	26th April 2020	9th October 2020
2020 Michaelmas Term	To be confirmed	To be confirmed
2021 Hilary Term	To be confirmed	To be confirmed
2021 Trinity Term	To be confirmed	To be confirmed

2. The course content and structure

2.1. Overview

The DPhil in Management Studies is a postgraduate research (PGR) degree that is normally up to four years in length. A student admitted in Michaelmas 2018 would expect to submit their thesis in Trinity term 2022. The DPhil in Management Studies is at FHEQ level 8.

2.2. Course aims

The primary aim of the DPhil in Management Studies is to provide students with the knowledge, skills and abilities required to pursue fulfilling and successful academic careers. Although not all graduates will necessarily go on to pursue academic careers, facilitating such careers represents the programme's main aim, as reflected in the programme's coursework, assignments, examinations, research requirements and provision of teaching opportunities.

2.3. Intended learning outcomes

The programme has four primary intended learning outcomes:

1. Gain rigorous disciplinary knowledge and ability: All of our graduates will have the theoretical and methodological knowledge and skills necessary to engage in research that can provide the foundation for publication in top tier academic journals.

2. Develop fluent and persuasive scholarly writing skills: All of our graduates will have the ability to write for scholarly publication in a coherent, convincing manner.

3. Learn to be effective teachers: All of our graduates will have the ability to effectively teach undergraduate courses in their disciplinary area.

4. Possess convincing and engaging presentation skills: All of our graduates will have the ability to present to academic and practitioner audiences in a convincing and engaging manner.

2.4. Course structure

Students are admitted to one of two core pathways: Financial Economics or Management Research.

Students can follow an integrated thesis (three-paper route) or a full thesis route in either of the two pathways.

Regardless of which type of final thesis you will submit, or which pathway you are on, you will be required to

meet a number of milestones at various points in the DPhil. These are listed below and linked to a fuller version of the guidance found elsewhere in the handbook, with the different requirements for each pathway listed for each section.

Milestone	Term of Completion
Entry into Programme	1st October 2018 (Start Date)
Probationer Research Status	Michaelmas Term 2018-Trinity Term 2019 (1st-3rd Term)
Transfer of Status	Michaelmas Term 2019 (4th Term)
Confirmation of Status	Trinity Term 2021 (9th Term)
Finishing Up (Submission, Viva and Final Processes)	Trinity Term 2022 (12th Term)

2.5. Syllabus

The detailed course syllabus for each core and elective course are available on Canvas
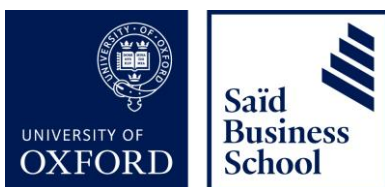
3. Teaching and learning

3.1. Organisation of teaching and learning

All core and elective courses for Probationer Research Students (PRS) are taught at either Saïd Business School or the Department of Economics depending upon the programme pathway.

Timetables and further course information can be accessed in Canvas.

Probationer Research Status

All students are initially admitted as Probationer Research Students and follow either the Management Research or Financial Economics pathway. Students who have already completed a relevant Oxford MPhil with a thesis in the same broad field as their proposed doctorate may be exempted the PRS stage, and transfer of status. During the PRS status period, students will be trained in research methods skills and in methodology, and will develop general expertise in their field of study by attending relevant lectures, seminars and classes. At the same time, they will develop a thesis topic and begin to read and synthesize the academic literature specific to this topic.

Timetabling and Course Details

For both pathways, the specifics of timetables, reading lists and specific assessment details can be found on the course DPhil Canvas site for the Management Research pathway and the MFE Canvas site or the MPhil Economics Weblearn site for Financial Economics students. These sites can be accessed from the DPhil Canvas site

Management Research pathway - Core Courses

Management Research students are required to take three core courses during their first term (Michaelmas term):

Course
Introduction to Management Research Methods
Statistical Research Methods
Management and Organization Theory

Management Research - Advanced Methodology and Specialist Courses

During their second term, **Hilary**, and third term, **Trinity**, the student will undertake advanced research methods

training and, in consultation with their supervisor, select specialist courses, available from a choice of topics relevant to Management Research. Students and supervisors will need to decide on a combination of courses from one of the options listed below.

Students must take a minimum of three up to a maximum of five courses in one of the following combinations. All choices must be approved by the supervisor and then be forwarded to the programme manager.

- one advanced methods course plus two electives (minimum requirement)
- two advanced methods courses plus two electives
- one advanced methods course plus three electives
- two advanced methods courses plus three electives (maximum allowed)

In 2018/19, the advanced methods options on offer will be:

Course
Advanced Qualitative Research Methods (TT)
Advanced Quantitative Research Methods (TT)

In 2018/19, the specialist elective courses on offer will be:

Course
Innovation, Organization and Markets (TT)
Organization Theory (HT)
Foundations of Strategy (HT)
Marketing (HT)
Social Network Analysis (TT)

The Granting of Exemptions

The DPhil Committee will normally only grant exemption from the requirement to complete the assessment work associated with PRS courses if the student has the support of his or her supervisor, and if the student has completed an assessed academic course that substantively replicates one of the PRS courses.

Students and supervisors are asked to identify the specific PRS course for which the exemption is requested, the "target" PRS course. The student should forward the syllabus of the course(s) that it is proposed overlaps the targeted PRS course to the Programme Manager. The relevant course convenor and course leader will then be asked to confirm whether the course(s) substantially overlaps with the targeted PRS course.

If the exemption is granted, the number of required PRS courses a student will need to take will be reduced. Students are not required to take an additional course as a substitution

Application for exemption from any other aspect of the transfer requirements should be made in writing to the DPhil Committee and should be accompanied by a letter of support from the student's supervisor.

Students are required to apply as early as possible for any exemption, in the first term of registration. This allows the student to concentrate on research thereafter, or to prepare fully for examination should exemption be refused.

Financial Economics pathway – Core Courses

Financial Economics students take core courses from the MSc in Financial Economics (MFE) and MPhil Economics. For Financial Economics students, those that do not already have MSc in Financial Economics (MFE) are required to take four core courses from the MFE. All FE students are then required to take four courses from the list of first and second year MPhil Economics modules, one of which must be Financial Economics I or Financial Economics II. In special circumstances, where a student has taken a substantially similar course prior to enrolment, they may substitute MPhil economics courses for the required MFE core courses. Both the pathway convenor and the student's supervisor must agree any substitution.

The MFE core courses are;

Course
• Asset Pricing
• Corporate Finance
• Economics
• Financial Econometrics

The MPhil Economics modules for 2018/19 are;

Course
●   Econometrics
●   Microeconomics
●   Financial Economics 1
●   Financial Economics 2

Probationer Research Student status cannot exceed six terms (including deferrals).

Recommended patterns of teaching (RPT)

During their first term (Michaelmas Term) students will take 3 core modules:

● Introduction to Management Research

● Management and Organisational Theory

● Statistical Research Methods

During their second and third terms, (**Hilary/Trinity** Term) students must take a minimum of three courses or a maximum of five elective courses in one of the following combinations.

● **one** advanced methods course **plus two electives (minimum requirement)**

● **two** advanced methods courses **plus two electives**

● **one** advanced methods course **plus three electives**

● **two** advanced methods courses **plus three electives (maximum allowed)**

Paper	Term	Lectures	Classes	Comments
				Figures in this table are in hours unless otherwise stated.
Introduction to Management Research	MT	51		17 sessions x 3 hours
	HT			
	TT			

| Paper | Term | Dept/ Faculty | | Comments |
		Lectures	Classes	Figures in this table are in hours unless otherwise stated.
Management and Organisational Theory	MT	48		16 sessions x 3 hours
	HT			
	TT			
Statistical Research Methods	MT	40		10 sessions x 4 hours
	HT			
	TT			
Foundations of Strategy	MT			8 sessions x 2 hours
	HT	16		
	TT			
Marketing	MT			
	HT	16		4 sessions x 4 hours
	TT			
Advanced Quantitative Research Methods	MT			8 sessions x 3 hours
	HT			
	TT	24		
Organisation Theory	MT			8 sessions x 2 hours
	HT	16		
	TT			
Innovations, Organisations and Markets	MT			8 sessions x 3 hours
	HT			
	TT	24		
Advanced Qualitative Research Methods	MT			8 sessions x 2 hours
	HT			
	TT	16		
Social Network Analysis	MT			8 lecture sessions x 2.5 hours 5 lab sessions x 2.5 hours
	HT			

| Paper | Term | Dept/Faculty | | Comments |
		Lectures	Classes	Figures in this table are in hours unless otherwise stated.
	TT	20	12.5	

Financial Economics Pathway

Students are required to take four core courses from the MFE:

● Asset Pricing

● Corporate Finance

● Financial Economics

● Financial Econometrics

All FE students are then required to take four courses from the list of second year MPhil Economics modules, one of which must be Financial Economics I or Financial Economics II.

| Paper | Term | Dept/Faculty | | Comments |
		Lectures	Classes	Figures in this table are in hours unless otherwise stated.
Asset Pricing Part 1 – MT Part 2 - HT	MT	24	24	8 sessions x 3 hour lectures in MT & HT
	HT	24	24	8 session x 3 hour optional support class in MT & HT
	TT			
Corporate Finance Part 1 – MT Part 2 - HT	MT	24	24	8 sessions x 3 hour lectures in MT & HT
	HT	24	24	8 session x 3 hour optional support class in MT & HT
	TT			
Financial Economics Part 1 – MT Part 2 - HT	MT	24	24	8 sessions x 3 hour lectures in MT & HT
	HT	24	24	8 session x 3 hour optional support class in MT & HT
	TT			
Financial Econometrics	MT	24		8 sessions x 3 hours in MT

Paper	Term	Lectures	Classes	Comments
				Figures in this table are in hours unless otherwise stated.
Part 1 – MT Part 2 – HT	HT	24		8 sessions x 3 hours in HT
	TT			
Econometrics	MT	24		16 sessions x 1.5 hours in MT, HT & TT
	HT	24		
	TT	24		
Microeconomics	MT	31.5		21 sessions x 1.5 hours in MT & HT 10 sessions x 1.5 hours in TT
	HT	31.5		
	TT	15		
Financial Economics Part 1 – MT Part 2 - HT	MT	24		Part 1 - 8 sessions x 3 hours Part 2 – 8 sessions x 3 hours
	HT	24		
	TT			

If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in section 7.2 - complaints and appeals

Teaching and Marking Opportunities

The School recognises the importance of doctoral students gaining teaching experience whilst in Oxford. During your time on the Programme, you may be interested in being involved with or invited to contribute to teaching activities on other Programmes at the School or in your College.

These might take the form of tutorials, lectures, support classes or, occasionally, assessment. School teaching commitments should be agreed in advance with your supervisor and with Iain Lockey, Academic Planning Manager (iain.lockey@sbs.ox.ac.uk). You will also be required to undertake the School's Teaching, Learning and Assessing Skills Accreditation course and you may wish to explore other training opportunities elsewhere in the University. You will tend to work with a senior member of faculty who will monitor or mentor your teaching. Work as an assessor requires the approval of the Proctors, which may not always be granted. There are strict limits to the amount of teaching activity a research student may undertake (especially for those with Tier 4 visas),

and the scheduling of that activity, commensurate with their need to complete their doctoral research in a timely manner.

Details of further teaching training can be found in the Skills and learning development section

3.2. Fieldwork

Fieldwork Safety and Training

Fieldwork

Many students will, as part of their course, be required to undertake fieldwork. Fieldwork is considered as any research activity contributing to your academic studies, and approved by your department, which is carried out away from the University premises. This can be overseas or within the UK. The safety and welfare of its students is of paramount importance to the University. This includes fieldwork and there are a number of procedures that you must follow when preparing for and carrying out fieldwork.

Preparation

Safe fieldwork is successful fieldwork. Thorough preparation can pre-empt many potential problems. When discussing your research with your supervisor please think about the safety implications of where you are going and what you are doing. Following this discussion and before your travel will be approved, you will be required to complete a travel risk assessment form. This requires you to set out the significant safety risks associated with your research, the arrangements in place to mitigate those risks and the contingency plans for if something goes wrong. There is an expectation that you will take out University travel insurance. Your department also needs accurate information on where you are, and when and how to contact you while you are away. The travel assessment process should help to plan your fieldwork by thinking through arrangements and practicalities. The following website contains some fieldwork experiences which might be useful to refer to https://www.socsci.ox.ac.uk/fieldworkers-experiences

Training

Training is highly recommended as part of your preparation. Even if you are familiar with where you are going there may be risks associated with what you are doing.

Social Sciences Division Research and Skills Training (termly) http://www.socsci.ox.ac.uk/training

Preparation for Safe and Effective Fieldwork. A half day course for those carrying out social science research in rural and urban contexts

Fieldwork in Practice. A student led course on negotiating the practical aspects of fieldwork.

Vicarious trauma workshops. For research on traumatic or distressing topic areas or contexts.

Safety Office courses http://www.admin.ox.ac.uk/safety/overseastravelfieldwork/ **(termly)**

Emergency First Aid for Fieldworkers.

Fieldwork Safety Overseas: A full day course geared to expedition based fieldwork.

Useful Links

More information on fieldwork and a number of useful links can be found on the Social Sciences divisional website**:**

http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork;

http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork-more-information;

http://researchtraining.socsci.ox.ac.uk/site-search?keys=fieldwork
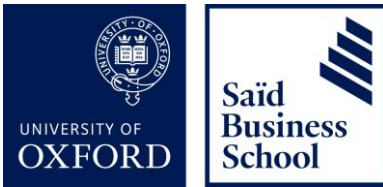
Supervisor Role

Supervisors of all students, whether in the arts or in the sciences, should consider carefully the safety implications of their students' research. When planning your fieldwork with your supervisor you should work through the fieldwork checklist that can be found on Canvas

CUREC - Ethical approval procedure for Saïd Business School research

Doctoral students must show that they have obtained the appropriate ethical approvals in order to progress their degree through Transfer of Status and Confirmation of Status. At Oxford, all research involving human participants must comply with University of Oxford research ethics guidance as set out by the Central University Research Ethics Committee (CUREC). Saïd Business School Departmental Research Ethics Committee (SBS DREC) is responsible for reviewing and approving all ethics applications made by members of the School. An overview of the process and links to additional resources are available online via the **Research Office intranet**, please bookmark this page.

Contact with SBS DREC is via the Ethics Administrator by email to **ethics@sbs.ox.ac.uk.**

Overview of ethical approval process at SBS

All academic research involving human participants must adhere to ethics guidance as set out by the **Central University Research Ethics Committee (CUREC).**

As a researcher, you are responsible for submitting an application to **ethics@sbs.ox.ac.uk** for the research you plan to undertake. Please allow at least one calendar month for review and approval.

Step-by-step:

- Work through the **Decision Flowchart**

- Download and complete the **CUREC 1A checklist**

- Prepare supporting documents on **SBS Letterhead**. Supporting documents typically include:

    o Introductory letters (if applicable).

    o Participant Information Sheet.

    o Participant Consent Form.

    o For more detail about what to include visit **CUREC Resources,**

    o NOTE: Applicants whose research requires the completion of a CUREC 2 form must also submit samples of the research tools (questionnaires, surveys and interview questions).

- Obtain the required signatures (electronic signatures[2] from an Oxford email address are acceptable). These include:

    o You and, if applicable, your team of researchers.

    o The relevant Academic Area Head/s or supervisor (for student research).

    o Programme Director (for student research).

