

Undergraduate Student Handbook

Faculty of Oriental Studies

Academic Year 2017-18

This handbook applies to students starting the course in Michaelmas Term 2017. The information in this handbook may be different for students starting in other years.

NOTE: The Examination Regulations relating to all Oriental Studies courses are available at <https://www.admin.ox.ac.uk/examregs/>. If there is a conflict between information in this handbook and the Examination Regulations, you should always follow the Examination Regulations.

Changes in regulations made during the year are published in the Oxford University Gazette and updated in the online version of the Examination Regulations, so the online version is therefore the most up to date.

If you have any concerns please contact academic.administrator@orinst.ox.ac.uk.

The information in this handbook is accurate as of 1st October 2017. However, it may be necessary for changes to be made in certain circumstances. If such changes are made the department will publish a new version of this handbook together with a list of the changes. Students will also be informed.

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INTRODUCTION

The purpose of this handbook is to give you as much information as possible about your course. It mainly covers the general information which is common for all the undergraduate courses. For course specific information, please refer to the individual course handbooks. You will also be allocated to someone at your College who will be your course Tutor. He or she would also be an important source of advice. As far as possible, the information in these Handbooks is accurate. Some of it can be found in the University's Examination Regulations, a copy of which is issued to all students on their arrival in Oxford, and an online version of which can be found at <http://www.admin.ox.ac.uk/examregs/>. If there is any discrepancy between this handbook and the official text, it is the latter which prevails.

This handbook describes matters as they stand today. The Faculty's programmes are, of course, the subject of continuing revision and adjustment based on the teaching capacity available in the Faculty. However, changes cannot be introduced so quickly as to prejudice students who have already embarked on their course.

Professor Dominic Brookshaw
Director of Undergraduate Studies
September 2017

1. THE UNDERGRADUATE DEGREE AT ORIENTAL STUDIES

1.1 The Faculty's Undergraduate Programmes

The degree awarded by the Faculty is the BA in Oriental Studies. The following subjects are available within this degree:

Arabic and Islamic Studies
Arabic with a subsidiary language
Chinese
Egyptology*
Egyptology with Ancient Near Eastern Studies*
Hebrew Studies**
Jewish Studies*
Japanese
Persian
Persian with a subsidiary language
Sanskrit*
Turkish
Turkish with a subsidiary language

It also offers joint degree programmes in collaboration with other Faculties:

BA in Classics and Oriental Studies (Classics as major)
BA in Oriental Studies and Classics (Oriental Studies as major)
BA in Religion and Oriental Studies (Religion as major)*
BA in European and Middle Eastern Languages (double major, weighted equally)
All degrees and subjects require four years of study except for degrees and subjects marked * which require three years of study. Subject marked ** has a choice of three or four years of study. The degrees are at the FHEQ Level 6.
Subject benchmark statement: Area Studies

1.2 The Educational Aims and Programme Outcomes of The Undergraduate Degree

The programme aims to enable students to:

- Achieve a high level of competence in the spoken and/or written language(s) they are studying
- Acquire a knowledge of one or more cultures, characterised by range, depth and conceptual sophistication
- Develop the skills of independent thinking and writing, drawing on technical skills in cultural, historical, literary and linguistic investigation, and on a sensitive understanding of world cultures in the past and/or in the present
- Engage and enhance their critical skills, imagination and creativity as an intrinsic part of an intense learning experience

The programme outcomes are:

A. Students will develop a knowledge and understanding of:

- Relevant languages
- A broad range of cultural, historical, literary and linguistic topics related to the language(s) studied
- How primary evidence is employed in historical, literary, linguistic and philological analysis and argument

B. Skills and other attributes

Students will have the opportunity to develop the following skills during the course:

i. **Intellectual skills**

The ability to:

- Exercise critical judgement and undertake sophisticated analysis;
- Argue persuasively
- Approach problems with creativity and imagination
- Develop the exercise of independence of mind, and a readiness to challenge and criticise accepted opinion

ii. **Practical skills**

The ability to:

- Write well, both in English and in the foreign languages they study, in a manner which can be adapted for a variety of audiences and contexts
- Engage in oral discussion and argument with others, in a way that advances understanding of the problems at issue and the appropriate approaches and solutions to them
- Ensure that a range of evidence and opinion can be brought to bear on a problem, and to develop research skills to this end
- Employ advanced language skills in oral and written contexts

iii. **Transferable skills**

The ability to:

- Find information, organise and deploy it;
- Draw on such information to consider and analyse complex problems, in ways that are imaginative and sensitive to the norms and traditions of other cultures;
- Work well independently, with a strong sense of self-direction, but with the ability to work constructively in co-operation with others;
- Structure and communicate ideas effectively in a variety of written and oral formats;
- Plan and organise effectively;
- Employ language skills at an advanced level.

The degree programme lasts for 3 years (without a year abroad), or 4 years (with a year abroad). Your teaching in Oxford will consist of a combination of language classes, seminars, lectures and Tutorials. Tutorials are an important part of teaching at Oxford. You will usually have a Tutorial with a Tutor by yourself or with a small group of students. You are usually set some work before the Tutorial, for example, a passage of text for study, an essay topic for which specific reading is set, or a passage of

English to be translated into your language of study. You must then prepare the text, or write the essay or translation for discussion during an arranged Tutorial. It is through the directed reading, textual study, essay writing, translation and discussion involved in classes and Tutorials that you will gain essential understanding of your subject.

Tutors submit written reports to your College on your progress at the end of each term, or sooner if necessary. These reports will be discussed with you by your College Tutor or other officers of the College. It is divided into two (without a year abroad), or three stages (with a year abroad). The first stage is known as Preliminary Examination or Prelims for short. It is also known as the First Public Examination (FPE). You have to pass your Prelims before you are allowed to continue into Year 2. The next stage is your Year Abroad if your degree includes a year abroad and the final stage is known as the Final Honour School (FHS). These are the final two years of your degree and only the examination marks in your final year count towards your final degree classification.

You have to be entered for these examinations and when you arrive at Oxford, your College will provide you with a copy of the University's Examination Regulations. The College will advise you about how to enter for University examinations, academic dress, and procedures for dealing with exceptional arrangements (e.g. bereavement, disabilities). Some weeks before an examination, the conventions will be available on the Faculty's WebLearn site, giving you details on how the written or oral examinations will be conducted: https://weblearn.ox.ac.uk/portal/site/:humdiv:orient:oriental_s

For examination papers, you will normally be required to write your examination answers by hand. You must ensure that your handwriting is legible. If an examiner is unable to read what you have written, you may be required to have your script typed out in the presence of a qualified invigilator, at your own expense. For papers in which an essay submission is required, you are required to type up your answers. If you require any alternative examination arrangements, please ask your College for guidance or refer to your College handbook.

You can also find further information on this website:

<https://www.ox.ac.uk/students/academic/exams?wssl=1>

Detailed information as to the timetable, location and the conduct of examinations is sent to you some time in advance of the examinations. Information on (a) the standards of conduct expected in examinations and (b) what to do if you would like examiners to be aware of any factors that may have affected your performance before or during an examination (such as illness, accident or bereavement) are available on the Oxford Student website:

<https://www.ox.ac.uk/students/academic/exams/guidance?wssl=1>

You will also be given "collections" usually at the start of term. Collections are informal examinations intended to assess your command of material covered during the previous term and the preceding vacation. Despite their informal nature, they are important examinations. The results will be used by your College to monitor and evaluate your academic progress. Your Tutors will also be using this information when writing references for jobs/further study applications and when asked to provide predicted grades. At the same time collections may as well serve as a progress feedback for students. 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 12 (Complaints and Appeals) below.