- Email your signed checklist and supporting documents to **ethics@sbs.ox.ac.uk** from an Oxford email address

- Your application will be checked for completeness and will be either:

    o Acknowledged and sent to the Committee for review.

    o Returned to you with a request for missing documents or signatures to complete your application.

- The Committee will review the content of completed applications. Please note that it may be necessary for the Committee to seek additional information from applicants about methods, sampling, data management, etc.

- Committee approval will be confirmed by e-mail. Your confirmation letter will include a CUREC reference number for you to include in your Participant Information Sheet, Participant Consent Form and any future correspondence with **ethics@sbs.ox.ac.uk.**

NOTE: If your research methods change during the course of your project you will need to revise and resubmit

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your application to **ethics@sbs.ox.ac.uk.**

1. Human participants: This is research activity that draws upon qualitative and quantitative research methods that engage the general public, professionals and/or elite professionals in surveys, questionnaires, structured, semi and unstructured interviews, focus groups, workshops and participant observation, including covert observation.

2. Electronic signatures: To save time you can obtain all signatures electronically. When all required e-signatures have been obtained, please email the full set of documents including the e-signatures to ethics@sbs.ox.ac.uk for formal review.

3.3. Expectations of study and student workload

Students are responsible for their own academic progress. Full-time graduate students should generally regard their studies as a full-time occupation of at least 40 hours per week for a minimum of 44 weeks of the year, and should normally be available for academic commitments during usual working hours (i.e. 9 am to 7 pm on weekdays). Graduate students on taught courses should regard this as applying to term-time study whilst for students on research courses it applies year-round.

Paid Work Policy

Students on research courses (such as a DPhil) are advised that any paid work should still allow them to spend at least 40 hours per week for a minimum 44 weeks of the year on their studies. Full guidance can be found in the Paid work guidelines for Oxford graduate students
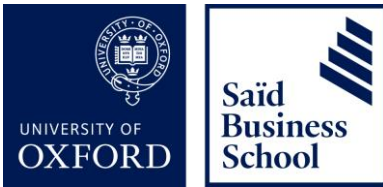
3.4. Supervision

The University ('Academic') Supervisor

Every student registered for a postgraduate degree is allocated two University Supervisors appointed by the DPhil Committee of the Saïd Business School. In addition to giving specific instruction and advice, the supervisors have a broad responsibility for the student's course of study. A minimum of 9 meetings, or equivalent per year are expected to be held between the supervisor and student.

Students are allocated their supervisors at the time of their application. Research degree students may be transferred to another supervisor, should the student's research substantially change direction and suitable expertise exists within the School's faculty. It is common for students in their first year to have an initial supervisor appointed prior to finalising their subject of study. This is presently the case for all students pursuing the Financial Economics pathway.

The supervisor is obliged to report on the student's progress to the DPhil Programme pathway convenors and Director of Graduate Studies at the end of each term through the Graduate Supervision Reporting system (GSR)

and to inform the Committee at once if he or she is of the opinion that the student is unlikely to reach the standard required for their degree. Their advice will always be sought by the DPhil Committee before recommending any change in status, extension to the terms of study, and so on. **It is therefore, of the first importance for every student to keep in regular contact with his or her supervisor during residence and whilst working on their thesis away from Oxford and to keep their supervisor fully informed as to the progress of their studies.**

Students wishing to change their supervisor ought, whenever possible, to discuss the matter first with their supervisor. The supervisor will then contact the Director of Graduate Studies or pathway convenor and arrange for any necessary action to be taken through the DPhil Committee. Students wishing to change their supervisor, should complete a **GSO.25 form**

The DPhil Committee and all university supervisors recognize that occasionally there arise incompatibilities of temperament or approach between supervisor and student. Because of the central importance Oxford attaches to the student-supervisor relationship, students are urged to discuss any problem of this kind freely and in full confidence with their DPhil Pathway Convenor, or the Director of Graduate Studies. An alternative method of approach in such cases is through the student's college advisor or college Tutor for Graduates, or Senior Tutor.

Students are required to consult their supervisors before taking on any teaching commitments. Such arrangements will be monitored by the DPhil Committee. The extent to which supervisors will encourage or discourage such teaching will depend on individual circumstances.

Any supervisor spending a substantial part of their sabbatical leave out of Oxford is expected to inform supervisees and the DPhil Committee. Although supervisors are expected to retain responsibility for their doctoral students during sabbatical leave periods, the DPhil Committee may appoint a new supervisor on either a temporary or permanent basis.

Students who have concerns over supervision, or any other aspect of their studies that cannot be dealt with by their supervisor, may contact their DPhil Pathway Convenor or the DPhil Programme Manager.

The responsibilities of student and responsibilities of the supervisor in this relationship are outlined by Social Sciences Division, via these links.

The College Advisor

In addition to their University supervisor each student is allocated an advisor by his or her college. The rationale behind this appointment is to provide a focus for an individual student's relationship with the college. It is important that the student/college advisor relationship should have an academic element. Whilst in no way undertaking the supervisor's role, the college advisor should be in a position to discuss the student's academic work. The college advisor is expected to monitor a student's progress; to hold at least one meeting a term with the student to discuss the supervisor's report; and to be available at other times for consultation on academic or other matters which a student might feel could not be taken to a supervisor.

GSR Supervision System

The Graduate Supervision Reporting (GSR) will be available from Michaelmas term 2018.

Access to GSR for students will be via Student Self Service https://www.ox.ac.uk/students/selfservice. Students will be sent a GSR automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries.

Purpose of GSR

"It is strongly recommended that you complete a self-assessment report every reporting period. If you have any difficulty completing this, you must speak to your supervisor or Director of Graduate Studies. Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Students and supervisors are reminded that having a positive student-supervisor relationship is an important factor in student success. Research suggests that one of the strongest predictors of postgraduate completion is having expectations met within the student-supervisor relationship."

Key changes to note

The student reporting window will open one week later, in 7th week, and will be extended to three weeks. The supervisor reporting window will also open one week later in 10th week, and has been shortened to four weeks to encourage timely feedback.

A fourth reporting window in the Long Vacation (summer) is being introduced, which will be mandatory for PGR courses.

The new reporting timeline is as follows:

CURRENT

	Michaelmas	Hilary	Trinity	Long Vac	Michaelmas
	6 7 8 9 10 11 -2 -1 0 1 2 3 4 5	6 7 8 9 10 11 -2 -1 0 1 2 3 4 5	6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 -2 -1	0 1 2 3 4 5 6 7 8 9 10
	Nov Dec Jan Feb	Mar Apr May	Jun Jul Aug Sep	Oct Nov Dec

	Michaelmas term reporting	Hilary term reporting	Trinity term reporting	Michaelmas...
Student	2	2	2	2
Supervisor	8	8	18	
DGS	10	10	20	

FUTURE

	Michaelmas	Hilary	Trinity	Long Vac	Michaelmas
	6 7 8 9 10 11 -2 -1 0 1 2 3 4 5	6 7 8 9 10 11 -2 -1 0 1 2 3 4 5	6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 -2 -1	0 1 2 3 4 5 6 7 8 9 10
	Nov Dec Jan Feb	Mar Apr May	Jun Jul Aug Sep	Oct Nov Dec

	Michaelmas term reporting	Hilary term reporting	Trinity term reporting	Long Vacation PGR/Optional PGT reporting	Michaelmas...
Student	3	3	3	3	3
Supervisor	4	4	4	4	
DGS	6	6	4	4	
College advisor	13	13	11	11	

(Closed period markers shown at the start of each reporting window)

KEY

- Yellow — Student reporting window
- Light green — Supervisor can report if student has submitted report
- Green — Main supervisor reporting window
- Light blue — DGS can view/comment as required
- Blue — Main DGS reporting window
- Purple — College advisor can record number of meetings with student
- Red — Closed period

All GSR automated email notifications will include dates of reporting windows, not term week numbers, to ensure clarity.

Research students will be able to complete the Divisional Training Needs Analysis (TNA) form in Student Self Service and add this to their GSR reports.

More nuanced flagging of concerns about academic progress (minor/major/severe) has been introduced.

"**Flagging concerns**

Student concerns should relate directly to academic progress. If students are dissatisfied with any other aspects of provision e.g. their supervisory relationship or their working environment, they should raise these with the Director of Graduate Studies (or equivalent) in the first instance and pursue them through the department's complaints procedure if necessary.

Supervisors should discuss any concerns about academic progress with the student before flagging a concern in GSR.

Directors of Graduate Studies should review all flagged concerns and take action as appropriate. A severe concern should result in a meeting with the Director of Graduate Studies without delay. Directors of Graduate Studies should briefly note any action being taken to resolve the matter.

Minor concerns – Satisfactory progress is being made, but minor issues have been identified where further action may be required to keep progress on track

Major concerns – One or more factors are significantly affecting progress, and further action is required now to keep progress on track

Severe concerns – Progress is being seriously affected by one or more factors, and a meeting with the Director of Graduate Studies should be held as soon as possible to discuss further action to get progress back on track"

Relevant Links on Supervision

Information	Link
Education Committee:	Responsibilities of the Student
Education Committee:	Responsibilities of the Supervisor
GSR:	Student Guidance – Student self-service
GSR:	Supervisor Guidance – E-Vision
Canvas – Supervision page	Divisional Guidelines

4. Assessment

4.1. Assessment structure

Students are assessed on a range of taught courses in their first year as set out in the **PRS year** section. As noted in the special Examination Regulations for the DPhil, students are required to satisfactorily complete each of the required courses as a prelude to transfer of status. Students are normally expected to achieve a minimum mark of 60 on each PRS course, with the exception of courses shared with the MPhil in Economics, where a minimum mark of 50 is normally required.

Other fixed assessment points include **transfer of status**, **confirmation of status** and **submission of the thesis**. The specifics and rationale for each of these assessment points can be found by clicking on the links above.

4.2. Feedback on learning and assessment

Alongside feedback from taught courses, students will receive formal feedback at transfer, confirmation and final submission stages. This will take the form of a report provided after each formal assessment point as well as feedback on their submission prior to the assessment from their supervisor.

Informal feedback on a research project can be gained from a variety of sources, including supervisor, convenors and other faculty members as required.

4.3. Examination regulations

4.4. Good academic practice and avoiding plagiarism

Guidelines

Advice on academic good practice including avoiding plagiarism, managing your time, reading, note taking, referencing and revision can be found on the University website.

Training

It is compulsory that you watch the tutorial on avoiding plagiarism and you will be required to confirm you have done so when you make your first submission via SAMS.

4.5. Entering for University examinations

Details and guidance on your first year examinations can be accessed on the University website, together with the specific information on the examinations and [assessments process at the University](#): from entering for examinations through to accessing your results.

4.6. Examination dates

All formal taught examinations timetables can be found **on the [Canvas assessment page](#)**. Specifics for each individual course, can be found on the course **Canvas**

4.7. Sitting your examination

[Information on sitting your examinations](#) is also available. This provides a summary of key regulations applicable to all examinations, together with discussion of possible alternative arrangements and complaints and appeals.

4.8. Viva Examinations

4.8.1 Transfer of Status to DPhil or Mlitt Status

The Purpose of Transfer of Status

The Probationer Research Student (PRS) status is intended to be used constructively, permitting a wise choice of the research topic to be made in the context of broader reading as well as preliminary research, helping the student to become accustomed to the rhythm of graduate work, and allowing for the acquisition of any specific skills appropriate to the research.

The Transfer of Status assessment is to ensure that the student is making satisfactory progress in the development of the research, to ensure that the work is of potential D.Phil. quality, and that the methodology of the research is appropriate and practicable. The transfer process provides the opportunity for the student to discuss their work with two independent members of staff and to receive feedback. Broadly the assessment should show a plan for the thesis, which locates the research in the context of earlier work in the field, sets out the questions, hypotheses or issues on which it will focus, and describes and explains the methods by which these will be answered, tested or addressed.

The assessment procedures are intended to remove the risk of failure and to reduce the risk of referral at the final examination of thesis, as far as possible, and must therefore be as rigorous as is necessary to achieve this.

The formal Regulations for Transfer of Status are set out in the general regulations of the *Examination Regulations*, and in the special regulations for individual subjects, grouped within their particular Division. Further information is also available in the Education Committee "Policy on Research Degrees" http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/.

Students who have been granted leave to supplicate for the degree of Master of Philosophy, where the subject of the Masters thesis is in the same broad field as the research proposed for the D.Phil., may progress directly to D.Phil. status with the transfer of status assessment waived.

The Timing of Transfer of Status

The *Examination Regulations* state that PRS status can be held for a maximum of four terms. However, Departments and Faculties are strongly encouraged by the University's Education Committee to require students to transfer status sooner, and in the Saïd Business School, transfer of status is normally required by the fourth term

How to Apply for Transfer of Status

(i) Qualifying Examination

Details of examinations that must have satisfactory completion can be found in 4.8.1 for both the Management Research pathway and the Financial Economics pathway.

Transfer of Status Assessment

Applications for transfer of status should be made using the GSO.2 form available from http://www.ox.ac.uk/students/academic/guidance/graduate/progression. Students are required to complete the form and to provide supplementary information on development of both research specific and personal and professional skills during their time as a Probationer Research Student. Students are also required to indicate whether their work requires research ethics approval. Both the student's supervisor and College should then sign the form. Supervisors are asked in consultation with their student to suggest names of appropriate assessors.

In addition, students will be required to submit/complete the following:

Two copies of a piece of written work (called a Research Proposal), between 5000 and 7000 words in length, consisting of:

- a provisional thesis title
- an outline statement of the proposed research topic
- a brief account of the relevant literature (including a bibliography) to explain:
  - o how the key research question emerges from it and contributes to it (for the "single monograph" route), or

- how each proposed paper and their specific research questions emerge from it and contribute to it (for the integrated "three paper" route)
- an account of the proposed research methods, including data sources, and proposals for data analysis
    - for the overall research project (for the "single monograph" route), or
    - for each one of the proposed three papers (for the integrated "three paper" route)
- a proposed schedule of work

Students on the integrated "three paper" route are free to structure their Transfer document around the structure outlined above or around the three papers provided.

Students will be expected to have attended and been assessed for the PRS Courses as outlined in section 4.

For full confirmation of the specific requirements for transfer of status, please refer to the exam regulations

You must ensure that all these items have been approved by your supervisor before submission.

The complete application for transfer of status should be submitted to the DPhil Programme Manager at least 4 weeks before the end of term to allow time for assessors to be approved and the viva to be arranged before the end of the term.

The Transfer Assessment

The DPhil committee will appoint two assessors neither of whom will be the student's supervisor to read the transfer application materials and to interview the candidate (for both the first, and if required, second attempt). The assessors will normally be academic staff working in the University of Oxford; only in exceptional circumstances will external assessors be appointed. It is permissible for the same assessor to be used for both transfer and confirmation of status, and this person may also act as the internal examiner for the D.Phil. viva voce examination

Students should normally expect to be interviewed within two to four weeks of submitting their transfer application, though this may be longer during the vacation periods due to availability of the assessors. The Transfer assessment is a formal requirement, but the interview is not an official examination or viva, and *sub fusc* is not worn. The assessors will write a joint report and submit recommendations to the Graduate Studies Committee. Following their interview, students should normally expect to hear the outcome of their assessment within a maximum of six weeks, though this may be longer during the vacation periods.

Instructions to Assessors

Assessors are asked to contact students as soon as reasonably possible to arrange a time for the interview, or to explain problems in doing so. Students may sometimes find it an anxious wait and may have good reasons for

wanting the assessment completed as soon as possible. Students should let the Graduate Studies Administrator know if there is a problem in this respect at the time of application.

Assessors are invited to consider whether the student is capable of carrying out advanced research, and that the subject of the thesis and the manner of its treatment proposed by the student are acceptable for transfer to D.Phil. Assessors should judge the application against the criteria for success defined below. They should aim to provide constructive criticism and advice to the student to identify and address deficiencies and thereby strengthen their proposed research project, rather than presenting a judgmental verdict. Dismissive or aggressive remarks are not appropriate. An application to transfer to D.Phil. status must provide evidence that the applicant can construct an argument, can present material in a scholarly manner, has a viable subject to work on, and can be reasonably expected to complete it in 3-4 years. However, the assessors should judge the submissions in the light of the fact that they usually reflect between three and four terms work and are made at the early stages of the research project. The written work will not necessarily read like a final thesis. Omissions, unpersuasive arguments, or missing perspectives are not fatal unless they seem to indicate an inability to reach the necessary standard. The research proposal and thesis structure need not be completely finalised, but the student should have clearly defined ideas of what the research questions are and have possible ways to answer them.

The joint assessors' report should be 1-2 pages in length, providing a permanent record of advice given to the student at this stage and an indication of the student's progress. It should normally include a summary of the points raised in the interview, feedback on the written work submitted prior to the interview, comments on the positive aspects of the student's work, as well as any concerns about the student's progress and suggestions for the research going forward. Finally, for non-native English speakers, the report should indicate the assessors' view of the student's ability to present and defend the work in English.

Significant differences of opinion between the assessors will be adjudicated by the DGS and/or DPhil committee, in consultation with the assessors and supervisors.

Criteria for Success

For transfer of status to be approved, the student will need to be able to show that their proposed thesis and treatment represents a viable topic and that their written work and interview show that they have a good knowledge and understanding of the subject. Students must show that they are competent to complete and present their thesis in English. In addition, the assessors will judge the application against the following criteria:

1. All required coursework materials have been submitted

2. Attendance of all required subject specific training courses has been achieved

3. The aims of the research are realistic and focused

4. There is evidence of wide reading and critical analysis

5. Appropriate methodology and research techniques are proposed

6. Limitations to the research are addressed

7. It is clear how the research will develop for a D.Phil.

8. The research topic and treatment meet the Division's ethical standards

9. There is a suitable timetable for the research

Outcomes of Transfer of Status

The assessors may recommend one of five outcomes, which must be considered and approved by the Graduate Studies Committee (excluding option (ii)).

(i) Successful transfer – Accompanied by suggestions and advice for future progress.

(ii) Revision of application – The assessors may request further minor clarifications before making a first recommendation. In such cases it should be possible to complete the additional work within the current term of assessment.

(iii) Referral for a second attempt at transfer – This should normally involve the same assessors and take place within one term of the first attempt. If the first attempt is made in the fourth term or later of PRS status, a one-term extension of PRS status is automatically granted to allow the second attempt. This extension of PRS status does not affect the total amount of time permitted for registration on the D.Phil. The assessors should provide clear guidance on what needs to be done to improve the application prior to the second attempt at transfer being submitted. This may require additional written work or other evidence, and possibly the appointment of an additional assessor.

Referral may simply represent attempts to ensure that the student's work is enhanced so that it is set on the best possible course, and should not necessarily be seen as a failure.

(iv) Transfer to the M.Litt. - Although the work presented was not suitable for transfer to D.Phil. status, nonetheless, the assessors felt it was strong enough for the lower award which is a less demanding and shorter time-scale research degree.

(v) Reject the application – The assessors cannot recommend transfer to either D.Phil. status or the lower award.

At the first attempt at transfer only options (i)-(iv) should normally be chosen. At the second attempt, options (i), (ii), (iv) or (v) should be considered.

If at the first attempt a student is transferred to the lower degree s/he may accept this, or may choose to retain PRS status and make a second transfer application the following term.

If a student fails to transfer to D.Phil. status or to the status of the applicable lower degree after two transfer applications, s/he shall cease to hold the status of a PRS student and his/her name shall be removed from the Register of Graduate Students. In such circumstances, informal counselling, often involving the student's college, should be an integral part of the procedures.

Deferral of Transfer of Status

Any student who has not applied to transfer status by the end of their fourth term will be required to attend a formal academic review meeting involving their supervisor(s) and Director of Graduate Studies (or at least one other member of academic staff who may or may not be a future assessor for Transfer of Status). The purpose of this meeting will be to review progress to date, and to draw up a clear timetable to ensure that Transfer of Status is successfully achieved within six terms as required by the *Examination Regulations*. The student will also be required to apply for a formal deferral of Transfer of Status for one or two further terms using the form GSO.2b available from https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional.

Students are required to complete the form, which should then be signed by the student's supervisor and College and be approved by the DGS and DPhil Committee.

In exceptional cases only, an extension of PRS status may be granted beyond six terms. Applications for such extensions require the approval of the University's Education Committee for formal dispensation from the *Examination Regulations*. Students should contact the DPhil Programme Manager (http://www.ox.ac.uk/students/academic/guidance/graduate/contacts) for details of the application process. Any extensions to PRS status do not affect the overall time permitted for registration on the D.Phil.

4.8.2 Confirmation of Status

The Purpose of Confirmation of Status

The Confirmation of Status process allows the student to have an assessment of his/her work by two assessors, to give a clear indication of whether it would be reasonable to consider submission within the course of a further three terms, if work on the thesis continues to develop satisfactorily. However, successful confirmation of status should not be seen as being explicitly linked to the final outcome of the examination of the thesis.

The confirmation assessment is different to the transfer assessment. The assessor*s* will be focusing on how the research is progressing, the quality of the draft chapters, and on the plan for completion. The assessors will therefore be looking to ensure that the student is making the appropriate amount of progress in the development of the thesis, so that submission will be achieved within three or at most four years. In doing so, they are also required to ensure that the student is not attempting to deal with an impossibly or unnecessarily large amount of material. The student should benefit from independent assessment of his/her work and should receive authoritative comments and suggestions on problems and how to address them. The assessors may be able provide guidance on how to better present the material, or on the use of concepts or methods. Even if the thesis is in good shape, the assessors may often stimulate valuable improvements to it. However, the assessors may also identify any weaknesses in theory, research design, data collection and analysis, which may compromise the final thesis. It should also be remembered that the confirmation assessment is a test (which it is possible to fail), and receiving critical comments can be difficult, and it may take a few weeks to come to terms with them. Finally, the interview is a good opportunity to prepare for the *vive voce* examination of the thesis.

The formal Regulations for Confirmation of Status are set out in the general regulations of the *Examination Regulations*, and in the special regulations for individual subjects, grouped within their particular Division. Further information is also available in the Education Committee "Policy on Research Degrees" http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/.

The Timing of Confirmation of Status

i) Students who entered the D.Phil. as a Probationer Research Student

The general regulations of the *Examination Regulations* state that all students should normally apply for and achieve confirmation of status within nine terms of their admission as a graduate student. Students should also normally achieve confirmation of status three months before submission of their thesis.

ii) Students who progressed to the D.Phil. from an M.Phil.

Students who have previously completed an M.Phil. (with a thesis in the same broad field as the topic for the D.Phil.) who have been admitted directly to D.Phil. status, (i.e. transfer of status has been was waived) should normally have achieved confirmation of status by the end of the third term of the D.Phil. Students should also normally achieve confirmation of status three months before submission of their thesis.

How to Apply for Confirmation of Status

Applications for confirmation of status should be made using the GSO.14 form available from http://www.ox.ac.uk/students/academic/guidance/graduate/progression. Students are required to complete the form, which should then be signed by the student's supervisor and College. Students should include details of any research specific and/or personal and professional skills acquired, or further training needed in, and also information on any other related activities undertaken, e.g. presentation of posters, attendance at conferences etc. Students are also required to state whether their work required research ethics approval (and if appropriate, was granted). Students will also be asked to complete the supplementary form Training Needs Analysis (TNA). Supervisors are asked [in consultation with their student] to suggest names of appropriate assessors.

In addition, students will also be required to submit/complete the following:

Confirmation of Status Applications – All Candidates on Single Thesis Route

The assessors will normally make a judgment on the basis of the following evidence:

- Two draft chapters, together totaling no more than 25,000 words, which includes material particularly central to the thesis; and
- a substantial thesis outline and list of contents indicating where the submitted material is located in the thesis, a draft abstract and a glossary of key terms
- details of progress made, together with a timetable for completion

Confirmation of Status Applications – All Candidates on Integrated (Three Paper) Route

For candidates following the three-paper route, the requirements are:

- An introductory chapter
- A literature review chapter
- Two draft papers – at least one of which must be single-authored totaling no more than 25,000 words which includes material central to the overall three papers.
- A statement of intent and timing
- details of progress made, together with a timetable for completion

In addition to the above materials, supervisors may be asked to provide a full reference on the current position of a student's work and to comment on the viability of the timetable of submission

The complete application for confirmation of status should be submitted to the DPhil Programme Manager at least 4 weeks before the end of term to allow time for assessors to be approved and the viva to be arranged before the end of the term.

The Confirmation Assessment

The DPhil committee will appoint two assessors neither of whom will be the student's supervisor to read the confirmation assessment materials and interview the candidate (for both the first, and if required, second attempt). The assessors will normally be academic members of staff working in the University of Oxford; only in exceptional circumstances will an external assessor be appointed. It is permissible for the same assessor to be used for both transfer and confirmation of status, and this person may also act as the internal examiner for the D.Phil. viva voce examination.

Students should normally expect to be interviewed within two to four weeks of submitting their confirmation application, though this may be longer during the vacation periods due to availability of the assessors. The Confirmation assessment is a formal requirement, but the interview is not an official examination or viva, and *sub fusc* is not worn. The assessors will write a joint report and submit recommendations to the Graduate Studies Committee. Following their interview, students should normally expect to hear the outcome of their assessment within a maximum of six weeks, though this may be longer during the vacation periods.

Instructions to Assessors

The assessors are asked to contact students as soon as reasonably possible to arrange a time for the interview,

or to explain problems in doing so. Students may sometimes find it an anxious wait and may have good reasons for wanting the assessment completed as soon as possible. Student should please let the Graduate Studies Administrator know if there is a problem in this respect at the time of application.

An applicant for confirmation of status should be close to having a complete thesis plan, and the work submitted should be close to reading as a complete thesis chapter. In contrast to the transfer assessment, omissions and missing perspectives are much more serious at this stage, but if the student can satisfy the assessors at interview that matters will improve, this should not be a reason to decline recommending confirmation of status. The work should be presented in a scholarly fashion and should be essentially of the standard expected of a D.Phil. thesis in the final examination, though it is not expected that every footnote should be in place yet etc. The assessors should judge the application against the criteria for success defined below. As with the transfer assessment, the assessors should aim to provide constructive criticism and advice to the student to identify and address deficiencies and thereby strengthen their thesis, rather than presenting a judgmental verdict. Dismissive or aggressive remarks are not appropriate. If it is unclear during the assessment how the research will be completed, or the proposal is over-large, the assessors may request a revised thesis outline or further written work before submitting the initial report.
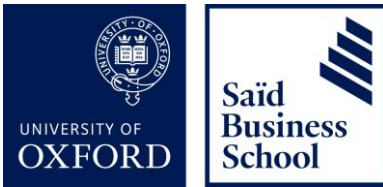
The joint assessors' report should be 1-2 pages in length, providing a permanent record of advice given to the student at this stage and indication of the student's progress. It should normally include *a* summary of the points raised in the interview, feedback on the written work submitted prior to the interview, comments on the positive aspects of the student's work, as well as any concerns about the student's progress and suggestions for the research going forward.

In particular, the assessors are asked to consider the clarity of the goals, the chapter structure, the timetable for completion and progress to date, and the significance to the existing literature and field. They should also provide an evaluation of the written work submitted by testing whether the work is presented in a scholarly and lucid manner. More specifically, the assessors should consider commenting on whether the student has presented evidence of being able to undertake research that provides a significant and substantial contribution in the particular field of learning within which the subject of the thesis falls. Also, they should consider whether the student has developed a systematic acquisition and understanding of the substantial body of knowledge at the forefront of their field and a thorough understanding of the techniques for research needed for advanced academic enquiry. Furthermore, the student should show the capacity to design, carry through and defend the thesis within three or at most four years. Finally, for non-native English speakers, the report should indicate the assessors' view of the student's ability to present and defend the work in English.

Significant differences of opinion between the assessors will be adjudicated by the Director of Graduate Studies and/or DPhil Committee, in consultation with the assessors and supervisors.

Criteria for Success

For confirmation of status to be approved, the student will need to be able to show that the research already

accomplished shows promise of the ability to produce a satisfactory thesis on the intended topic, the work submitted for assessment is of the standard expected of a D.Phil. thesis in the final exam, the bulk of any fieldwork has been completed and the analysis is well developed, and the research schedule is viable so that the thesis can be completed within three, or at most four, years from admission.

Students must also show that they are able to present and defend their work in English. In addition, the assessors will judge the application against the following criteria:

1. Evidence of wide reading and critical review of the literature

2. Evidence of a scholarly and lucid approach to the research issues

3. The ability to articulate and defend the argument in the interview

4. The draft chapters are of the quality expected for a final D.Phil. thesis

5. Potential original contribution to the field of study

6. A clear timetable for the completion of the research within three, or at most four, years from admission

Outcomes of Confirmation of Status

The assessors may recommend one of five outcomes, which must be considered and approved by the Graduate Studies Committee (excluding option (ii)).

(i) Successful confirmation – Accompanied by suggestions and advice for future progress.

(ii) Revision of application – The assessors may request further minor clarifications before making a first recommendation. In such cases it should be possible to complete the additional work within the current term of assessment.

(iii) Referral for a second attempt at confirmation - This should normally involve the same assessors and take place within one term of the first attempt. If the first attempt is made in the final term permitted, a one-term extension is automatically granted to allow the second attempt. This extension does not affect the total amount of time permitted for registration on the D.Phil., however if the student has already been registered on the D.Phil. for twelve terms, the extension is counted as one of the potential nine terms of extension of time permitted under the general regulations. The assessors should provide clear guidance on what needs to be done to improve the application before the second attempt at confirmation is submitted. This may require additional written work or other evidence, and possibly the appointment of an additional assessor.

Referral may simply represent attempts to ensure that the student's work is enhanced and set on the best possible course and should not necessarily be seen as a failure. However, a referral may be disappointing to a student and may take some time to come to terms with, especially if the assessors' comments are highly critical. Most students who do then go on to successfully complete the D.Phil. see the comments in retrospect as helpful, having given them the opportunity and incentive to make substantial improvements to the thesis and to reduce

the risk of a far more time-consuming referral of the final thesis.

(iv) Transfer to M.Litt. - Although the work presented was not suitable for confirmation of D.Phil. status, nonetheless, the assessors felt it was still strong enough for the lower award which is a less demanding and shorter-timescale research degree. In cases where transfer to a lower award is approved, if the student is already in their ninth term or beyond, a formal extension of time will also be needed to allow the student to stay on the graduate register for the lower degree, otherwise their status will lapse, and they will have to subsequently apply for reinstatement to the Register of Graduate Students.

(v) Reject the application – The assessors cannot recommend confirmation of status, or transfer to the lower award. This exceptional outcome should only be used if the quality of the student's work has regressed to below the standard previously achieved for transfer of status.

At the first attempt at confirmation only options (i)-(iii) should be chosen. At the second attempt, options (i), (ii), (iv) or exceptionally (v) should be considered. The Graduate Studies Committee may also request additional work or other evidence or appoint an additional assessor to help in making a final decision.