As a University student, you are responsible for your own academic progress. Since the term is full of teaching, it is crucial that you plan your week as much as possible in advance. Learning one or more languages is a matter of regular preparation and revision, not of cramming at the last moment for a collection or examination. It is very easy to drop behind, but much more difficult to make up any gaps. The vacation time should be used for revision, reading in advance for Tutorials, preparing for

dissertations and so forth. There is certainly time for extra-curricular activities, such as sports, music and theatre, but planning and time management is essential. If you are considering paid work while enrolled on the degree programme, please refer to the University guidance on paid work on the Oxford Student website: <https://www.ox.ac.uk/students/life/experience?wssl=1>

1.3 Lecture List

The Lecture List is the timetable for your lectures, seminars and classes. It does not include your Tutorials, which are arranged individually between yourself and your Tutor. The Lecture List is published termly on the Faculty intranet pages: <http://intranet.orient.ox.ac.uk/roombooker/>.

The Lecture List includes the title of the lecture/seminar/classes, the name of the lecturer, the day, time and weeks and the location. The day of the lectures/seminars/classes are indicated in short form; M. for Monday, T. for Tuesday, W. for Wednesday, Th. for Thursday and F. for Friday. Lectures/seminars/classes run from Week 1 to Week 8 of term unless otherwise indicated in italics, for e.g. (Wk 1) or (Wk 1-4). You are advised to purchase an Oxford diary which shows you the weeks of the term and is available from Blackwells or the Oxford University Shop. Lectures/seminars/classes last for an hour unless otherwise indicated on the lectures list, for e.g., 3-5 or 2-3.30.

For example, if the Lecture List states:

Subject	Lecturer	Time	Place	Room
Varieties of Judaism in the Second Temple period	Professor M. D. Goodman	Th. 10	Oriental Institute	Lecture Room 1

This means Professor Goodman will lecture on ‘Varieties of Judaism in the Second Temple period’ on Thursdays at 10-11am, Weeks 1-8 in Lecture Room 1, Oriental Institute.

Islamic Religion (3rd year Arabic, EMEL)	Professor C. Melchert	T. 11, Th. 3-5 (wks 5-8)	Oriental Institute	Lecture Room 1
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This means Professor Melchert will lecture on ‘Islamic Religion’ for 3rd year Arabic and EMEL Arabic students on Tuesdays at 11-12noon and Thursdays 3-5pm in Weeks 5-8 in Lecture Room 1, Oriental Institute.

1.4 University Policy on Recording Lectures and Other Formal Teaching Sessions

The University has a policy on recording lectures and other formal teaching sessions. A copy of this policy is available [here](#). Students are required to take note of this policy and any breach to this policy is considered a disciplinary offence.

1.5 Past Papers

Students are strongly advised to work through past papers to familiarise themselves with the form of the examinations. Past examination papers can be found online at the following address <https://weblearn.ox.ac.uk/portal/site/:oxam>

Past Examiners’ reports on the examination are available on the WebLearn site: https://weblearn.ox.ac.uk/portal/site/:humdiv:orient:oriental_s

1.6 Term Dates 2017-18

Teaching is concentrated in three eight-week terms (Weeks 1-8):

Michaelmas Term

Sunday 8 October 2017 – Saturday 2 December 2017

Hilary Term

Sunday 14 January 2018 – Saturday 10 March 2018

Trinity Term

Sunday 22 April 2018 – Saturday 16 June 2018

You should also be aware that the University of Oxford does not observe Bank Holidays during full term.

For more information about term dates please see here: <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>.

2. PRELIMINARY EXAMINATION (YEAR 1)

In your first year, you will normally have a combination of intensive language classes, lectures and Tutorials. In the various non-linguistic subjects you will be given lists of recommended reading and be expected to write essays for Tutorials.

In First Public Examination (FPE) there are 3 or 4 papers (depending on your degree programme) and they are all compulsory, except in the case of Egyptology and ANES where you choose a language paper (either Akkadian or Egyptian) depending on your first language choice.

2.1 Assessments

The Preliminary Examinations (Prelims) usually take place at the end of your first year (Trinity Term), except for Sanskrit which is taken at the end of your second term (Hilary Term). Each written paper is normally 3 hours long. For Arabic and Chinese, you will also have an oral examination, usually held at the end of Trinity Term. The examination timetable should be available approximately 5 weeks before the start of the examinations. You will receive a copy of the timetable from your College. An electronic copy will also be published on this website:

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

The oral timetables are emailed to you separately by the Senior Academic Administrator around 5 weeks before the start of the oral examinations.

All examination scripts are marked anonymously. You will be given a candidate number which you must write on your answer scripts. The pass mark for Prelims is 40; a distinction is awarded for a final overall mark of 70 or above. The pass mark is on the low side and for a successful and meaningful continuation of your studies, you should aim for 59 or above.

The final mark is the average of marks for the individual papers and you must pass every single paper to move to Year 2. In certain translation and elementary language papers and orals the examiners will, at their discretion, mark out of 100 and then scale the marks down to a top mark of 85. For a Distinction overall, an average mark of 70 has to be obtained and no mark lower than 60. The marking criteria are similar to the marking criteria for Final Honour Schools below.

Resits are held in early September, except for Sanskrit which is taken at the end of Trinity Term. For examinations in which four papers were sat, candidates who fail one or two papers will resit the

paper/s in which they have failed, candidates who fail three or four papers will resit all papers. For examinations in which three papers were sat, candidates who fail one paper will resit the failed paper, candidates who fail two or three papers will resit all three papers. For EMEL, candidates only have to resit the paper/s they have failed. Normally, candidates are only given one opportunity to resit.

Any paper which a candidate has failed will be given no more than a Pass mark for the resit, and the highest mark for the overall Year Outcome will also be a Pass. Individual components that are retaken as a part of a paper, but were not previously failed, may receive a Distinction at the resit. Resits which are the candidates' first attempt at a paper (for example in the case of illness), should still be able to obtain a Distinction.

Double marking is not required for Prelims, except in the case of failed papers and re-sits. Examination and Setting Conventions.

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of an award, including the number of questions to be asked and answered, and the percentage of the final mark that each question is worth. Some information is provided in this course handbook. However, a more detailed set of exam conventions including the structure of individual examination papers, for example, requirements relating to questions, number of questions, compulsory questions etc. will be sent out to you by early Hilary Term for exams taking place at the end of Hilary Term and end of Hilary Term for exams taking place at the end of Trinity Term. Both documents are published on this website:

https://weblearn.ox.ac.uk/portal/site/:humdiv:orient:oriental_s

2.2 Prizes for FPE

The following prizes are awarded for Prelims. The prize money shown below is the total prize money for the fund. The Faculty reserves the right to split the prize money should there be more than one outstanding candidate for the prize.

Prize Nomination List for FPE 2017/18

Full Prize Name	FPE or FHS	Prize	Description
Arthur Lenman Memorial Prize*	FPE or FHS	Usually £30	For outstanding performance at Prelims for Egyptology and Ancient Near Eastern Studies
Dudbridge Junior Prize	FPE	£50	For outstanding performance in the Classical Chinese paper
Gibbs Prize	FPE	3 x £233	Wherever possible, one prize is given to each overall best performance for Chinese, Japanese and Egyptology and Ancient Near Eastern Studies
James Mew Junior Prize*	FPE or FHS	£50	For outstanding performance in Arabic language papers or Rabbinical Hebrew language papers
Joseph Schacht Memorial Junior Prize*	FPE or FHS	£50	For outstanding performance in Islamic religion, law or history

Pusey Ellerton Junior Prize	FPE	£100	For outstanding performance in Biblical Hebrew
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*Not awarded annually, shared with FHS

3. YEAR ABROAD (YEAR 2)

3.1 Overview

For students on a 4 year programme, you will spend your second year abroad. The purpose of the Year Abroad is twofold: to enable you to acquire fluency in your chosen language, and to give you the experience of living in a country where the language is spoken. The Year Abroad is essentially what you make of it. The more effort you make to spend time with local people, to learn about their way of life, to visit places of historical interest and to attend cultural events, the more you will benefit, both personally and in terms of your preparedness for the final two years of your course.