If a student fails to confirm D.Phil. status or to transfer to the status of the applicable lower degree after two attempts, then his/her student status will lapse, and his/her name will be removed from the Register of Graduate Students. In such circumstances, informal counselling, often involving the student's college, should be an integral part of the procedures.

Deferral of Confirmation of Status

If a student is unable to achieve confirmation of status within the prescribed number of terms permitted by the *Examination Regulations* they must apply for a deferral of confirmation of status, otherwise their student status will lapse, and their name will be removed from the Register of Graduate Students. It is possible to apply for a deferral of confirmation of status for up to three terms (depending on provisions in Special Regulations), as long as the total number of terms from admission as either an MPhil or PRS student does not exceed twelve.

Any student who is considering applying for a deferral of confirmation of status will be required to attend a formal academic review meeting involving their supervisor(s) and Director of Graduate Studies (or at least one other member of academic staff who may or may not be a future assessor for confirmation of status). The purpose of this meeting will be to review progress to date, and to draw up a clear timetable to ensure that confirmation of status is successfully achieved within the proposed period of deferral.

To apply for a deferral of confirmation of status, a student will need to submit the GSO.14B form available from https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional. Students are required to complete the form, which should then be signed by the student's supervisor and College. The Course Convenor, Director of Graduate Studies and DPhil Committee will then assess the application for deferral, taking into account any recommendations from the academic review meeting. If confirmation of status is not achieved within

nine terms of admission as a graduate student, or approval given for a deferral of confirmation of status, his/her status will lapse.

In exceptional cases only, deferral may be granted beyond twelve terms. Applications for such deferrals require the approval of the University's Education Committee for formal dispensation from the *Examination Regulations*. Students should contact the DPhil Programme Manager (http://www.ox.ac.uk/students/academic/guidance/graduate/contacts) for details of the application process.

4.8.3 Final Viva Examination – Both Pathways

This section covers further matters which are common to the examination of theses, whether MLitt or DPhil. It reflects the provisions of the **Examination Decrees** which should always be consulted; but it also expands upon them on certain points, and touches on some matters which the **Decrees** do not address.

Thesis Structure – Single Thesis

The DPhil Committee has given notice that a thesis submitted for the degree of DPhil which, excluding the bibliography, exceeds 100,000 words, is liable to be rejected unless, with the support of his or her supervisor, the candidate has previously obtained the permission of the Committee. This is a maximum, not a target. It is also laid down by Decree that, to qualify for the DPhil, the thesis must be declared by the examiners to constitute 'a significant and substantial contribution in the particular field of learning within which the subject of [the candidate's] thesis falls.' Although the interpretation of this phrase in any specific case is a matter for the examiners, the essential thrust of it is that the work must display depth and appropriate quality. This can often be achieved in a thesis whose length is considerably less than the 100,000 words maximum. It can also be achieved in one or more of several different ways - for example, by originality or rigour of analysis, by thoroughness in the investigation of evidence or by skill in the use of sources.

In reckoning the number of words, text tables are counted in terms of their word equivalents, but appendices solely containing primary data or citations not otherwise easily available to the reader are not counted. Candidates are advised that this maximum length is taken seriously and permission to exceed it is rarely given.

The abstract of the thesis should concisely summarize its scope and principal arguments and should not normally exceed 300 words.

It is very difficult to give precise length guidelines for a DPhil thesis; there will be a marked difference between a thesis consisting of econometric analyses of financial data and one consisting primarily of an analysis of qualitative data. Candidates are strongly advised to look at a number of theses in a field similar to their own, in which the author has used similar methods, to get a sense of what is required.

Examiners' Duties

The examiners of a DPhil are required to certify that:

- the student possesses a good general knowledge of the particular field of learning within which the subject of the thesis falls;

- the student has made a significant and substantial contribution in the particular field of learning within which the subject of the thesis falls;

- the thesis is presented in a lucid and scholarly manner;

- in their opinion, the thesis merits the Degree of Doctor of Philosophy;

- the student has presented a satisfactory abstract of the thesis.

University Regulations further state that "Examiners shall bear in mind that their judgement of the substantial significance of the work should take into account what may reasonably be expected of a capable and diligent student after three or at most four years of full-time study".

Prior publication of material used in the thesis

Students are encouraged to publish their work in refereed journals and to present it at academic conferences. In some cases, work that is intended to be incorporated in the thesis may be published before submission of the thesis. In general, there is no problem with this practice. However, students should be aware that they are required to state if any parts of the thesis are not their own work, and the examiners must be satisfied that the student has made an *independent* contribution. Therefore, students need to be careful about including material that is published jointly with one or more other authors.
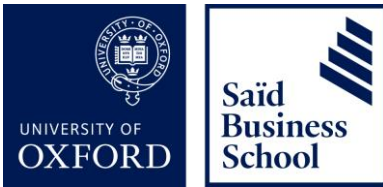
Thesis Structure – Integrated Thesis (Three Paper) Route

Should a student wish to submit via the integrated thesis route, this will be governed by [Special Regulations](#)

Under the integrated thesis model, a DPhil thesis consists of three separate (in the sense that each can be read and understood independently) publishable papers. The papers must be sufficiently coherent and comprehensive to pass a doctoral examination and must (as in the conventional thesis) the thesis must have an introduction, literature review, and conclusion in addition to the papers. The work presented as part of the doctoral thesis should not have been submitted for publication or examination elsewhere, prior to registration on the programme. The papers should be of normal journal article length.

The integrated DPhil thesis has the following structure:

- Introduction and background to the general topic area

- General Literature review

- First paper

- Second paper

- Third paper

- Academic/policy implications of the research and conclusions

The overall length of the thesis must be less than 100,000 words, including all appendices but excluding the bibliography, as set out in the Special Regulations for the Saïd Business School.

Any included papers should relate directly to the candidate's approved field of study, and should have been written whilst holding the status of PRS or a student for the MSc (by Research), MLitt or DPhil. Any appendices are commonly appendices to each paper, rather than to the thesis as a whole. All background information and literature relevant to a specific paper should be incorporated within the paper so that each paper can be read and understood independently. Each of the papers will contain a specific literature review and bibliography as appropriate to an academic journal article. The individual papers can build on one-another and refer to one-another, as would academic journal papers to avoid unnecessary duplication. The total length of the three papers will typically be approximately 50,000 words including appendices.

The introduction chapter together with the general literature review chapter will set the common ground for all three papers. A good introduction chapter has the form of a review paper, which enables an academic reader who is interested but less familiar with the literature to gain an understanding of the issue under investigation and the methodologies used in the three papers. The most relevant literature will be found in the general literature review chapter. These chapters will normally not be intended for journal publication and therefore the papers should not refer extensively to them. These chapters will be judged by their pedagogic value in guiding the reader to the original contributions in the three papers. The introduction should contain at least 5,000 words. The general literature review should contain at least 10,000 words.

A shorter general literature review is acceptable for dissertations based in fields in which foundational concepts are developed through formal mathematical modelling and there is a general consensus on core issues and appropriate methodologies.

The final chapter integrates the results of the three papers and provides academic and policy implications and conclusions on the general implications of the research. The final chapter, like the introductory ones, should be written for a scholarly audience. The length of this final chapter will vary depending on the degree to which the dissertation develops implications that generalize across the three papers but typically its length will be between 2,500 and 5,000 words.

When writing an integrated thesis, candidate should ensure that the papers are incorporated in accordance with the general regulations for the "Preparation and submission of theses for the Degrees of M.Litt., M.Sc. by Research, and D.Phil." available at: https://www.admin.ox.ac.uk/examregs/2017-18/rdtsaidbusischo/

Candidates wishing to follow the integrated thesis route must obtain permission in writing at the time of application for Confirmation of DPhil status, from his/her supervisor, the Director of Graduate Studies, and the DPhil Committee.

General practice with respect to co-authorship. The guidelines are:

In the case of co-authorship, the student should normally be the first author for papers submitted as part of the DPhil thesis. Where this is not the case, a clear justification should be given. Where a joint publication with another student is included, this must be in additional to the minimum of three academic papers required to be included in the DPhil thesis.

There should be no restrictions on the number, or order, of other co-authors, reflecting the variation in established academic practice. The student should normally be the first author as in point 1.

Of the three papers, at least one should be single-authored.

All co-authors must certify in writing to the Director of Graduate Studies that the majority of that work represents the work of the candidate. The student must also confirm their contribution in writing to the Director of Graduate Studies who will then need to sign off that all conditions have been satisfied.

Conflict of interest

In the event of any conflict of interest with any co-author the matter should be brought to the attention of the student's convenor or the Director of Graduate Studies. Any issues that cannot be resolved will be referred to the DPhil Committee and possibly the Head of Department.

Time of publication

Students are permitted to publish their work prior to the submission of their thesis, where appropriate. The papers should be generated during the period of DPhil study.
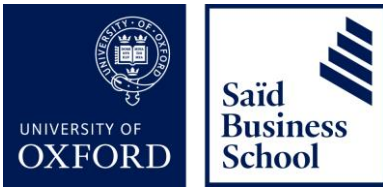
Reverting to standard DPhil format

If, after a petition is accepted for a three-paper DPhil thesis format, a candidate wishes to revert to a standard DPhil thesis format the candidate must lodge a petition with his/her supervisor, the Director of Graduate Studies and the DPhil Committee showing good cause for the change.

Inclusion of one or more papers which have been accepted for publication or published, does not in itself constitute proof that the work is of sufficient quality or significance to merit the award of the degree concerned. This remains a judgement of the DPhil Committee on the recommendation of the examiners.

Appointment of Examiners

Application for the appointment of examiners should be made to the DPhil Committee using form (GSO.3). Once completed this should be provided to the DPhil Programme Administrator at the Saïd Business School. The support of the candidate's supervisor and college is required. The supervisor should consult with the candidate concerning possible examiners and forward the names of suggested examiners (one internal and one external, with reserves) to the DPhil Committee.

Following consultation during Michaelmas term 2015, the Graduate Panel approved the introduction of a new policy on the circumstances which would constitute a conflict of interest for a potential external examiner for research degrees. The approved new policy statement has been added to the *Policy on Research Degrees* as

follows:

Conflicts of interest

No one in the following categories or circumstances should be appointed as an external examiner:

i. A member of a governing body or committee of the University or a current employee of the University;

ii. *Anyone with a contractual or personal relationship with either the student or his/her supervisor(s) or who has a financial interest in the research of the student: personal is taken here to mean a social and/or family connection;

iii. Anyone who is already, or knows they will be, in a position significantly to influence the future of a student: e.g. a person who is on the appointment panel for a post for which the student has applied;

iv. Anyone significantly involved in recent or current substantive collaborative research activities with the student;

v. Former staff or students of the University, unless a period of three years has elapsed.

* Relationships in this category will be on a spectrum such that appointing bodies may exercise an element of discretion and consider carefully whether the relationship presents a potential risk of perceived or actual bias.

Departments and faculties should also give careful consideration to whether the same external examiner should be appointed for successive students of the same supervisor."

Neither examiner can be the student's supervisor or anyone who has given significant help or advice to the student on the preparation of his or her thesis. Students should only contact their examiners to confirm viva arrangements once they have been officially confirmed by the DPhil committee. Students should not have any other contact with the examiners.

Change of Thesis Title

Before completing the Appointment of Examiners form, candidates should check that their final thesis title on their printed and digital thesis corresponds to the title with which they are officially registered. Candidates often find that the focus of their research has changed during the course of their study and that their original title is no longer accurate. If this is the case, official permission to change the thesis title needs to be obtained. Application should be made to the DPhil Committee on the application for change of title form (GSO.6), which requires the support of the candidate's supervisor. This should be submitted at the same time or before submission of the Appointment of Examiners form. Candidates should note that they can apply at any time during their research for change of thesis title but it is unwise to seek to change the title more than once.

Presentation of Thesis

Student preparing to submit their thesis should refer to the guidance notes GSO.20a (for students submitting

their thesis from 13 October 2013)

Concern has been expressed to the School's Degree Programmes & Teaching Committee by examiners about careless writing and typing mistakes in some theses which have been too hastily prepared to be checked and corrected before submission. Candidates should note that they run the risk of being asked to have their theses retyped, or even of being referred back. Candidates are advised that it is their responsibility to ensure that the print is of adequate definition and standard of legibility.

Candidates are required to prepare an abstract of the thesis concisely summarizing its scope and principal arguments in about 300 words. This should be printed or typewritten, on one side only, of A4-sized paper. Each copy of the abstract should be headed with the title of the thesis, the candidate's name and college, the degree for which it is submitted, and the term and year of submission.

References and Citations

It is essential that references are accurate, complete and consistent.

Generally, it is recommended that references are included in footnotes by means of author's name and/or abbreviated title, numbered by superscript not brackets (the Harvard system)
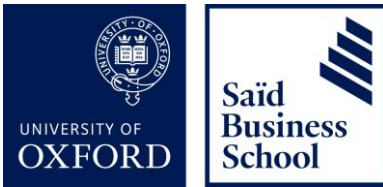
Footnotes should normally be placed at the bottom of each page. Where they are given at the end of each chapter or at the end of the thesis, two separate unbound copies of footnotes should also be presented, for the convenience of the examiners.

The School provides comprehensive guidance on referencing using the Harvard system, which can be found on the Sainsbury Library **web-page**; the referencing guide, "*How to reference*" is available under Quick Links.

Binding and Submission of Thesis

Candidates are required to submit for examination **two** copies of their thesis and abstract to the Examination Schools at the same time as they apply for the appointment of examiners, or as soon as possible thereafter. If submitting at a later date, they will be required to state, at the time of their application for the appointment of examiners, the date by which they will submit. This should be no later than the last day of the vacation immediately following the term in which application for the appointment of examiners has been made.

The two copies of the thesis **must be securely and firmly bound in either hard or soft covers.** Loose-leaf binding is not acceptable. The abstract should be bound into each copy of the thesis which should be packed into separate but unsealed parcels or padded envelopes, ready in all respects to be posted to the examiners when appointed. Each parcel should bear the candidate's name and college and the words "M.LITT/D.PHIL (as appropriate) THESIS AND ABSTRACT" in block capitals in the bottom Left-hand corner. The candidate should enclose with each copy a contact address, as it is the candidate's responsibility to ensure that the examiners

have no difficulty in communicating with them. If posted, the separate copies should be enclosed in one covering parcel.

Viva Voce Examination

It is the responsibility of the examiners to determine the time and place for the examination and to notify the candidate of the arrangements made. Full guidance is available for students on the Research Examinations webpage You must present for a viva in academic dress; sub fusc and a gown. The gown should be that of your present status (i.e. Student for the Degree of Doctor of Philosophy), the gown and hood of the degree held from your own university, or, if you are an Oxford graduate, the gown and hood of your Oxford degree.

Candidates are strongly recommended to take a copy of their thesis to the examination.

Examiners' Report

The examiners submit a written report, which has to be accepted by the DPhil Committee, and may make one of the following recommendations, that:

a. the candidate be granted Leave to Supplicate for the degree.

b. the thesis is of sufficient merit for the degree, but that the candidate should make minor corrections to their satisfaction before they submit their report.

c. the candidate's thesis is of sufficient potential merit to qualify for the degree but they consider, nevertheless, that before the thesis is deposited, the candidate should make major corrections (which are not sufficiently substantial to justify reference back for re-examination and which should be capable of completion within six months), they should report this preliminary recommendation to the board with a description of the major corrections which they require the candidate to make before they confirm their recommendation.

d. the thesis should be referred back for revision and re-examination. If the DPhil Committee adopts this recommendation the student retains the status and obligations of a student for that degree, and must apply again for the appointment of examiners not later than the fourth term (in the case of MLitt students) or the seventh term (in the case of DPhil students) after that in which the board gave permission so to reapply. Since this is a new appointment of examiners, the candidate may nominate the same examiners as previously appointed or choose to nominate new examiners.

e. The thesis should be referred back for revision in order to be presented for re-examination for the Degree of Master of Letters. If the DPhil Committee adopts this recommendation the student is transferred to MLitt status and may apply for permission to supplicate under the MLitt regulations although the word limit remains that specified by the DPhil regulations.

f. the thesis has not reached the standard required for the Degree of Doctor of Philosophy but that the student may be granted Leave instead, having reached the required standard, to supplicate for the Degree of Master of Letters; or finally that.

g. the candidate should be given the option either of having the thesis referred back under c] above, or being

given Leave to supplicate for the MLitt under e] above; that the student's application for Leave to supplicate should be refused.

Library Copies of Thesis

Once LTS (leave to supplicate) has been granted, candidates are required to submit a copy of their thesis for deposit in the Bodleian Library (through the Research Exams Degree Team at the Examination Schools), and a copy at the Saïd Business School Sainsbury Library (through the DPhil Programme Administrator). This should incorporate any amendments or corrections required by the examiners and approved by the Executive Committee. **Leave to supplicate is in all cases conditional upon fulfilment of this requirement**. At least one of the examiners must confirm in writing that any corrections required have been made.

The thesis must be in a permanently fixed binding, drilled and sewn, in a stiff board case in Library buckram, in a dark colour, and lettered on the spine with the candidate's name and initials, the degree, and the year of submission. A copy of the abstract must be bound into the thesis and candidates should also submit a separate unbound copy of their abstract which may be published. Any queries on this should be directed to the Sainsbury library team.

In order to have your degree conferred at a graduation ceremony you must submit one hard-bound copy of the final version of your thesis (including any approved minor corrections) for deposit in the Bodleian Library. You must submit forms GSO.3a and GSO.26 to the Research Degrees Team at the Examination Schools with your Bodleian copy. This rule is adhered to rigorously since the availability of your thesis for consultation is an indispensable element in the University's contribution to scholarship.

Candidates for the degrees of D.Phil., M.Litt. & M.Sc. by Research who began their course on or after 1st October 2007 are also required to deposit a copy of their thesis with the Oxford Research Archive (ORA). Information regarding this process can be found at. http://www.bodleian.ox.ac.uk/ora and will be sent with your result letter.

Applying for dispensation from consultation of thesis:

Form GSO.3c allows a candidate to apply for a dispensation from the usual requirements to make the thesis (lodged with the Bodleian or ORA) or any part of it available for consultation or to be photocopied. To apply for such a dispensation, use form GSO.3c to apply to the DPhil Programme Manager (see www.ox.ac.uk/students/academic/graduates/contacts/ for contact details). You will need to set out the reasons for your application, and the length of time for which you are seeking a dispensation. This application should be made as early as possible, and at the latest, by the time you put in your form for the appointment of examiners.

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

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

DPhil, MLitt and MSc (by Research) Degrees

All students following the DPhil, MLitt or MSc (by Research) who registered for the DPhil from 1 October 2007 onwards, are required to deposit both a hardbound and a digital copy of their thesis with the Bodleian Libraries. Please be aware that this is a condition for award of the degree and it is enforced. The digital copy should be deposited into ORA at http://ora.ox.ac.uk after Leave to Supplicate (LTS) has been granted. Students who commenced these degrees before October 2007 must deposit a hardbound copy but may also optionally submit a digital copy.

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 http://ox.libguides.com/digitaltheses and includes:

- Legal requirements (including funder mandates) and author responsibilities

- When to deposit the digital copy of your thesis

- How to deposit the digital copy of your thesis

- Options for open access and embargos. Theses, or parts of theses, can be embargoed for reasons such as sensitive content, material that would affect commercial interests, pre-publication or legal reasons

- Information about file formats, fonts and file sizes

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

http://ox.libguides.com/aecontent.php?pid=435474&sid=3564761

Third party copyright

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

http://ox.libguides.com/aecontent.php?pid=435474&sid=3564761 Further information or queries about depositing digital theses should be addressed to ORA@bodleian.ox.ac.uk.

The Social Sciences Division – Restricted access arrangements

Whilst the Social Sciences Division strongly supports open access to, and wide dissemination of, theses

produced by its students, access to the full text of digital theses can be restricted unless requirements of funding bodies require open access to be provided earlier (see below). When completing the ORA online deposit form authors should therefore indicate whether they would like an embargo (currently a choice of one year or three years) or to make their thesis available immediately. For example, if the author's funding specifies an earlier release date. There is no need to complete a separate GSO3.C Dispensation from Consultation form at the time of deposit.

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

(i) Item record (details including your name, thesis title, subject area) **and**

(ii) Abstract **and**

(iii) Full text search for single words or short passages of text.

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

(a) For digital material where copyright is held by a third party and permission to disseminate it via the Internet in ORA has not been granted by the copyright holder, the Saïd Business School 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 Saïd Business School may grant permission for the access to the confidential material to be closed on the understanding that the thesis will be available for consultation or reproduction but access to the confidential material will be restricted.

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

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

The Terms and Conditions of Research Council Training Grants (http://www.rcuk.ac.uk/documents/documents/termsconditionstraininggrants-pdf/) require that metadata describing the thesis should be lodged in ORA as soon as possible after leave to supplicate has been granted,

and for the full text version to be available within a maximum of twelve months. The Division has therefore agreed that the full-text of RCUK-funded students' theses should be made available within one year of leave to supplicate being granted.

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

Dispensation from consultation of your thesis – The Bodleian Libraries and ORA

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

(ii) Dispensation will always be granted (a) in cases where confidentiality has been made a condition of access to materials that are subsequently incorporated in a thesis and (b) for material where copyright is held by a third party and permission to disseminate it via the Internet has not been granted by the copyright holder. Students should apply for dispensation by completing form GSO.3C, available at:

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

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

https://www.ox.ac.uk/students/academic/guidance/graduate/contacts?wssl=1

Journal articles included within the thesis

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

Plagiarism

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

General Queries

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

Degree of Mlitt

The degree of MLitt is a research degree, which is awarded on successful completion of a thesis of a maximum length of 50,000 words.

The MLitt student may submit up to nine terms from his or her initial registration. If the student is prevented by exceptional circumstances from completing his or her thesis, the Research Committee can grant an extension of time not exceeding six terms. MLitt status cannot be held for longer than fifteen terms in all.

The Executive Board gives notice that a thesis for the degree of MLitt, which, excluding the bibliography, exceeds 50,000 words is liable to be rejected unless the candidate has, with the support of his or her supervisor, secured leave of the Committee to exceed this limit. The figure is strictly a **maximum**. It is not the intention that it should be construed as a norm, and candidates are advised that many successful theses have been significantly shorter. Tables in the text will be reckoned in terms of equivalent words, according to the size of the tables.

The abstract of the thesis should concisely summarize its scope and principal arguments and should not normally exceed 300 words.

The examiners of a MLitt thesis are required to certify:

a. that the candidate possesses a good general knowledge of the field of learning within which the subject of the thesis falls;

b. that the candidate has shown competence in investigating the chosen topic;

c. that the candidate has made a worthwhile contribution to knowledge or understanding in the field of learning within which the subject of the thesis falls;

d. that the thesis is presented in a lucid and scholarly manner;

e. that it merits the award of the degree of Master of Letters.
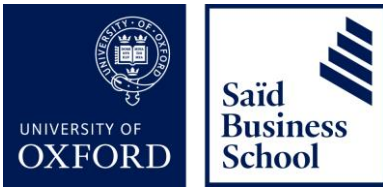
The Decrees state "Examiners shall bear in mind that their judgement of the extent of the candidate's contribution to knowledge or understanding of the relevant field of learning shall take into account what may reasonably be expected of a capable and diligent student after two years of full-time study".

For regulations governing the preparation, binding and submission of theses, the appointment of examiners and the viva voce examination

4.8.4 Extensions, Deferrals and Lapsing

Procedure for the granting of extension of status, dispensation from residence

Students should apply to the DPhil Committee (with the support of their supervisor) for extension of time

(GSO.15), dispensation from residence requirements (GSO.8) and for permission to count a Long vacation as a term.

Dispensation from the residence requirement is granted on the grounds that it is necessary to the student's work that he or she should be allowed to pursue his or her course of study at some other place than Oxford, or for some other good cause.

Suspension of Status

If, for good cause, a student is temporarily unable to carry out his or her research or coursework, the DPhil Committee can grant a temporary suspension of status, for not less than one and not more than three terms at any one time. Applications should be made on form GSO.17 and submitted to the DPhil Committee via the DPhil Programme Manager. Applications require the support of the student's supervisor and college. No student may be granted more than six term's suspension of status. Fees are not charged while a student's status is suspended.

The DPhil Committee may for sufficient reason, and after consultation with the student's supervisor and college, temporarily suspend him or her from the Register on its own initiative.

Lapsing of Status

The full specifics of when students lapse or how to withdraw from the course can be found on the central universities webpages.

Removal of a Student from the Register

The conditions under which a student may be removed from the University's Register are set out in the **General Regulations Governing Research Degrees, section 5**

Reinstatement of Graduate Students to the Register

A student who has lapsed from the Register, withdrawn or whose name has been removed from the Register may apply for reinstatement to his or her former status with the support of his or her supervisor and college. Applications should be made using form GSO.23 and submitted to the DPhil Committee via the DPhil Programme Manager. **No reinstatement may be granted under these provisions if the student's name has been on the register for the maximum number of terms allowed under the decree governing his or her status.**

Extensions of Time

Students should apply to the DPhil Committee (with the support of their supervisor) for extension of time **(GSO.15) Extension of time.**

Extensions will only be granted if there are legitimate grounds (You should outline how much of your thesis has

been completed, and provide a timetable including the expected submission date) and the need for extra time should be identified reasonably early in the final term. While applications for extensions are being considered, the student and supervisor should assume that the original submission date applies, unless notified otherwise.

The maximum number of terms' extension which may be approved is six terms for full-time students and three terms for part-time students. If you have already reached this limit but wish to apply for a further deferral, you must contact the DPhil Programme Manager for further information. Students should aim to apply for an extension of time 6 weeks before their current submission deadline: 6 weeks before they are supposed to submit their thesis. In certain circumstances, at the discretion of the DPhil Committee, some flexibility will be permitted.

Students should note that extensions must be applied for on a term by term basis. For those students receiving funding packages, they are advised that most packages stipulate that funding will end with their nominal finish point and that they should consult with the DPhil Programme Manager and SBS finance to confirm the specific impact of extending on them. Extensions should be only applied for in EXCEPTIONAL circumstances and can only be applied for after university deadlines have passed. The expectation is that you will complete within university deadlines.

Maximum submission date

This is the final date by when your thesis should be submitted to the Examination Schools. Check whether you are required to submit sooner by any funding body supporting your studies.

The maximum submission date is usually 12 terms for DPhil students and nine terms for MLitt or MSc (by Research) students from the start date of your studies and is amended accordingly based on any suspension of status or extension of time. The DPhil Programme Manager will be able to tell you your maximum submission date.

5. Skills and learning development

5.1. Academic progress

Your overall academic progress will be monitored primarily by your supervisor, in terms of the development of your research project and the DPhil Programme Manager, in terms of your progression towards key academic deadlines such as transfer, confirmation and final submission. Additionally, your convenors and programme director will review your GSR reports and general progress. If you have any concerns relating to your academic progress contact the DPhil Programme Manager, pathway convenor or Director of Graduate Studies.

Please refer to the programme Canvas page for further resources in regard to learning and development.

5.2. Learning development and skills

We expect you to develop into a well-rounded academic job candidate and continue to develop yourself as a researcher throughout your doctoral programme. Whilst we will encourage you to take a range of courses and track development needs through the TNA form, you will need to take ownership of your own development.

Specific on course training events are:

Teaching, Learning and Assessing Skills Accreditation course

Each year, we host a Teaching, Learning and Assessing Skills Accreditation course. The next course will be run in Hilary term 2019. Updates on specific time and dates will be sent via email.

Presentation Events

Transfer of Status Mini-Conference

Held in March/April of each year, presentations will be given by students who have recently completed their Transfer of Status (normally completed in their 4th (Michaelmas) term). The format will involve each student giving a 25 minute presentation (15 minutes presenting plus 10 minutes for questions). All faculty will be strongly encouraged to attend, and attendance will be compulsory for all DPhil students. These events will be preceded by workshops targeted at specific skillsets relevant to paper development and conference attendance.

Confirmation of Status Mini-Conference

To be held in October in order to coincide with the induction of new DPhil students. Presentations will be given by students who have recently completed their Confirmation of Status (normally completed by their 9th (Trinity) Term). The format will involve each student giving a 35 minute presentation (25 minutes presenting plus 10 minutes for questions). All faculty will be strongly encouraged to attend, and attendance will be compulsory for all DPhil students. These events will be preceded by workshops targeted at the academic job market.

Doctoral Training Centre

Additionally, students are able to choose further training from a wide range of modules and courses available through the **Social Sciences Doctoral Training Centre** and the wider University. Upcoming classes and opportunities for Training and Skills Development are advertised on the [Social Sciences Research and Skills Training Website](#) or are notified to students as opportunities become available. The research office sends regular research announcements, reminders and updates to the research community in weekly emails.

Students will embark on thesis work in close consultation with their supervisor and will attend any necessary research methods training offered by the School following a Training Needs Analysis.

Students must be resident in Oxford throughout the entire probationary period. In exceptional circumstances the DPhil Committee may grant dispensation from residence for one term if it is necessary to the student's research that they should be allowed to study at somewhere other than Oxford.

5.3. Induction

Our initial Induction week for 2018-19 will be taking place from the $1^{st} - 5^{th}$ October 2018 with further events running through Michaelmas Term. A full programme will be provided upon arrival.

5.4. Opportunities for skills training and development
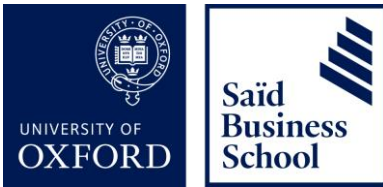
Researcher Development

How do I get help to develop as a researcher?

As a doctoral student in the social sciences, you are expected to develop your expertise in relevant research methods and techniques, as well as a range of professional skills. The right combination of training and experience will help your research and make you more employable, within and beyond academia.

You have access to a wide range of training, including:

- Research methods training within your department, and other departments as appropriate;
- Researcher development courses and opportunities delivered by the Social Sciences Division and open to all doctoral students;
- Training provided by the University such as the Careers Service, IT Services, the Language Centre, and the Bodleian Library.

What is a Training Needs Analysis?

Throughout your degree, you are encouraged to reflect and think strategically about your ongoing development as a researcher. You are expected to complete the Training Needs Analysis (TNA) at the start of your studies and thereafter on an annual basis. This will help you work with your supervisor to develop bespoke training and development objectives each year.

Here is what you need to do:

1. Access the TNA through the Graduate Student Reporting (GSR) and complete the process in as much detail as possible.

2. Use it to structure a conversation with your supervisor about your training goals.

3. Upload the TNA into GSR in Michaelmas Term, Weeks 7-9.

4. Work towards your objectives and keep a record of them in your termly reports on GSR.

5. Repeat each year, noting progress and areas that would benefit from further training and development.

If you would like support in thinking about your TNA and how to use it most effectively, the Division runs termly courses, please check the Social Sciences Researcher Development website

How do I find the training I need?