During your Year Abroad you are obliged to follow, and successfully complete, an approved course of language instruction (for details see the page relevant to the Year Abroad in your particular language). For some languages, you are required to sit a test (collection) to assess your language progress when you return from your Year Abroad.

All students are required to spend their second year abroad except for Egyptology, Egyptology and Ancient Near Eastern Studies, Sanskrit, Hebrew (if you are taking the three year degree) and joint schools with Classics and Religion in which Classics or Religion is the major subject. For Egyptology and Egyptology and Ancient Near Eastern Studies, students are encouraged to spend some time visiting or doing some field work in a country relevant to the degree.

Students should note that the year abroad is a compulsory part of their course, which can only commence following the successful passing of the Preliminary Examinations. Students who are required to re-sit any of their Preliminary Examinations should be aware that re-sits are scheduled during the first two weeks of September only. Students should contact their year abroad coordinator in the first instance if they have any concerns with the Year Abroad.

The students will spend their year abroad at the following universities/institutes:

Arabic – Qasid Institute, Jordan; Institut Francais du Proche-Orient (IFPO), Amman, Jordan

Chinese – Peking University, Beijing, China

Hebrew Studies (four year option) – Hebrew University, Jerusalem, Israel. There are also possibilities for study in Tel Aviv, Haifa and Beer Sheva.

Japanese – Kobe University, Kobe, Japan

Persian - Tehran University, International Centre for Persian Studies (ICPS). Due to visa restrictions, some students are unable to travel to Iran, in which case, separate individual arrangements will be made.

Turkish - One term on an intensive language course at a Dilmer Institute, usually in Istanbul. This is followed by a term at Bosphorus (Bogazici) University in Istanbul.

For students on the European and Middle Eastern Languages degree, your Year Abroad will consist of a combination of countries depending on the language combination you have chosen. Because of the large amount of combinations possible for this degree, there isn't a fixed Year Abroad programme. Individual arrangements are made for your Year Abroad. Please speak to your Year Abroad Coordinators at Oriental Studies and Modern Languages. You will usually spend more time in a country learning your Middle Eastern Language than your European Language. The Faculty reserves the right to make alternative arrangements with other institutions if there are safety concerns with the current arrangements.

You may have some assessments while you are abroad but these assessments will not count towards your final degree. The results of these assessments may be made available to the Year Abroad Coordinator and College as a report of your progress.

Your Year Abroad Coordinator will be the person liaising with the Year Abroad institutions. They will also organise pre-departure briefings before you leave. Your College and Year Abroad Coordinator will be your main point of contact during your year abroad. A member of the Faculty (not necessarily your Year Abroad Coordinator) will usually make at least one pastoral visit to the year abroad institution.

3.2 Year Abroad Coordinators

Subject	Year Abroad Coordinator	Term	Email
Arabic	Mohamed-Salah Omri	MT 2018	mohamed-salah.omri@orinst.ox.ac.uk
Persian	Edmund Herzig	MT 2018	edmund.herzig@orinst.ox.ac.uk
Turkish	Laurent Mignon	MT 2018	laurent.mignon@orinst.ox.ac.uk
	Emine Cakir	MT 2018	emine.cakir@orinst.ox.ac.uk
Japanese	Junko Hagiwara	MT 2018	junko.hagiwara@orinst.ox.ac.uk
Chinese	Barend ter Haar	MT 2018	barend.terhaar@orinst.ox.ac.uk
	Shioyun Kan	HT 2018	shioyun.kan@orinst.ox.ac.uk
Hebrew	Adriana Jacobs	MT 2018	adriana.jacobs@orinst.ox.ac.uk

3.3 Year Abroad Attendance Requirement

The Year Abroad is an essential part of your degree programme and a formal requirement for admission to the FHS. Upon your return from your Year Abroad, the programme continues at the Third Year level, rather than where you left off at the end of the First Year. For this reason, sufficient attendance at classes during your Year Abroad is essential, even though the teaching method may not quite be what you are used to. It will be almost impossible to compensate for the Year Abroad in terms of class attendance and personal experiences with the culture(s) of study once you are back in Oxford.

Attendance is monitored by the Faculty and we expect at least 70% attendance unless permission has been granted by the Faculty and College. This attendance requirement takes into account minor illnesses that a student may experience during the year. If you are ill and cannot attend at least 70% of class hours, you should provide medical certificates and contact the Faculty and College for advice. Year Abroad institutions are required to send the Faculty a student's attendance record at the end of each term/semester. The Year Abroad Coordinators will then monitor the attendance record and let the Faculty know when a student is in danger of not meeting the 70% requirement.

The attendance requirement is only for class attendance at the Year Abroad institution, at the same time, in order to enhance learning experiences the Faculty encourages all students to spend more time in the country or region beyond just class attendance to immerse themselves in the culture of the country or region they are visiting.

3.4 Curtailment of Year Abroad

There may be circumstances which prevent class attendance or even emergencies that necessitate a temporary return to your native country. You must inform your College and Faculty if you are returning to Oxford or home, provide the reason for returning and how long you are planning to stay (bearing in mind the 70% attendance requirement). You are not required to let your College and the Faculty know if you are returning home during the holidays. If you decide not to return to the Year Abroad institution and cannot fulfill the 70% attendance as a result, permission will be required from the Faculty and College in order to continue into the third year.

If extra teaching is required while at home or in Oxford, it is the College's responsibility to arrange teaching (as required) in consultation with the Year Abroad Coordinator. The cost will be borne by the College. The general University policy is that students returning for 10 weeks or more will be charged the full tuition fees for the year. If the College or student think that this is unfair due to the student's individual circumstances, a case can be made to the Fees Panel for consideration through the student's College.

It is also possible to suspend your studies and return to the Year Abroad institution to continue on with the studies there in the following year. You should discuss this option with your College and permission is required from both Faculty and College.

The Faculty's main contact should be the Year Abroad Coordinator for the relevant degree or the Senior Academic Administrator (academic.administrator@orinst.ox.ac.uk)
For College contact, please refer to your College handbook.

3.5 Funding

The Faculty will cover the cost to the institution/University where you will be studying during your Year Abroad. Fees are still payable to Oxford during your year abroad, at a lower level than the fees charged to students studying in Oxford. See the main University webpages on Fees and Funding: <https://www.ox.ac.uk/students/fees-funding?wssl=1>

Overseas and Islands students will also have to pay 50% of the College fees. Home/EU students do not pay College fees.

You are responsible for your travel and living costs during your Year Abroad. Home/EU Students are eligible to be financially assessed in their application for government maintenance support. These students will also be assessed for an Oxford Bursary during their year abroad and the University will use the household income figure which is calculated in their financial assessment to allocate this bursary. Some courses and Colleges have bursaries to help with the costs. Please enquire with your Course Coordinator and College.

3.6 Safety and Security

Pre-departure briefings are organised by your Year Abroad Coordinator. These briefings aim to give you some background to the countries to which you will be going, which have different cultures and legal systems from those you are accustomed to. These briefings will also include advice on risk and safety during your Year Abroad. **It is important that you attend these briefings as failure to attend them means you will not be eligible for University travel insurance.**

Preparation is extremely important to keep yourself safe. Before you leave, you should be thinking and finding out about accommodation, visa requirements, insurance, healthcare, the local laws and security in the country. Ensure you have a passport which is valid for at least another 3-6 months upon your return to the United Kingdom. This is not an exhaustive list but a useful guide when planning your Year Abroad. You are also encouraged to speak to your fellow students who have been to the country and ask for their advice. The Foreign Commonwealth Office (FCO) [website](#) is very useful for up to date advice on the countries you are going to. You are advised to subscribe to the FCO travel alerts emailed to you when there is new advice released for your relevant country. Travel guides are also a useful source of information.

You should check in good time with your GP that you are up to date with your immunisations and you receive the required vaccinations for the country you are going to. If you have an existing health

condition you will be required to provide a letter from your GP confirming that you are fit to travel. If necessary, arrangements for your care whilst abroad will be made with the institution.