You are likely to want to extend and develop the research training that your department offers or expects you to undertake. To find what you need, start by looking at the Social Sciences Researcher Development website for a full programme of the courses and opportunities the Division offers to doctoral students, and a curated list of relevant courses and resources from across the University. You can also find external research methods events and resources on the website of the National Centre for Research Methods (NCRM): http://www.ncrm.ac.uk/training/.

In addition, a number of courses are available from providers across the University:

Bodleian Library http://libguides.bodleian.ox.ac.uk/workshops provides training in information skills and information literacy.

Careers Service http://www.careers.ox.ac.uk runs courses, offers one-to-one sessions with a careers adviser, and information on jobs and internship opportunities.

IT Learning Programme http://www.it.ox.ac.uk/do/training-and-facilities offers a range of courses on computing,

software, coding, visualization, and data management.

Language Centre http://www.lang.ox.ac.uk/ offers specialist and difficult languages training, as well as a popular English for Academic Writing course for international students.

How can I get some teaching experience?

As a second or third year doctoral student, you may wish to attend the *Preparation for Teaching and Learning at Oxford* (PLTO), which provides an introduction to teaching in higher education. [*Departments to provide information about PLTO seminars, training requirements and opportunities: e.g. teaching assistantships*].

If your department does not offer PLTO, you may attend the Divisional PLTO which runs once a term and is advertised on the Social Sciences Researcher Development website.

If you have completed a PLTO and are undertaking some teaching, then you may register for the Oxford *Developing Learning and Teaching* (DLT) programme. This one-term seminar series, encourages you to reflect upon and make the most of your first teaching experiences in higher education. If completed in full it leads to an award that is recognised at universities across the UK. It runs every term and is advertised on the Social Sciences Researcher Development website .

5.5. Opportunities to engage in the department research community

The business school has three distinct academic areas: SIM (The Strategy, Innovation and Marketing), FAME (Finance, Accounting, Management Science, and Economics) and TOPOS (Technology & Operations Management and Organisation Studies). In addition, we host a wide range of research centres within these academic areas such as The Oxford Centre for Entrepreneurship and Innovation (OxCEI), and the Skoll Centre for Social Entrepreneurship.

Strategy, Innovation and Marketing (SIM)

The Strategy, Innovation and Marketing (SIM) group is formed of academics across the Strategy, Innovation, Entrepreneurship, International Business and Marketing areas. SIM faculty publish regularly in the top academic journals and are in leadership positions in various, global professional associations. The group is also associated with two research centres and a research initiative: The Entrepreneurship Centre, the Skoll Centre for Social Entrepreneurship and the Oxford Future of Marketing Initiative. The group supports post-doctoral researchers and supervises doctoral students. It also runs a regular research seminar series, hosts a steady stream of distinguished international visitors, and sponsors research colloquia and conferences in specialised subject areas. Doctoral students can apply to the area for funds to help cover travel costs if they are accepted to
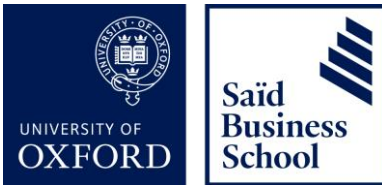
present a paper at a conference.

Finance, Accounting, Management Science, and Economics (FAME)

Finance, Accounting, Management Science, and Economics (FAME) was formed by merging the existing Finance and Economics group with the smaller groups in Accounting and Management Science. The research activities in Finance and Economics are well established: there is a seminar each Tuesday and Thursday during term time involving leading researchers from other universities. These seminars are very well attended and attract excellent speakers. A series of conferences are also run in Finance, some in collaboration with other universities. The largest is the annual Adam Smith Workshop, which was hosted at SBS in Oxford in March 2012 & 2013, and most recently in March 2016. This runs annually in collaboration with LBS, and LSE. The Oxford Financial Intermediation Theory (OxFIT) Conference is held in Oxford annually drawing together academics from around the world to discuss research.

The group is associated with the following research centres and initiative:

Centre for Business Taxation

Private Equity Institute

Oxford Future of Real Estate Initiative

The centres hold annual events including the CBT Symposium, CBT conference, Risk Management Symposium and the Private Equity Forum, all of which are highly subscribed.
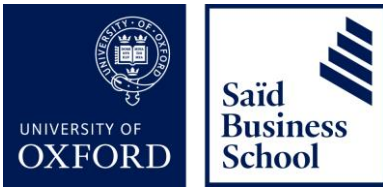
Technology & Operations Management and Organisation Studies (TOPOS)

The constituent subjects of TOPOS are Technology and Operations Management, and Organisation Studies. TOPOS has instituted a set of research seminars led by internal members and guest speakers, partly to familiarise other members with colleagues' activities and partly to share research ideas. DPhil Developmental Research seminars also form part of this series, to provide DPhils with feedback from the academic community and to support the development of work in progress. Guest speakers often deliver workshops during their visits on topics such as collecting data, writing, editing, publishing and the review process, and are available for individual meetings with DPhils as well. In addition, TOPOS DPhils who have papers accepted at conferences can apply for group funds to help with travel expenses.

5.6. Employability and careers information and advice

The University's Careers Service offers a wide range of services including:

Workshops	• Career Management (including professional networking & action plans) • Writing great CVs and cover letters (for academia and for industry) • Interview skills • Too late to change direction? A career change workshop
Guidance on directions after the DPhil	www.careers.ox.ac.uk/options-after-dphil/
Panel Events and lunchtime seminars	Insight into Academia/Business/Teaching/Law etc
Fully Stocked Resource Centres	Open every day with: • Reference library in open access area (bring your laptop, have a coffee) • Briefings on all major employment sectors, job search strategies, application skills etc (on our website and printed)
Searchable Database	http://www.careers.ox.ac.uk/research-staff-options-2/
1:1 Appointments	1:1 appointments with a Careers Adviser: Rachel Bray is adviser for DPhil students and research staff; Abby Evans, Julia Hilton and Mike Moss can also advise on academic careers. All advisers have sector specialisms so check who best fits your intended direction and request an appointment accordingly. To search or book the above, first sign on to CareerConnect via www.careers.ox.ac.uk . For further information or questions, contact reception on 01865 274646 or reception@careers.ox.ac.uk

Alumni Network

The Oxford Business Alumni (OBA) Network is Oxford Saïd's official alumni community. Established in 1998, it provides an active network of business alumni who support and further the School's vision and serve as proud ambassadors around the globe.

The OBA Network continues to expand and now boasts over 15,900 members, comprised of School degree and diploma alumni, University of Oxford alumni interested in business and qualifying Executive Education participants.

With members in over 140 countries, this diverse community offers an excellent global engagement network, including 17 regional Chapters and an additional 65 local Ambassadors. These volunteers are committed to supporting their peers in building local professional networks.

On completion of your programme, you will be invited to activate your alumni membership. Membership benefits include:

- ALUMNI: Access the OBA Community platform to search the interactive alumni directory and build your network, seek or provide mentorship, search for exclusive jobs, share news and photos
- COMMUNITY: Join OBA Regional Chapters and connect with our network of Regional Alumni Ambassadors
- EVENTS: Receive exclusive invitations to events including the New Year Dinner, the Boat Race Viewing Party and the Reunion Weekend. Other events include regional and industry-based lectures, business networking and social meet-ups
- NEWS: Subscribe to the monthly OBA eNewsletter for the latest School and alumni news
- SOCIAL MEDIA: Follow the OBA Network on Facebook, LinkedIn and Twitter
- LEARN: Access an exceptional range of library databases and other learning resources via the OBA Network website. Return to Oxford to enjoy special alumni rates (up to -25%) on selected Executive Education programmes.

OBA LinkedIn Group

Students are welcome to join the OBA Network LinkedIn group. This is a closed group exclusively for Oxonians with an interest in business. With over 5,600 members, it is a helpful resource for connecting with alumni. To join, visit: https://www.linkedin.com/groups/1656

Questions?

Contact the Alumni Relations team at alumni@sbs.ox.ac.uk

6. Student representation, evaluation and feedback

6.1. Department representation

Each year the DPhil student body elects four representatives who can feedback issues to the DPhil committee.

The DPhil student representatives are invited to attend the meetings of the DPhil Committee, though they may not take part in discussions about confidential individual student issues or other reserved matters. This provides an official forum for consultation between the graduate students and the faculty. Initiatives or matters of concern regarding the programme can be raised by DPhil student representatives and discussed in this forum.

The DPhil Reps represent the DPhil Class on the following Committees, as well as at other events:

Joint Student Consultative Committee (JSCC)

The JSCC committee is attended by school wide representatives from each programme. A meeting is held termly and issues relating to non-programme items are brought to the attention of this committee e.g. facilities, catering

DPhil Committee

The four representative positions for 2018-19 are as follows.

- Management Representative (Second or third year)
- Financial Economics Representative (Second or third year)
- Job Market Representative (Post-confirmation)
- First Year Representative (First year - To be elected during MT)

All the representatives also work together to organise social events for the full DPhil cohort and one reps is required to attend the library committee.

Elections for the representative positions are held in Week 1-2 of MT18 via an online poll for the second and third year positions and later in MT18 for the first-year position.

The DPhil Reps for last academic year (2017/18) are below,

- Xuan Wang – Job market rep
- Neroli Austin – FE rep
- William Fritz – MR rep
- Tatjana Schulze – 1st year rep

The full details of the responsibilities of a course representative and the specifics of your representatives for the
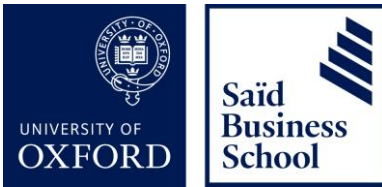
academic year will be placed on Canvas

The DPhil Committee

As a graduate student in management studies at Oxford, you come under the jurisdiction of the School's DPhil Committee. The DPhil Committee reports to and makes recommendations to the Degree Programmes and Teaching Committee of the Saïd Business School. The current responsibilities of the Committee, which meets once each term, include the following:

a) the admission of students and the determination of their status;

b) recommending changes of status;

c) permitting extension to the period within which a thesis may be submitted;

d) accepting a title for a proposed MLitt or DPhil thesis and permitting a change of title;

e) appointing a University supervisor for each student;

f) appointing assessors and examiners for MLitt and DPhil candidates;

g) considering reports of examiners for the DPhil;

h) wording the rubrics which determine the title and content of the examination papers for DPhil;

These responsibilities are carried out according to the decrees and regulations published each year under the title *Examination Regulations*. Decisions are notified to individual students by the DPhil Committee and/or the University Offices.

The members of this committee are chosen and approved by the Interim Executive Board. At present, for 2018-19, the committee comprises of the members below, although this will be subject to change each academic year.

- Dr Michael Smets   Convenor, Management Research Stream (Chair 18/19)
- Prof Thomas Noe   Convenor, Financial Economics Stream (co-chair)
- Dr Jonathan Reynolds   Director of Graduate Studies
- Prof Andrew Stephen   Associate Dean for Research
- Prof Ludovic Phalippou   Faculty Representative
- Prof Richard Whittington   Faculty Representative
- Prof Sally Maitlis   Faculty Representative
- Jessica Hodgson   DPhil Programme Manager
- Farzana Sadat   Head of Degree Programmes

6.2. Division and University representation

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford University Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level

6.3. Opportunities to provide evaluation and feedback

There are a wide variety of ways for students to provide feedback on courses, facilities or any other aspect on which they are concerned.

Programme Manager

Typically, the best person to speak to about any aspect of your programme is your programme manager, who you can contact at jessica.hodgson@sbs.ox.ac.uk or on 01865 278800.

Convenors

The first port of call for any stream specific query or confidential chat about any supervision issues you may be having should be with your convenor.

For Financial Economics Students, your convenor is Professor Thomas Noe

For Management Students, your convenor is Dr Michael Smets
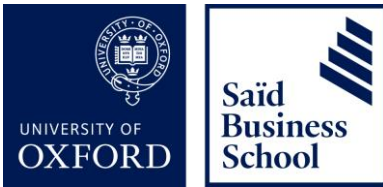
Course Representatives

If you have a matter you wish to be raised at course committee, your representatives take it forward for you. If there is a wider issue that you feel needs raising, your representatives can take the issue to the class to gather data with the assistance of the programme manager. The contacts for the current student representatives can be found on Canvas.

Termly Stream Meetings and Full Cohort Meetings

Each term, students from each stream have the opportunity to meet with their respective convenor and or DGS and Programme Manager in an informal setting to raise any issues that are stream specific and they wish to be resolved.

Director of Graduate Studies

When the above routes have been exhausted or if there is a significant issue that students wish to raise confidentially about any of the above feedback routes, then students should approach the School's Director of Graduate Studies, presently **Dr. Jonathan Reynolds.**

Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students and staff. This feedback is brought to the attention of the committee and/or convenors and is reviewed, discussed and actioned as appropriate. Outcomes are reported at the next committee meeting.

7. Student life and support

7.1. Whom to contact for help

Our aim is to ensure that your time with us at Oxford Saïd is an exciting and enjoyable experience. The University and Saïd Business School take student welfare seriously and offer a wide variety of support, both academic and pastoral, in the form of Academic Supervisors and College Advisors, as well as your Programme Director and Administrators.

If your concern relates to your programme or fellow students, you may contact your Programme Director or Programme Administrator who will present themselves to you during Induction. These are your main points of contact during your studies and, in many cases, for many happy years to come.

If in doubt about whom to contact at your college or the Business School, please contact welfare@sbs.ox.ac.uk, the confidential email account managed by the Director of Student and Programme Services (SPS), the SPS Executive Officer and the Head of Student Welfare for the Business School.

Overview of Health and Welfare at Oxford University

Full information on all the services that the university offers can be found at:
https://www.ox.ac.uk/students/welfare?wssl=1

There are a number of services available to provide support to you during your studies at the University. Advice is available from your college, department, central University services, fellow students and the Student Union.

Health

We have information on accessing medical advice and guidance for staying healthy while studying at the University. From registering with your college doctor or Oxford General Practitioner, to medical emergencies, information on dentists, opticians and other health services, and supportive resources, you can find all the necessary contacts at: https://www.ox.ac.uk/students/welfare/health?wssl=1

Emergency Contacts

From emergency services, to non-emergency health, welfare and academic support, details for a selection of the help services available to you can be found at: https://www.ox.ac.uk/students/help?wssl=1

Peer Support

Full specifics of the peer support network can be found at:
https://www.ox.ac.uk/students/welfare/counselling/peersupport?wssl=1

Student Peer Supporters are available in colleges and departments to talk with you informally about anything that is concerning you. All Peer Supporters have been carefully selected and trained to take up this role and receive ongoing support and supervision from the University Counselling Service.

The Peer Support Programme was developed in recognition of the essential role students play in supporting and encouraging one another on a day-to-day basis throughout their time at university. Students are likely to look to each other first for help in thinking through issues and for emotional support, but there are times when this can leave friends feeling out of their depth, unsure how best to help but anxious about seeking advice for fear of betraying trust.

The Peer Support Programme seeks to better equip students for this role, enabling them to feel more confident in supporting their peers and more aware of the professional support networks available to them. Since its launch it has been embraced by an Oxford University review as an integral part of its welfare provision

Student Counselling Service

You can access the full details of their services here: https://www.ox.ac.uk/students/welfare/counselling?wssl=1

The University has a professionally staffed confidential Student Counselling Service for assistance with personal, emotional, social and academic problems. The Service is available free to all matriculated undergraduate and graduate members of the University.
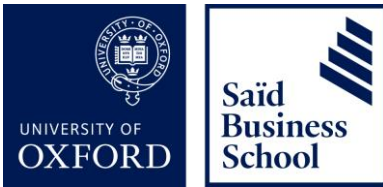
You may find that it is helpful to talk things through first with a friend, family member, tutor, supervisor, chaplain or your college doctor or nurse – often problems can be resolved by talking to someone like this. But if you don't feel that these people could help you, you are welcome to try the Student Counselling Service for confidential help and advice. There are times when it may be right to seek help away from the familiar daily environment and the Student Counselling Service was set up to meet just such a need.

The Service has a team of professionally trained and widely experienced female and male counsellors, psychotherapists, psychologists and a psychiatrist, who are accustomed to helping people from many different backgrounds and cultures and with a wide range of personal issues.

Disability Support

The full details of the support available can be found at: https://www.ox.ac.uk/students/welfare/disability?wssl=1

The University offers a range of support to help those with a disability to maintain their track record of academic success as they pursue their studies. The Disability Advisory Service provides information and advice for students with disabilities including sensory or mobility impairments, health conditions, specific learning difficulties, autistic spectrum conditions or mental health difficulties, and can assist with organising disability-related study support.

7.2. Complaints and Appeals

You may make a formal complaint to the Proctors Office who will follow the University Academic Appeals Procedure (https://www.ox.ac.uk/students/academic/complaints).

Complaints of Harassment

This Procedure is designed to deal with student complaints of harassment by other students that arise in a University context. Complaints of harassment against students which arise purely within the college environment will normally be dealt with under appropriate college procedures (see www.admin.ox.ac.uk/eop/harassmentadvice/collegeharassmentpolicies), while reflecting the principles of the University harassment Policy.

Complaints of harassment brought by students against University staff will be dealt with under the staff Procedure, but with the students supported by the Director of Student Welfare and Support Services.

If a member of staff wishes to make a complaint of harassment against a student, this will normally be dealt with through Statute XI of the University Regulations. In the first instance, a member of staff will seek support and guidance from his/her head of department or line manager.

All references within this Procedure to the Director of Student Welfare and Support Services should be understood to refer to the Director or her/his nominee. The Director of Student Welfare and Support Services office can provide support to students, and to staff requiring advice on student cases. The Director will have oversight of all cases referred to her/his office under this Procedure, and will take the lead as appropriate in liaising with other parts of the collegiate University. The Director will act as a source of information and advice for the collegiate University on student cases of harassment, and will make referrals as appropriate. S/he will also be responsible for recording and reporting of cases referred to her/his office under this Procedure.

In serious cases, it is likely to be appropriate to proceed directly to stages 2 and 3 of this Procedure.

This Procedure is separate from Statute XI on University Discipline. Complaints of harassment made under stage 3 of this Procedure (formal written complaint) may sometimes result, following an investigation, in a decision that the alleged harasser should face disciplinary procedures under Statute XI.

Harassment Complaint Stage 1 - Informal action

In some cases, a student who feels that s/he is being harassed by another student may feel able to approach the person in question to explain what conduct s/he finds upsetting, offensive or unacceptable, and to ask that person to refrain from that behaviour. At no time should a student feel obliged to approach an alleged harasser, and the University does not wish to suggest that a student who feels that s/he has been harassed is responsible for rectifying the situation. It may often be appropriate to proceed directly to stages 2 and 3 of the procedure.

Before taking informal action, the student could discuss the situation with a harassment advisor. If the student does not feel comfortable contacting a local advisor in their college or department, they can contact the Harassment Line for details of another advisor (Tel. 01865 270 760 or e-mail harassment.line@admin.ox.ac.uk).

Harassment advisors will not approach the alleged harasser on behalf of an individual. Details of the role of the harassment advisor can be found at www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/role.pdf.

Other sources of advice when considering informal resolution include college Deans or other college officers with pastoral responsibilities, JCR and MCR welfare representatives, Student Peer Supporters, and OUSU's Student Advice Service (Tel. 01865 288 466 or e-mail advice@ousu.ox.ac.uk).

These sources of support and advice are also available to students who have been accused of harassment.

Harassment Complaint Stage 2 - Student Welfare and Support Services

If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the behaviour, the Director of Student Welfare and Support Services' office is available for support and advice to any student who feels that s/he is being harassed. Students can contact the Director of Student Welfare and Support Services' office by e-mail: director.swss@admin.ox.ac.uk.

The Director of Student Welfare and Support Services' office will refer the student to a staff member trained in dealing with harassment cases. This staff member will be available to support the student throughout the process, including if s/he decides to make a formal complaint, and will also provide support following the outcome of any formal complaint. The Director of Student Welfare and Support Services will oversee all cases referred to his/her office, and will advise and take action as appropriate. Actions taken will vary depending on the case. Actions taken by the trained staff member may include:

● Giving advice on options for ways to proceed, and helping the student to make decisions on the action s/he wants to take

● Referring the student to appropriate support services (such as the Student Counselling Service).

Actions taken by the Director of Student Welfare and Support Services may include:

● Facilitating a mediation or conciliation process between the student and the alleged harasser, if both parties agree. An experienced mediator or conciliator acceptable to both parties will normally be nominated by the Director of Student Welfare and Support Services. The mediator or conciliator will meet with the parties separately and as soon as practicable to begin to seek a resolution. The normal expectation is that resolution would be achieved within 20 working days of the initial meetings with the parties (although this time limit may be extended by agreement). Any agreed outcome will normally be recorded in writing. All those involved in the mediation or conciliation process must maintain appropriate confidentiality

● Referring a case to a college, if it transpires that the alleged harassment did in fact take place purely within the college environment

● Ensuring that relevant members of staff within the collegiate University are informed of the case if appropriate, with the student's consent, and having due regard for obligations of confidentiality owed to others.

Support from the Director of Student Welfare and Support Services office is also available to students against whom complaints of harassment have been made. Actions taken will vary depending on the case, but the support will be equivalent to that available to a student who feels that s/he is being harassed by another student, including referral to appropriate support services, and facilitation of a mediation or conciliation process if both parties agree. The Director of Student Welfare and Support Services will ensure that, where a complainant and a student complained against are both seeking support, they will be dealt with by different members of staff, who will maintain appropriate confidentiality.

Support from the Director of Student Welfare and Support Services' office is also available to students who wish to make or have made a complaint of harassment against a member of staff, under the **staff Procedure in Annexe A**: **https://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/complaintsofharassmentagainst universitystaff/**

Records will be kept of all meetings held and actions taken in relation to the case at this stage. These records will be managed in accordance with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

Harassment Complaint Stage 3 - Formal written complaint

If action taken at stages 1 or 2 does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the student should make a formal written complaint to the Proctors. In some cases, it will be appropriate to proceed directly to this stage. In these cases, if the complainant has not already contacted the Director of Student Welfare and Support Services' office, the Proctors will normally seek consent from the complainant to refer her/him, so that s/he can be offered appropriate support from a trained member of staff.

The complaint should normally be made as soon as possible after the event(s) to which it refers, or normally within one month of the completion of any resolution attempts made at stages 1 and 2.

The complainant should set out as clearly and succinctly as possible (i) the nature of the behaviour that s/he is concerned about; (ii) the effect of this behaviour on her/him; and (iii) where possible, the resolution s/he is seeking. The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain where appropriate any attempts that have been made to resolve the difficulties and, where possible, the outcome s/he is seeking. If the complainant has already made a statement about the behaviour under stage 2, this may be sent as their formal written complaint, with the proviso that the Proctors may request further information.

One of the Proctors, or another person appointed by them, independent of the college and department/faculty of the students involved, will investigate the case to establish the relevant factual evidence and decide on any actions which should be taken. This may include holding meetings with both the complainant and the alleged harasser, and speaking to other relevant people on a confidential basis. At all times both parties will have the right to be accompanied at meetings. This could be by a member of Congregation or a member of staff from OUSU's Student Advice Service.

Every effort will be made to achieve a prompt outcome to the complaint – the aim being to conclude the complaint within a period of one month. Both the complainant and the student who is the subject of the complaint will be expected to co-operate with the University in achieving that result. If it is not possible to resolve the issue within this timeframe, for example for reasons of complexity or the absence of relevant parties from Oxford, both parties will be kept informed.

At all times both the complainant and the student complained against will be kept informed of proceedings, and will be referred as appropriate to sources of support and advice. Both parties will be informed in writing of the outcome of the investigation of the complaint.

In some circumstances, in the interests of the complainant and/or the student complained about, it may be necessary for interim action to be taken, pending the outcome of the investigation. This may include making arrangements to limit contact between the parties concerned.

Investigation of a formal written complaint of harassment may result in:

- Deciding that the alleged harasser should face disciplinary procedures under Statute XI

- Recommending to a department/faculty or college actions to take, including making arrangements to limit contact between the parties concerned. The head of department or Head of House will have responsibility for implementing and monitoring any actions, and for reporting to the Proctors that action has been taken. The Director of Student Welfare and Support Services will be available to advise departments/faculties and colleges

- Referring either or both parties to appropriate support services

- Referring a case back to the Director of Student Welfare and Support Services office, for the complainant to receive support from a trained member of staff

- Referring a case to a college, if it transpires that the alleged harassment did in fact take place purely within the college environment

- Taking no further action other than, where appropriate, implementing or suggesting steps that would help to restore reasonable relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded and where there is a continuing relationship between the parties

In rare cases disciplinary action may be instituted against the complainant if there is evidence that the complaint of harassment is unfounded and not made in good faith.

If the complainant is not satisfied with the outcome following the investigation of the formal written complaint, s/he may be able to apply to the Office of the Independent Adjudicator for Higher Education (OIA) for a review of the case. S/he must do so within three months of the date of the Completion of Procedures letter.

The Director of Student Welfare and Support Services will be kept informed of the outcomes of all formal written complaints of harassment made to the Proctors under stage 3 and will take such action, including informing others, and arranging for support for all parties following the outcome, as may be appropriate in the

circumstances.

Referrals

On occasion, complaints of harassment which should be considered under this Procedure may be made to staff other than the Director of Student Welfare and Support Services office or the Proctors. In this situation, staff should explain the Procedure, and ask the complainant if they would like the case referred to the Director of Student Welfare and Support Services office, so that they can receive support from a trained staff member, or whether they would like it referred to the Proctors as a formal written complaint.

If a student does not wish to seek support and advice, or to make a complaint, under stages 2 or 3 of this Procedure, or if there are queries about the procedure to be followed, staff can contact the Director of Student Welfare and Support Services office for advice on a confidential basis.

There may be occasions where a student does not wish to seek support and advice or to make a complaint under stages 2 or 3 of this Procedure, but where the Director of Student Welfare and Support Services or the Proctors consider that the implications for the individual and/or for others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In such circumstances the Director may ask the Proctors to initiate an investigation and make a decision on further action on the basis of such evidence as is available, or the Proctors may themselves decide to initiate such an investigation. The individual's consent will normally be sought if disclosure is to be made, and a decision on disclosure would be made at a senior management level.

Potentially criminal misconduct

This Procedure, or parts of this Procedure, may not be applicable where the allegations are of behaviours that may attract criminal sanction. This would include, but would not be limited to, cases of serious assault or threat of serious assault. The Proctors, in consultation with the Director of Student Welfare and Support Services (as appropriate), will decide whether this Procedure is applicable, having regard to all relevant circumstances including any police involvement. Support for any student affected by such an incident may be sought from the office of the Director of Student Welfare and Support Services.

In addition the Director of Student Welfare and Support Services will consider whether it is appropriate to make recommendations to appropriate bodies regarding arrangements that would have the purpose of limiting contact between students for so long as may be considered reasonably necessary. Further guidance on cases of sexual assault and sexual violence, including support available, is available at Guidance on handling cases of sexual assault or sexual violence. Issues including but not limited to those around teaching, examinations and accommodation/social activity may need to be considered.

Confidentiality

Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction.

Information will be shared on a need-to-know basis. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the University, within certain colleges, or to external bodies.

Those to whom disclosure may be made outside the University include the police, the Office of the Independent Adjudicator ("OIA") and the civil and criminal courts. The University will not normally report a matter to the police without the complainant's agreement, except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

Records

The University and all those involved in this Procedure must comply with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

Those interviewed in the course of any investigation by the Proctors will be asked to review the notes of their individual discussions with the investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions. All notes will be preserved during the process and until such time as the University's internal processes and any external processes are concluded.

The Director of Student Welfare and Support Services should be consulted about filing and retaining any notes and documents related to this Procedure, all of which must be held in confidence.

Oversight in this context refers to the Director of Student Welfare and Support Services being aware of all cases so as to ensure the provision of appropriate support to students.

The University's Data Protection policy is available at: **www.admin.ox.ac.uk/councilsec/dp/policy.shtml**

Any member of the University can also contact the Proctors for advice and information on any matter.

The powers of the Proctors in relation to action pending the outcome of criminal proceedings are laid down in Statute XI: University Discipline.

The University's Data Protection policy is available at: **www.admin.ox.ac.uk/councilsec/dp/policy.shtml**

Equality and Diversity at Oxford

"The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected." Equality Policy (2013).

Oxford is a diverse community with staff and students from over 140 countries, all with different cultures, beliefs and backgrounds. As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy and consideration.

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the 'protected characteristics' of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation. Visit our website for further details or contact us directly for advice: www.admin.ox.ac.uk/eop or equality@admin.ox.ac.uk.

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice

There is range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit:
www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres

Student Welfare and Support Services

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

The Counselling Service is here to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service. For more information visit: www.ox.ac.uk/students/shw/counselling

A range of services led by students are available to help provide support to other students, including the peer supporter network, the Oxford SU's Student Advice Service and Nightline. For more information visit:
www.ox.ac.uk/students/shw/peer

Oxford SU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: www.oxfordsu.org/communities/campaigns/

There is a wide range of student clubs and societies to get involved in - for more details visit:
www.ox.ac.uk/students/life/clubs

7.2   Complaints and appeals

Complaints and academic appeals within the department of the Saïd Business School.

The University, the Social Sciences Division and the Saïd Business School all hope that provision

made for students at all stages of their course of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

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

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

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

Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the Director of Graduate Studies (Dr Jonathan Reynolds) as appropriate. Complaints about departmental facilities should be made to the Programme Manager (Jessica Hodgson). If you feel unable to approach one of those individuals, you may contact the Head of Programme Services (Farzana Sadat). The officer concerned will attempt to resolve your concern/complaint informally.

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

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

Academic appeals

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

If you have any concerns about your assessment process or outcome it is advisable to discuss these

first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure (https://www.ox.ac.uk/students/academic/complaints).

7.3   Student societies

Your University registration constitutes your application for membership to the Oxford University Student Union (OUSU), and your undertaking to contribute £1 towards meeting the liabilities of OUSU should it be dissolved. Follow the link for more information: http://www.ox.ac.uk/students/selfservice/ousu

7.4   Policies and regulations

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

Equal Opportunities and Welfare Policies

The University of Oxford and its colleges aim to provide education of excellent quality at undergraduate and postgraduate Level for able students, whatever their background. In pursuit of this aim, the University is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

Recruitment and admissions

Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body), assessed by the application of selection criteria appropriate to the course of study. Admissions procedures are kept under regular review to ensure compliance with this policy.