You must stay in touch with your Supervisor and your College, as well as check your University email account while you are away. The University may need to contact you from time to time. It is also important that the Faculty knows your local address while you are abroad and a contact number in case we need to contact you in an emergency. You must inform Trudi Pinkerton (Facilities Administrator, trudi.pinkerton@orinst.ox.ac.uk, (2)88202) of these details and any changes.

3.7 Travel Insurance

During your Year Abroad, you will be covered by the University's travel insurance policy. **Cover is not automatic.** You must fill in risk assessment and travel insurance forms which need to be approved by the University. You can obtain these forms from Trudi Pinkerton, Room 315, Oriental Institute. The University's travel insurance covers medical costs that you may incur while you are on your Year Abroad, be it an emergency or if you are ill and need to see a doctor. It does not cover pre-existing medical conditions. You are advised to speak to your GP for advice and may be required to take out additional medical insurance yourself. The University travel insurance is strictly for University business only, in your case for the purpose of study at your host institution.

For other purposes, for example travelling during your holidays or weekends, you are advised to take out additional personal travel insurance. The University travel insurance does not cover activities deemed as dangerous or hazardous or travels to restricted countries. You must seek advice from the University Insurance Office if you decide to do any of these. **It is important that you read the insurance policy and understand it to ensure you know what is and is not covered.** If you require further information or would like to speak to someone about the University's travel insurance, please refer to this [website](#).

You must keep copies of your University insurance policy number and emergency contact numbers with you at all times. You should also keep extra copies of the insurance policies, passport and visa with a family member or friend in the UK which can be kept safe. You should also use secure file hosting services where you can keep scanned copies of these important documents on the web which you can access from wherever you are.

4. FINAL HONOUR SCHOOL (YEARS 2 AND 3/YEARS 3 AND 4)

Your second and third years (third and fourth years for those on the 4 year programme) are known as the Final Honour School (FHS). In your final two years, you will continue with your language studies as well as lectures/classes and Tutorials. You will have a mixture of compulsory subjects, choice of special/further subjects and a dissertation/extended essay depending on the degree you are taking. Please refer to the relevant course handbook. Your choices of special/further subjects and dissertation title have to be approved by the Faculty Board. Please refer to the Important Deadlines section of the course handbooks. Your Course Coordinator will be available to guide you through your special/further subject choices and dissertation/extended essay. A meeting is usually held to brief you on them. Not all special/further subjects are available yearly.

Some of your teaching will be devoted to the study of prescribed texts ("set texts"), on which you will be examined. Lists of these set texts are available on the faculty WebLearn site, usually by Friday of 3rd Week of Hilary Term in the year of your final examinations.

4.1 Assessments

FHS examinations are usually held at the end of Trinity Term. The examination timetable will usually be available about 5 weeks before the start of the examinations. You will receive a copy of the

timetable from your College. An electronic copy will also be published on this website:

<https://www.ox.ac.uk/students/academic/exams/timetables?wssl=1>

The papers you are preparing will be examined at the end of the final year and these examinations determine your final degree result. These papers are assessed through a range of methods: essay submissions, take-home papers, orals and three hour examination papers. The number of papers for the Final Honour School is between 7-10 depending on the course. You are advised to consult your course handbook and Examination Regulations.

Your final degree classification will be awarded in one of six classes in descending order: First Class Honours, Upper Second Class Honours (“2.i”), Lower Second Class Honours (“2.ii”), Third Class Honours (“iii”), Pass, and Fail.

Students may be called for a short oral examination (a “viva”) at some point after their written examinations. Students are required to be available for the viva until the final examiners’ meeting, usually held in early July. A viva is held when examiners are otherwise unable to determine the class of the submitted papers. It is not used to assess possible plagiarism. Students are usually given 2-3 days’ notice of the viva. The results of all examinations are normally released some weeks later. The criteria of assessment vary according to the nature of the paper and subject. In translation from English into an Oriental language, the qualities considered are grammatical and lexical correctness, idiomatic construction, and stylistic propriety. For composition questions, these same qualities plus topical relevance, argument, and style of composition will be considered, and in the case of verse, metrical competence. In translation from an Oriental language into English the examiners will look for accuracy, transparency and stylistic propriety.

The fundamental criteria for the assessment of essay-type examination answers are whether the question set has been answered and, if so, how well. The latter will depend on a demonstration of knowledge of the subject, the strength, clarity and focus of the argument, and the presentation of appropriate evidence.

The criteria for assessing a dissertation are how well a topic has been researched, using both primary and secondary sources, and how clearly the material has been assembled, interpreted and analysed. A dissertation will also be assessed for clarity, structure, originality and exposition. Further considerations are whether the dissertation is presented in scholarly format (i.e. with references and bibliography), and whether it focuses on the issue it sets out to explore or answers the questions it attempts to examine.

Oral examinations vary in format depending on the particular Oriental language examined, but the general criteria the examiners will consider are fluency, grammatical and lexical accuracy, use of appropriate register and idiom, comprehension, and the ability to speak at some length, either in conversational or expository context.

Generally speaking marks are awarded pro rata for incompletely answered questions. Optional exercises and vivas can only improve or leave unaffected a final average.

Optional dissertation and papers: where a candidate has submitted an Optional Dissertation or an Optional Paper, the lowest mark of the examined elements will be deleted.

4.2 Degree Classification

The six classes of FHS in Oriental Studies may be described as follows:

1	70-100	A performance which exhibits the qualities mentioned above to a very high degree, and which is outstanding in some way.
2.i	60-69	A performance which exhibits these qualities to a high but lesser degree, which is fully competent but not outstanding.
2.ii	50-59	A performance which exhibits still fewer of these qualities but in which acceptable answers appear to be predominant.
iii	40-49	A performance which fails to exhibit these qualities to a significant degree, but which nevertheless contains an adequate proportion of acceptable answers.
Pass	30-39	A performance in which the student shows only a marginal level of knowledge and competence.
Fail	29-0	Any other performance.

Marks above 85 are reserved for 'quite outstanding' performances.

The following criteria are used to determine a candidate's overall classification:

- **1** Average mark of 68.5 or greater.
At least two marks of 70 or above.
No mark below 50.
- **2.i** Average mark of 59 or greater.
At least two marks of 60 or above.
No mark below 40.
- **2.ii** Average mark of 49.5 or greater.
At least two marks of 50 or above.
No mark below 30.
- **iii** Average mark of 40 or greater.
Not more than one mark below 30.
- **Pass** Average mark of 30 or greater.
Not more than two marks below 30.

A Distinction will be awarded for a first class performance (i.e. 70 or over) in the oral examination. Distinctions will be noted on transcripts for individual students and degree specific text will appear on undergraduate transcripts to state that any oral mark above 70 is awarded a Distinction. This will affect transcripts for degrees in Arabic, Hebrew (Course II), Persian, Turkish, Chinese and Japanese. All scripts are double blind-marked. This means that each script is read by two different markers and both markers have to agree on a single mark which will be the candidate's final mark.

4.3 Orals

There will be an oral examination for students taking the following languages as their main degree subject and students studying EMEL, Arabic, Chinese, Hebrew (for Course II), Japanese, Persian and Turkish. These oral examinations are usually held in Week 0 of Trinity Term in the year of the final examinations. The timetable for the oral examination will be sent to you about 5 weeks before they are held. The oral examination counts as half a paper.

4.4 Submitted Work

Depending on your degree, you may be assessed by a piece of submitted work (essays or take-home papers). It is important that you observe the deadline for your submitted work and the word limit. Please see the section on Penalties below. If you require an extension, please speak to your College office about applying for an extension. All submitted work has to be securely held together (not with paper clips) with a cover sheet stating:

- i. Degree
- ii. Paper title
- iii. Term and year of submission
- iv. Your candidate number
- v. Word count

Do not write your name anywhere on the submitted works.