We seek to admit students of the highest academic potential. Except in respect of the college admitting women only, all selection for admission takes place without reference to the sex of the candidate. ALL colleges select students for admission without regard to marital status, race, ethnic origin, color, religion, sexual orientation,

social background or other irrelevant distinction. Applications from students with disabilities are considered on exactly the same academic grounds as those from other candidates. We are committed to making arrangements whenever practicable to enable such students to participate as fully as possible in student Life. Details of these arrangements can be found in the University's Disability Statement, and information will be provided on request by colleges or by the University Disability Co-coordinator.

In order to widen access to Oxford, the University and colleges support schemes which work to encourage applicants from groups that are currently under-represented.

None of the above shall be taken to invalidate the need for financial guarantees where appropriate.

The curriculum, teaching and assessment

Unfair discrimination based on individual characteristics (Listed in the statement on recruitment and admissions above) will not be tolerated. University departments, faculties, colleges and the central quality assurance bodies monitor the curriculum, teaching practice and assessment methods. Teaching and support staff have regard to the diverse needs, interests and backgrounds of their students in all their dealings with them.

Further details of these services are included in the Proctors' and Assessor's handbook.

Residency and Dispensations

Terms of Residence, Status and Dispensation - Probationer Research Student Status	
Maximum tenure of status	6 terms, including any registered as MSc where transferred
Maximum Dispensation from Residency requirements	1 term in exceptional circumstances
Terms of Residence, Status and Dispensation - MLitt	
Maximum tenure of status	9 terms. 6 extensions of 1 term are possible at the discretion of the Board up to a total of 15 terms in all (including any registered as Probationary Research, or MSc).

Minimum residence requirement	6 terms including any registered as Probationary Research or MSc where transferred.
Maximum dispensation from the residence requirement:	3 terms including any taken as a Probationary Research Student.

Terms of Residence, Status and Dispensation - DPhil

Maximum tenure of status	12 terms. 6 extensions are possible at the discretion of the Board up to a total of 18 terms in all (including any registered as Probationary Research, MLitt or MSc).
Minimum residence requirement	6 terms (including any registered as MLitt or MSc).
Maximum dispensation from the residence requirement:	3 terms including any taken as Probationary Research or MLitt.

Any student who has kept statutory residence and studied at Oxford for a period of 42 days, not necessarily consecutive, but falling within the same academic year, may apply to reckon such a period as one term. The following cannot be counted:

- a day falling within any term which is reckoned for the purpose of keeping that term;
- more than one such period in the academic year.

No student is allowed to reckon more than three terms in the same academic year.

Visas

If you need a visa to be in the UK for your course you must be careful to keep to any conditions linked to the visa, for example registering with the police if required, not remaining in the UK beyond the time limit or working without permission, which includes self-employment. Visa arrangements and conditions can change suddenly: the most up-to-date information can be found on the University Visa and Immigration website

7.5 Finance and Awards

All graduate study incurs both University and College fees. Although liability for full college fees normally

terminates at the same time as university fees, some colleges may continue to charge a reduced fee in certain circumstances.

When considering transfers between degrees, extensions and dispensations, students are advised to check on the fees consequences with their college and DPhil Programme Manager at the Saïd Business School.

Further fees, beyond the normal maximum, are payable for any terms in which tuition or supervision is received after failing an examination (but not when a thesis is referred back for revision). Details are through your College and are available at https://www.ox.ac.uk/feesandfunding/search/

In general, fees are due for every term of the minimum residence requirement as follows:

MLitt	6 terms
DPhil	Maximum 9 terms, Minimum six terms (According to time taken to complete

Research Allowances

Separate to any scholarship you may receive and the milestone scheme awards, students of the DPhil in Management Studies also have access to a research allowance of **£1200**. This amount may be put towards any allowable research expense associated with your degree. For details of allowable research expenses and terms and conditions of this scheme please see the programme Canvas site.

Scholarships

Any queries you have regarding your scholarships should go direct to Zara Mahmood and your DPhil Programme Manager who can direct your query accordingly.

Grants

Your academic area (SIM, FAME, or TOPOS) may also have access to one-off grant amounts to assist in attending conferences or presenting papers. Please approach the area administrator or head of area for further information on applying for such funds. You should also explore the extent to which your college can support your research financially.

Saïd Foundation Milestone Scheme

The School, with the support of the Saïd Foundation, has established an incentive scheme, which is intended to provide additional financial support for DPhil students for research related expenses such as attending conferences and submitting publications. It is based around students meeting milestone deadlines. If a milestone

is met within the prescribed amount of time, the corresponding amount will be added to your available research allowance. The maximum amount available, if every milestone is met on time, is **£1200.** For details of allowable research expenses and terms and conditions of this scheme please see the programme Canvas site.

The timeline for completion and the corresponding amounts available are as follows:

Timeline	Award
Transfer of Status with four terms of starting the programme	£550
Confirmation of Status within five terms of completing transfer	£550
Submission within twelve terms of starting the programme	£100

'Completion' is defined as the date on which the student's viva is held and the money will be released, provided that the candidate subsequently passes the exam/milestone

This scheme has been designed so that if you miss one milestone deadline, you will still be eligible for the next deadline.

8. Facilities

8.1   Social spaces and facilities

Food Services

All food services at Oxford Saïd are provided by BaxterStorey. BaxterStorey is a dynamic independent contract catering company specialising in business catering' who have been working with The Said Business School for over 15 years. Their enthusiasm, flair & experience is reflected in the service they provide.

BaxterStorey are an organisation driven by fantastic food! They buy the best ingredients available and assemble them well – they do not impose food which is over sophisticated, but do endeavour to 'excite the palate' and encourage creativity. Their food is appetising and simply presented to sell itself.

Find out more about BaxterStorey and view the menus to discover what is available from Rewley's Cafe and Rewley's Kitchen, which now includes the newly opened Garden Room, both are based on site at Park End Street.

In order to showcase some of these ideas & concepts we hold a "Food Market" during the second week of induction in the central courtyard marquee. This gives you chance to sample some of the great food & drink produced whilst meeting the catering team & some of the suppliers who help us to deliver these services. It's also a great opportunity to network with staff & your colleagues in the school.

Cashless Accounts

When you receive your new SBS access pass you can log on and finish setting up your catering cashless account by adding your credit or debit card details. All SBS cards are pre-registered before they are issued, so just log on here with these details:

User name: Your new @said.oxford.edu email address

Password: SVMPERA27

Click here for a step by step guide to loading money to your account.

Catering Facebook Page

We have a dedicated Facebook page where you can stay updated with all the latest information around the catering services such as the weekly menus, ongoing promotions & events and theme days that are planned throughout the year. Please like us at:

https://www.facebook.com/Baxterstoreysaid
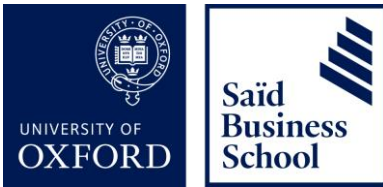

Main Reception

The Reception Team consists of the Reception Manager and the daytime, evening and weekend receptionists. On either side of Reception, you will find representatives of other support departments including the IT Help desk. The Main Reception number is 01865 2888000.

The business school is open Monday through Friday from 7.30am – 12 midnight, and on Saturday and Sunday from 8am - 12 midnight. Your attention is drawn to the requirement for everyone to be off the premises by 12 midnight prompt to allow the alarms to be set.

The School has very limited parking facilities which are not available to students.

Access cards

The Programmes Office will issue you with an access card for use in and around the building. If your card is lost or stolen, please advise your relevant Programme Manager immediately. It typically takes 2-3 days to replace

cards. In the event of card loss, a temporary card must be to be signed out daily from reception in place of your Bodleian card, this card must not leave the building.

Outgoing Mail/Fax Services

University messenger post is picked up around 3pm each weekday afternoon and delivered to Colleges and other university departments the following day.

First Aid

In accordance with regulations, the business school has a team of staff members who are certified to administer first aid. A list showing these names and contact telephone numbers is posted in Reception, Library, Common Room, and Restaurant. **If you have a serious injury/emergency, please call 999 and advise Reception.** There is a first aid room on site, however this is not a triage facility.

Lost property

Lost property is kept in reception. Items found will be documented and held for two weeks and then donated to charity. If you have misplaced an item, please let a member of reception know so that you can be contacted if it is recovered. Items left in the Library will be held at the Library Enquiry Desk so please check there as well as Reception.

Shared Workspace

The pods in the Founders Room offer an excellent facility for group-based study. There are eight pods each offering seating for groups of 4-5 and a plasma screen. The pods are available on an ad-hoc basis and are not subject to bookings. In addition to the pods, the Lower Reading Room in the Library (see section 8.3) also offers an informal space for individual and group-based study, whist the Garden Room is a new addition and offers a fantastic setting with floor to ceiling windows.

Room Bookings and the Conference Office

In the first instance it is recommended to use the workspaces above for study, however, should a private space be required for academic related activity students may book small seminar rooms by visiting the Reception desk in the Entrance Hall, where an access card to the room(s) in question can be collected in exchange for the student's University Card. Students are required to keep these rooms tidy and not to occupy any rooms without first booking; these rooms are often required as meeting rooms for faculty and staff members, as well external clients. Room bookings for students may only be made in person and cannot be done via telephone or email.

Please note that seminar rooms can be booked between 8am and 11pm, for a maximum of 4 hours and no more than 1 week in advance. Should the access card not be collected within 20 minutes of the start of the booking, the room may be released should it be required by another user. During very busy times (such as the exam period) the maximum booking length may be reduced to 2 hours.

If you have any queries relating to the booking of seminar rooms, please contact the Reception Manager,

extension 01865 (2)88496.

If additional facilities are required for a seminar room booking, such as AV set-up, please contact the Conference Office on (2)88846 or email conference@sbs.ox.ac.uk. If you need to plan a student-organised event, please contact the Programme Manager.

8.2 Workspace

Each DPhil will, subject to availability, be allocated a desk within our Doctoral Research Centre for their first year of study. After this period students may be asked to move out of the Doctoral Research Centre to allow space for incoming students. Each DPhil student will be provided with a laptop, docking station and two screens for use during their studies. The laptop must be returned to the IT department on receiving your Leave to Supplicate. The School can provide a range of licences for software depending on your needs, so if you are looking for a specific package to be supported, do contact Jessica.hodgson@sbs.ox.ac.uk

We provide general stationary for the room as well as a small budget for coffee and tea. We encourage students to use this space to create the sense of community.

8.3 Libraries/museums

Library and Information Services

The Sainsbury Library offers a modern and spacious study area and an information support service with a strong emphasis on electronic resources and delivery. It comprises of two floors, with Wi-Fi, PCs, Macs, docking stations, copiers and printers throughout. The Lower Reading Room contains copies of books on reading lists, and may be used for group work, while the Upper Reading Room is dedicated to silent study and houses the careers collection and additional books.

As well as the print collections, the library provides a dedicated webpage with an extensive collection of electronic resources, including access to business databases, financial and economic data, industry, market research, and analyst reports, e-journals and e-books. Course reading lists are provided with direct links to online readings and case studies. As the Sainsbury Library is one of the Bodleian Libraries, you also have access to the range of resources purchased for all the subjects taught at Oxford.

The library website and most of its databases are accessible to students from anywhere in the world. Experienced library staff members are available for in-depth help with finding and using more complex information sources for research, course projects and theses, as well as general advice and information support. As you are a member of the business school, your Saïd Business School access card will allow you entry into the library until midnight every day.

8.4 IT

On behalf of the School's IT team we'd like to welcome you to the business school and in doing so invite you to take a five to ten minutes to view our new IT induction video.

Video: https://vimeopro.com/sbsav/2018launch

Password: 2018Intake

The video provides an outline of the School's IT services and support, to share with you an overview of what to expect from our IT colleagues when you arrive.

The School's IT team includes our experienced and knowledgeable IT Service Desk who will be available to help you on-site, in person with any and all IT questions, issues and queries. The team is conveniently located in Main Reception and are available from 8am to 6pm to help you in person, no appointment is necessary. The IT Service Desk is a 'drop in' service for all staff, faculty and students.

If you have any IT questions in advance of arriving the team can be contacted on it@sbs.ox.ac.uk or +44 (0) 1865 288868 and will be happy to assist.

Alongside the School's IT team, the University and your college also have independent IT officers or teams to help support you. We'd like to present the School's IT team as your first destination for all IT questions and queries and we can then liaise with the University's central IT teams on your behalf.

"*We look forward to serving and supporting your technology needs during your time with us, and please do feel free to feedback either directly or via your IT Rep your experiences (good or bad) of the School's IT and IT Service.*"

Mark Bramwell, CIO/IT Director

Wifi

The School offers wired and wireless access for School and personal devices. The recommended wifi network for DPhil's to use is as follows:

SSID: SBS

Passcode: R3wleyAbbeychurcht0werpyram1d

Oxford Single Sign On (SSO)

Up to three weeks after you have submitted your University Card form to our Admissions team you will receive your 'Oxford Single Sign-On' account logon. Also known as your SSO this account allows you to access all of the School's online resources once your DPhil programme begins.

You will receive your SSO by email. As such, make sure you look out for an email from 'registration@it.ox.ac.uk' with the subject 'Oxford registration credentials'. When you receive your SSO please click on the link in the email to activate your account. Activating will take no more than ten minutes to complete.

Further information about your SSO is now available on Canvas. If you have any questions regarding your SSO then please contact our IT Service Desk who will be happy to assist.

Email Account

You will be provided with a School email address; firstname.surname.dphil2016@said.oxford.edu . For example alastair.reid.dphil2016@said.oxford.edu. You will also have two aliases; firstname.surname@sbs.ox.ac.uk and firstname.surname@college.ox.ac.uk .

All three addresses are linked together to one mailbox. @said.oxford.edu is an email address and mailbox for life and will be the primary address for communications from all colleagues in the School.

Your email mailbox is an Office 365 account with 50Gb of storage. This is accessible on any browser via OWA web access https://portal.office.com

Access via all common emails Client (e.g. Outlook, Mac Mail) on your laptop or desktop can be setup alongside mobile access for Apple (iOS), Android, Blackberry, Windows. Instructions available by emailing it@sbs.ox.ac.uk or by visiting the IT Tech Bar.

Forwarding to personal email account is not supported.

Answers to the common questions on email asked by many incoming students can be found on Canvas

Software and Hardware Discounts

Apple Education Store

      http://store.apple.com/uk_edu_5000754

      Create a UNiDays account with 'University of Oxford' as your qualifying institution
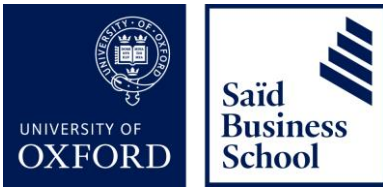
      You will need your Oxford Single Sign On (SSO) setup to gain access

Dell Discounts

      Select products to purchase and enter discount codes at checkout

      10% OFF Laptops & Desktops over £499: RBRSQ8RT81WGMC

      20% OFF Monitors, Printers & Accessories: ZR?KTSV0WQ4GCX

Student Software (including Office 2016)

> https://e5.onthehub.com/WebStore/Welcome.aspx?ws=5eb07b75-83fe-dc11-89b0-0030485a6b08&vsro=8

> You will again need your Oxford Single Sign On (SSO) setup to gain access

Sophos Anti Virus

> http://help.it.ox.ac.uk/viruses/index

> Click on 'Download Sophos' from the right hand menu

> You will again need your Oxford Single Sign On (SSO) setup to gain access

Canvas

Canvas is an online learning platform that hosts course information, timetables and the handbook itself.