Two copies of the works must be submitted to the Examination Schools by the set deadline. A declaration form should be included in a sealed envelope and included with the two copies of the submitted works in a larger envelope. The larger envelope should have your candidate number on the front and be addressed to Chair of Examiners, (name of degree), Examination Schools, High Street.

4.5 Examination and Setting Conventions

Examination Conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of an award, including the number of questions to be asked and answered, and the percentage of the final mark that each question is worth. Some information is provided in this course handbook. However, more detailed exam conventions including the structure of individual examination papers, requirements relating to questions, number of questions, compulsory questions, etc., will be sent out to you by early Hilary Term for exams taking place at the end of Hilary Term and by the end of Hilary Term for exams taking place at the end of Trinity Term.

Both documents are published on this website:

https://weblearn.ox.ac.uk/portal/site/:humdiv:orient:oriental_s

4.6 Dissertation

A guideline on writing a dissertation is available on this WebLearn site: [Guideline for Theses Writers](#). Dissertations are due by 12 noon on Friday of 10th week in Hilary Term of your final year. It is important that you observe this deadline. Please see section on Penalties below. The word limit of the dissertation is 15,000 words. Dissertations should be securely bound (basic glue-binding should suffice) with a cover sheet stating:

- i. Degree
- ii. Paper title
- iii. Term and year of submission
- iv. Your candidate number
- v. Word count

Do not write your name anywhere on the dissertation.

Two typewritten copies and an electronic copy in PDF format on a memory stick or CD, must be submitted to the Examination Schools. A 'declaration of authenticity' form should be included in a sealed envelope and included with the two copies of the written work in a larger envelope. You can find the declaration form here: <https://www.ox.ac.uk/students/academic/exams/submission?wssl=1>

The larger envelope should have your candidate number on the front and be addressed to the Chair of Examiners, (name of degree), Examination Schools, High Street.

4.7 Prizes for FHS

The following prizes are awarded for FHS. The prize money shown below is the total prize money for the fund. The Faculty reserves the right to split the prize money should there be more than one outstanding candidate for the prize.

Prize Nomination List for FHS 2017/18

Full Prize Name	FPE or FHS	Prize	Description
Abramson Prize for Modern Hebrew Literature	FHS	Usually £100	For the best performance in Modern Hebrew Literature paper.
Arthur Lenman Senior Memorial Prize*	FHS or FPE	£60	For an outstanding performance in Egyptology. Usually a first class is required.
Davis Prize	FHS	£100	For the best Chinese dissertation.
Dudbridge Senior Prize	FHS	£100	For the best performance in the Classical Chinese paper.
James Mew Senior Prize*	FPE or FHS	£100	For an outstanding performance in Arabic Language/Rabbinical Hebrew papers, usually with a first class on the paper.
Joseph Schacht Memorial Prize*	FPE or FHS	£100	For an outstanding performance in Islamic religion, law or history.
Mustafa Badawi Prize in Modern Arabic Literature	FHS	£100	For the best essay in English on an aspect of modern Arabic literature.
Pusey and Ellerton Senior Prize	FHS	£250	For an outstanding performance in Biblical Hebrew.
Shillito Prize	FHS	£100	For outstanding performance in Ancient Near Eastern Studies.
James McMullen Prize - NEW	FHS	£50	For the best First in Japanese FHS, i.e., the First with highest overall average.

*Not awarded annually, shared with FPE

Prizes marked with * may not be awarded annually. These prizes are shared with FPE therefore prizes awarded are dependent on the performance of candidates at Prelims and FHS and the amount available in the fund for the particular year

4.8 After Your Course

At the end of the course students should ensure that they have returned all library books. Students should contact their College if a reference is required.

Information on Academic transcripts can be found at www.ox.ac.uk/students/graduation/transcripts. Students receive one copy of the final transcript automatically on completion of their degree – further copies can be ordered.

You will receive an email with information about booking a degree ceremony. See www.ox.ac.uk/students/graduation/ceremonies for further information.

5. ACADEMIC INFRINGEMENTS

5.1 Plagiarism

You are reminded that the work that you present for your examination (this includes submissions, projects, dissertations and examination papers) must be your own work and not the work of anyone else. You should not quote or closely paraphrase passages from another source, be that a book, article, webpage, another student's work or other source, without acknowledging and referencing that source. If you do present other people's work as your own work you are committing plagiarism.

This is cheating and the Faculty and the University treat any alleged offence of plagiarism very seriously.

Please read through the University's definition of plagiarism:

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

It is important that you take time to look at the University webpage on plagiarism and understand its content: <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1>

If after having referred to the University website, you are still unsure how to reference your work properly, and would like further advice, you should contact your Tutor or Course Coordinator for guidance.

The University employs software applications to monitor and detect plagiarism in submitted examination work, both in terms of copying and collusion. It regularly monitors on-line essay banks, essay-writing services, and other potential sources of material.

5.2 Penalties for Exceeded Word Limit

The Humanities divisional framework for penalties for work that exceeds the stipulated maximum work length is as follows:

Percentage by which the maximum word limit is exceeded	Penalty (up to a maximum of -10)	Example: theses with max. word limit of 12,000 – number of words that into which percentage translates
Up to 2%	-1 mark	1-250 words over
Over 2% and up to 4%	-2 marks	251-500 words over
Over 4% and up to 6%	-3 marks	501-750 words over
Each further 2%	-1 further mark	Each further 250 words over

Interpretation of the electronic word count is at the discretion of the Examiners, in view of the fact that most languages taught in the Faculty are not written in alphabetic scripts and the electronic word count may not be as accurate when taking into account non-alphabetic scripts.

5.3 Penalties for Late Submission

The Humanities divisional framework for penalties for late submissions is as follows:

Late submission	Penalty
Up to one day (submitted on the day but after the deadline)	-5 marks (- 5 percentage points)
Each additional day (i.e., two days late = -6 marks, three days late = -7 marks, etc.; note that each weekend day counts as a full day for the purposes of mark deductions)	-1 mark (- 1 percentage point)
Max. deducted marks up to 2 weeks late	-18 marks (- 18 percentage points)
More than 2 weeks late	Fail

Note: These penalties apply to all late submissions, including essays, extended essays, dissertations etc.

6. FEEDBACK ON LEARNING AND ASSESSMENT

You will receive large amount of feedback during your time in Oxford. Feedback comes in many different forms and classes. You will receive feedback during your Tutorials on your Tutorial essays, collections results at the start of each term and class tests especially for language classes. Tutorials form a key part in Oxford teaching and it is important that you take your Tutorials seriously and prepare carefully for them to get the best out of each Tutorial.

6.1 OxCort

After each term, Tutors who have taught you will provide a report of your progress through [OxCort](#) in the form of OxCort reports. Your College will also have access to these reports. Your College Tutor will usually meet up with you to discuss your progress based on these reports and your collection results. This forms another part of your feedback.

On occasions, there may be some delays in providing marks and feedbacks for class tests, essays or collections due to staff commitments. If these delays are persistent, please contact the Academic Administrator for Undergraduate Studies.

6.2 Examiners' Reports

Examiners' reports from past exams are available online:

https://weblearn.ox.ac.uk/portal/site/:humdiv:orient:oriental_s

These reports give you an idea of how the exams were conducted and the performance of the cohort. Due to small class sizes for some degrees, it is not always possible to provide examiners reports for them. In these cases, please consult with your course coordinators for feedback.

Feedback can be channeled thorough informal meetings between supervisors and students, and the regular informal contact that s

7. OPPORTUNITIES TO PROVIDE EVALUATION AND FEEDBACK

7.1 Opportunities for Student Feedback

The Faculty of Oriental Studies takes student feedback seriously. Feedback helps the Faculty to improve its provision of courses to students.

At the end of each term, during Week 7, students are invited to complete a short feedback questionnaire covering the lecture courses and session. Students are encouraged to complete and return these, all comments are anonymous. The results are then looked through by the Director of Undergraduate Studies and the Undergraduate Studies Committee, making it an important part of quality assurance procedures for the continuing review and development of the course.

Furthermore students are surveyed annually on all aspects of their course through the Student Barometer and National Student Survey (NSS). Previous results can be viewed by students, staff and the general public at <https://www.ox.ac.uk/students/life/student-engagement?wssl=1>

Results from the Student Barometer and National Student Surveys are discussed at the Faculty's Undergraduate Studies Committee and JCC Committee.

7.2 Student Barometer

The Student Barometer (<https://www.ox.ac.uk/students/life/student-engagement?wssl=1>) surveys full-time and part-time undergraduate, postgraduate taught and postgraduate research students. Final year undergraduates are excluded as they are surveyed in the National Student Survey (NSS). The survey enables the University to benchmark your feedback on the student experience from application to graduation, against those of 120 other universities.

7.3 National Student Survey

If you are a final year undergraduate you will be able to make your mark by completing the [National Student Survey](#) usually taking place between January and April. Your feedback not only contributes to improvements in the facilities, resources and teaching on offer to current students, but also helps prospective students choose the right institution and course for them.

8. STUDENT REPRESENTATION

8.1 Undergraduate Studies Committee

The Undergraduate Studies Committee includes student representatives for much of its business. Student representatives also serve on a Joint Consultative Committee that exists specifically to discuss student concerns. Representatives to these Committees are selected from the student body. Elections to the JCC are held in Michaelmas Term for the following calendar year. Representations concerning the programme are often made by or on behalf of the JCC. The Director of Undergraduate Studies, other officers of the Faculty and members of the Faculty's administrative staff often engage informally with students and their representatives.

8.2 Joint Consultative Committee and Student Representation

The Faculty has a Joint Consultative Committee which meets once a term, on Tuesday of Week 3 at 1pm. It comprises of academic members and four student representatives: two undergraduates and two graduates. The agenda of the committee is driven by the student representatives who are asked to submit items for discussion. If you have any issues you would like to raise about your course or life as a student at Oxford, please raise it with your student representatives. The names of the student representatives will be available on the Faculty of Oriental Studies website.

Student representatives are elected in Michaelmas Term for the following calendar year. An email will be sent by the Academic Administrator (Undergraduate Studies) asking for potential representatives and if more than two students who have come forward, an election will be held.

8.3 Division and University Representation

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford Student Union (Oxford SU). The student representatives also sit on the Undergraduate Studies Committee and Faculty Board. Details can be found on the Oxford SU website along with information about student representation at the University level: www.oxfordsu.org

9. PROBLEMS AND SUPPORT

Oxford has a number of mechanisms designed to help students who find that they need extra support, either personal or academic. The first line of resort will often be found in or through your College. All Colleges have ways in which you can seek help for illness or other personal problems. Please refer to your College handbook or website for more information on who to contact and what support is available through your College. Depending on the nature of the problem, it may be appropriate to approach your Tutor, or some other person who has a designated responsibility for your welfare. Your doctor (most students register with a GP suggested by their College) is obviously a valuable resource.

9.1 University Counselling Service

Appointments can also be made with the University's Counselling Service, in Wellington Square. Information about the Counselling Service can be found on the following webpages: <https://www.ox.ac.uk/students/welfare/counselling?wssl=1> and in the Proctors' and Assessor's Memorandum, a copy of which is supplied to you as you join Oxford (which should also be found in your College's Tutorial office). You will also find helpful information in the Memorandum on how to handle other kinds of difficulties you may conceivably face, such as harassment.

Details of the wide range of sources of support are available more widely in the University are available from the Oxford Students website: <https://www.ox.ac.uk/students/welfare?wssl=1> including in relation to mental and physical health and disability.

Other sources of advice and help include:

- Oxford Student Union (Oxford SU) <https://ousu.org/advice/life-welfare/>
- Nightline <http://oxfordnightline.org/>

9.2 Harassment Advisors

The Faculty of Oriental Studies is committed to creating a happy and healthy work environment, where everyone is treated fairly and with respect. We do not tolerate any form of harassment or bullying.

Faculty Harassment Advisors offer confidential support and advice to all members of the Faculty and in some instances this may be enough to resolve the issue. In other cases, should you decide to make a complaint, the Harassment Advisor can be a valuable source of support and guidance.

The Faculty Harassment Advisors are:

- Professor Polly O'Hanlon
Room 114, Oriental Institute
rosalind.ohanlon@orinst.ox.ac.uk
01865 278224
- Professor James Benson
Room 204, Oriental Institute
james.benson@orinst.ox.ac.uk
01865 278229

Alternatively, if you do not feel comfortable talking to someone from within the Faculty, you can access the University's anonymous Harassment Line:

- harassment.line@admin.ox.ac.uk
01865 270760

The University's Policy and Procedure Harassment can be found here:
www.admin.ox.ac.uk/eop/harassmentadvice

9.3 Support for Students with Disabilities

The University and Colleges can offer support to students with disabilities in a number of ways. The Faculty of Oriental Studies Disability Contact is:

Thomas Hall
Head of Administration and Finance
Oriental Institute
Pusey Lane
Oxford OX1 2LE
Tel No: 01865 278210
thomas.hall@orinst.ox.ac.uk

The Disability Contacts work with the University Disability Advisory Service (www.admin.ox.ac.uk/students/welfare/disability) and other bodies, such as the Oriental Studies Library to help facilitate students' access to lectures, classes, Tutorials and access to information. They are also involved in an ongoing programme to identify and promote good practice in relation to access to teaching and learning for students with disabilities within the Faculty, and to ensure that the Faculty meets the requirements of the Equality Act (2010): <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

For University guidance and support please refer to www.admin.ox.ac.uk/eop/disab and www.admin.ox.ac.uk/students/welfare/disability.

9.4 Concerns About Your Course

Informally, your Course Coordinator, College Tutor and the Director of Undergraduate Studies are available to help if you would like to raise any issues concerning your course. Generally, if you have a problem with the course, you should speak to your Course Coordinator in the first instance. If the problem is not resolved to your satisfaction or if you want to speak to someone else other than your Course Coordinator, you can request to speak to the Director of Undergraduate Studies by contacting the Senior Academic Administrator.

If you have a problem with your Tutorial teaching, it should be addressed through College mechanisms for addressing such matters. Colleges operate questionnaire systems for receiving student feedback on Tutorials, administered by their Senior Tutors. Individual Colleges will differ slightly in their approaches, and will let you know the details of their own procedures.

10. COMPLAINTS AND APPEALS

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

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

General areas of concern about provisions affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department's committees (please see 8.1, 8.2, 8.3 Student Representation above).

10.1 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 Undergraduate Studies (Professor Donimic Brookshaw) as appropriate. Within the Faculty the officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the following places:

The Proctors' webpage

<http://www.proctors.ox.ac.uk/complaintsandacademicappeals/>

The Student Handbook

<https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>

Relevant Council regulations

<https://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml>

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 (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.

Students are not permitted to contact the internal Examiners, External Examiners or the Assessors directly on any matter related to the examinations.

10.2 Academic Appeals

An academic appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body. For undergraduate courses, a concern which might lead to an appeal should be raised with your College authorities and the individual responsible for overseeing your work.

Students are not permitted to contact the internal Examiners, External Examiners or the Assessors directly on any matter related to the examinations.

If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your College.

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are described on:

- The Proctors' webpage
<http://www.proctors.ox.ac.uk/complaintsandacademicappeals/>
- The Student Handbook
<https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>
- Relevant Council regulations

<https://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml>

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgment of Examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the Examiners failed to take into account special factors affecting a candidate's performance.

Students are not permitted to contact the internal Examiners, External Examiners or the Assessors directly on any matter related to the examinations.

11. THE FACULTY OF ORIENTAL STUDIES AND ITS FACILITIES

Students taking Oriental Studies programmes at Oxford are members of their College, the University of Oxford, and the Faculty of Oriental Studies.

The University contributes the overall academic structure within which various programmes run for example, it is responsible for defining syllabuses and running official examinations. It provides sports, welfare, careers, language teaching and IT facilities and also the literature which students receive upon entry, such as the Proctors' and Assessor's Memorandum. A full list of the University facilities is available on the University of Oxford website: <https://www.ox.ac.uk/students?wssl=1>

Colleges have the primary responsibility for students while they are at the University. They are responsible for monitoring their academic progress and taking care of their day-to-day problems. The Faculty has a central role in organising tuition and each student's academic progress is monitored termly on OxCort. Collections results are reported back to the Colleges. Students are usually assigned to a College/moral Tutor in College. Colleges also provide accommodation and meals, as well as sports, social, and welfare facilities, IT facilities and a College library.

The Faculty of Oriental Studies consists of all College and University staff who are involved in the teaching of the subject area. Its Members meet on a termly basis to discuss academic, examination and student matters.

11.1 The Oriental Institute

This Oriental Institute houses the Faculty Office, rooms in which most of the Faculty's lectures and seminars are given, the Oriental Studies Library and the Language Library. A large number of the Faculty's academic staff have their offices here but some are based elsewhere. Most teaching is held in this building but some is held in other locations. Please refer to the Lecture List for location details for lectures, seminars and classes. A Common Room can be found in the basement which serves morning coffee from 10.30am – 11.30am and afternoon tea from 3.30pm – 4.30pm during term.

The Oriental Institute is located on Pusey Lane, Oxford, OX1 2LE and is open during the following times:

Term Time

Monday – Friday: 9.00am – 7.00pm

Saturday: 9.00am – 1.00pm

Sunday: Closed

Outside of Term Time

Monday – Friday: 9.00am – 5.00pm

Saturday: Closed

Sunday: Closed

11.2 Faculty of Oriental Studies

The Faculty is led by the Chair of the Faculty Board. The Faculty Board has a Chair and a Vice-Chair, and includes a Director of Undergraduate Studies and a Director of Graduate Studies. The Board has a number of Committees. The Undergraduate Studies Committee deals with business concerning undergraduate studies and is chaired by the Director of Undergraduate Studies. An undergraduate student representative sits on this committee for the Unreserved Business. There are also other joint schools committees for the joint degrees which have representatives from both Faculties. Each Faculty takes turn to chair the joint schools committees annually. There is also the Joint Consultative Committee which is specifically devoted to discussion of issues between faculty and students.

The day-to-day administration of Faculty activities is carried out by the Faculty Office, Room 315 and the team is led by the Head of Administration and Finance, Mr Thomas Hall.

Academic Administration and student academic matters are managed by the Academic Office, Room 316 and the team is led by the Senior Academic Administrator, Mrs Iryna Vink. Most contact between undergraduates and the Faculty takes place through this office. Ms Aalia Ahmad, Academic Administrator (Undergraduate Studies) coordinates undergraduate students.

11.3 The Faculty Board

The board of the faculty consists of eight ex-officio members drawn from Faculty officers and five elected members. It also has power to co-opt members whose experience and knowledge it considers to be useful to its deliberations. It elects a chairman from amongst its members, and meets twice a term, on Thursday of second week and Thursday of seventh week.

The board considers and makes decisions on most matters of policy, examinations, syllabus and university appointments in Oriental Studies, and it administers certain funds at its disposal for research and other expenses. It also considers questions of inter-faculty concern referred to it by the Humanities Divisional Board. In addition, it ratifies, where necessary, decisions taken by the standing committees amongst which the board's work is divided (such as the Graduate Studies Committee, the Undergraduate Studies Committee, the General Purposes Committee, and the Curators').

11.4 Useful Contacts

Students are always welcome at any time to discuss their concerns with their Supervisor, Undergraduate Course Coordinator, Senior Academic Administrator, the Director of Undergraduate Studies or Head of Administration and Finance. If you are ill and unable to attend class, please contact the Faculty Reception who will pass it on to your Tutors.

Faculty Contacts

Position	Name	Email	Phone*
Chair of the Faculty Board	Prof Mark Smith	faculty.chair@orinst.ox.ac.uk	(2)88208
Head of Administration and Finance	Mr Thomas Hall	thomas.hall@orinst.ox.ac.uk	(2)78210
Faculty Reception	Mrs Liliane Morton	orient@orinst.ox.ac.uk	(2)78200

Facilities Administrator	Mrs Trudi Pinkerton	trudi.pinkerton@orinst.ox.ac.uk	(2)88202
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Academic Contacts

Position	Name	Email	Phone*
Director of Undergraduate Studies	Prof Dominic Brookshaw	dominic.brookshaw@orinst.ox.ac.uk	(2)78233
Senior Academic Administrator	Mrs Iryna Vink	academic.administration@orinst.ox.ac.uk	(2)88365
Academic Administrator (Undergraduate Studies)	Ms Aalia Ahmad	undergraduate.admissions@orinst.ox.ac.uk	(2)78312
IT Officer	Mr Richard Carpenter	it-support@orinst.ox.ac.uk	-

Undergraduate Course Coordinators

Course	Name	Email	Phone*
Arabic	Prof Julia Bray	julia.bray@orinst.ox.ac.uk	(2)78232
Chinese	Prof Margaret Hillenbrand	margaret.hillenbrand@orinst.ox.ac.uk	(2)80390
Egyptology	TBC		
Hebrew and Jewish Studies	Prof Alison Salveson (MT)	alison.salveson@orinst.oxa.c.uk	(2)10442
	Prof Martin Goodman (HT, TT)	martin.goodman@orinst.ox.ac.uk	(2)10423
Japanese	Prof Bjarke Frellesvig (MT, HT)	bjarke.frellesvig@orinst.ox.ac.uk	(2)80383
	Dr Linda Flores (TT)	linda.flores@orinst.ox.ac.uk	(2)88207
Persian	Prof Dominic Brookshaw	dominic.brookshaw@orinst.ox.ac.uk	(2)78233
Sanskrit	Prof Jim Benson	james.benson@orinst.ox.ac.uk	(2)78229
Turkish	Prof Laurent Mignon (MT, HT)	laurent.mignon@orinst.ox.ac.uk	(2)78213
	Aslı Niyazioğlu (TT)	asli.miyazioglu@orinst.ox.ac.uk	(2)88367

*Oxford area code is 01865

11.5 Useful Websites:

Faculty of Oriental Studies website: <http://www.orinst.ox.ac.uk/home>

Faculty of Oriental Studies WebLearn site:

https://weblearn.ox.ac.uk/portal/site/:humdiv:orient:oriental_s

This website includes links to examination information (examination conventions, setting conventions) and set texts.

Examination Regulations: <http://www.admin.ox.ac.uk/examregs/>

Oxford Student Website: <http://www.ox.ac.uk/students>

Oxford Student Union: www.oxfordsu.org

College Handbooks: Please refer to your College website or office.

12. IT ACCESS AND EMAIL

12.1 Registration and Oxford Single Sign On Username

New students must complete their registration by the end of the first week of term in order to confirm their status as members of the University. Ideally you should complete registration before you arrive. Continuing students must register at the anniversary of the term in which they first started their programme of study.

Your Oxford Single Sign On (SSO) username is your main access to University online services. It is essential that you activate your SSO, which will give you access to a range of IT services including:

- Your University email account - to which all crucial University-related information will be sent
- Wireless internet
- Student Self Service
- Weblearn - our virtual learning environment and where reading lists and handouts from lectures are available
- Library services
- OXCORT Tutorial system

You will be allocated an Oxford email account when your University card is created. The University email service is called Oxford Nexus and is run by IT Services. For more information see the web pages at <http://www.it.ox.ac.uk/welcome/nexus-email>.

Important information will be sent to this account and you are expected to check this account **at least once per working day**.

Please use your Oxford email account for all email communication with the University.

12.2 Student Self Service

Once you have completed your University registration, an enrolment certificate is available from Student Self Service to download and print. This certificate can be used as a proof of your student status for purposes such as obtaining council tax exemption and opening a bank account. In addition to enabling you to register online, Student Self Service provides web access to important course and other information you will need throughout your academic career. You can amend your address and contact details via Student Self Service, access detailed exam results, see your full academic record and print unofficial transcripts.

Student Self Service provides access to important information that you will need throughout your academic career. You can access Student Self Service with your SSO and are able to register, view and update your personal and academic information including exams results throughout your studies at Oxford. You can amend your address and contact details via Student Self Service, access detailed exam results, see your full academic record and print unofficial transcripts.

For further information see: <http://www.ox.ac.uk/students/studentselfservice/>

12.3 University Card

The University Card provides you with access to facilities and services such as libraries, computing services and the Language Teaching Centre. In some Colleges and Faculties you will also need the card as a payment card or to enter buildings. The University Card also acts as a form of identity on College or University premises. Cards are issued to you by your College on arrival in Oxford once registration has been completed.

12.4 Undergraduate Mailing Lists

All students are automatically subscribed to the undergraduate mailing list. This is the Faculty's main means of communicating announcements about lectures and seminars, examinations, IT and library training, library hours etc. If you do not receive messages from the undergraduate mailing list, contact the Academic Administrator (Undergraduate Studies).

12.5 The Faculty Website and WebLearn

The Faculty website <http://www.orinst.ox.ac.uk/home> provides a range of information about courses, news and events, how the Faculty works, Faculty members, much detail relevant to undergraduate and postgraduate study, links to Faculty centres, specialisations, publications, library and computing facilities and more.

WebLearn allows members of the University to create and store materials to support their teaching and learning. Using your SSO to login you can access your own workspace for file storage and any course materials which may be made available for your courses. You can login the Faculty's Weblearn site via the OI webpage: <https://weblearn.ox.ac.uk/portal/site:/humdiv:orient>

The Faculty IT Officer is Richard Carpenter and please email it-support@orinst.ox.ac.uk for any help with WebLearn.

12.6 Skills Training and Development

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and Academic writing through the Oxford Students website:

<https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>

12.7 University Language Centre

International students, whose first language is not English, are strongly advised to visit the University Language Centre to find out more about the courses on topics such as Academic Writing and Advanced Communication Skills which run during term time. Details are available at

www.lang.ox.ac.uk/courses/english.html

12.8 IT Facilities in the Oriental Institute and University

All the rooms in the Faculty are covered by the Eduroam and OWL wireless networks. Access to these requires some computer configuration, details of which can be found on the IT Services website:

<http://help.it.ox.ac.uk/network/wireless/index>

As well as offering front line support with any IT problems and queries, IT Services design, organise and teach a wide range of courses and support to help students get the most from technology for learning and teaching. For more information see <https://www.it.ox.ac.uk/do>

IT Services is located at

13 Banbury Road

01865 273200

help@it.ox.ac.uk

12.9 University Rules for Computer Use

The University's Regulations relating to the Use of Information Technology Facilities are available at <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

12.10 IT/Electronic Research Resources

The Bodleian Libraries' electronic holdings are accessible via SOLO:

http://solo.bodleian.ox.ac.uk/primo_library/libweb/action/search.do and [OxLIP+](#)

When off-campus, your Oxford Account log in is required to access electronic holdings.

Detailed information about e-resources is available at

<http://www.bodleian.ox.ac.uk/oil/eresources/finding>

13. RESEARCH CENTRES AND INSTITUTES

The Faculty also includes several research centres and institutes:

13.1 The Griffith Institute

Sackler Library

1 St John Street Oxford, OX1 2LG

<http://www.griffith.ox.ac.uk>

13.2 Institute for Chinese Studies

University of Oxford China Centre

Dickson Poon Building

Canterbury Road Oxford, OX2 6LU

<http://www.chinacentre.ox.ac.uk/>

13.3 Khalili Research Centre

3 St John Street Oxford, OX1 2LG

<http://krc.orient.ox.ac.uk/krc/>

13.4 Research Centre for Japanese Language and Linguistics

41 Wellington Square Oxford, OX1 2JF

<http://www.orinst.ox.ac.uk/research-centre-japanese-language-and-linguistics>

Other related research centres/institutes which are not formally part of the Faculty of Oriental Studies:

13.5 The Middle East Centre

St Antony's College

Oxford OX2 6JF

<http://www.sant.ox.ac.uk/mec/>

13.6 Nissan Institute of Japanese Studies

27 Winchester Road Oxford, OX2 6NA.

<http://www.nissan.ox.ac.uk>

Some Faculty members have offices in one of these research centres/institutes. Depending on the course you are following, you may have some of your teaching in these buildings. The Lecture List will tell you the location of your lectures and classes.

14. LIBRARIES

As a student at the University, you are entitled to use the libraries within the Bodleian Libraries group (<http://www.bodleian.ox.ac.uk/subjects-and-libraries/libraries/bodleian>) and other University libraries (<http://www.bodleian.ox.ac.uk/subjects-and-libraries/libraries/other>). You will also have access to your College libraries which should have the main textbooks for your course. There are several libraries that hold collections which are related to the study of Oriental Studies.

14.1 Oriental Institute Library

The Oriental Institute library is part of the Bodleian Libraries and is located in the Oriental Institute. It has a collection of approximately 55,000 volumes specialising in the Middle East and Islam, Hebrew and Jewish studies, South Asia, Korea and Japan. You may borrow up to 6 books for an initial period of 2 weeks. Some books are kept on reserve behind the circulation desk; you must sign for these, and

under no conditions should they leave the library. For further information and opening hours, please refer to the website: <http://www.bodleian.ox.ac.uk/oil>

14.2 Bodleian K B Chen China Centre Library

The library is located at the new China Centre at the Dickson Poon Building, Canterbury Road. Although its foundation collection contains valuable research material on pre-modern China, the policy for some years has been to develop this library as a lending collection for undergraduates and first-year graduate students. Apart from selected academic journals, it also provides current newspapers from China, Hong Kong and Taiwan in printed or online versions. For further information and opening hours, please refer to the website: <http://www.bodleian.ox.ac.uk/ccl>

14.3 Bodleian Japanese Library

The Bodleian Japanese Library is located in the Nissan Institute, 27 Winchester Road, Oxford, OX2 6NA. The library combines the Japanese collections from the Bodleian and the Nissan Institute Library. It holds one of the best research collections in Japanese studies in Europe. It is an open access library with seating space for thirty two users. For further information and opening hours, please refer to the website: <http://www.bodleian.ox.ac.uk/bjl>

14.4 Leopold Muller Memorial Library

The Leopold Muller Memorial Library contains important collections for work in Hebrew and Jewish Studies. It also contains the Foyle-Montefiore Collection and the Louis Jacobs Library. The library is located at the Oxford Centre for Hebrew and Jewish Studies at the Clarendon Institute Building. For further information and opening hours, please refer to the website: <http://www.bodleian.ox.ac.uk/muller>

14.5 Middle East Centre Library

The library of the Middle East Centre at St Antony's College specializes in the modern (post-1800) period in history and social sciences and it is open to all students reading Islamic Studies. For information and opening hours, please refer to the website: <http://www.sant.ox.ac.uk/research-centres/middle-east-centre/middle-east-centre-mec-library>

14.6 Sackler Library

The Sackler Library specialises in the ancient history and archaeology in the Near East. It houses the principal collection of books on Egyptology and Ancient Near Eastern Studies, as well as general archaeology, Classical Civilisation, Western and Eastern Art. It is located at 1 St John St, Oxford OX1 2LG, next door to the Oriental Institute.

For further information and opening hours, please refer to the website, <https://www.bodleian.ox.ac.uk/sackler>

14.7 Eastern Art Library

The Sackler Library also houses the (3rd Floor) which contains books on Islamic and Chinese art. Book selection and cataloguing are carried out by staff of the Department of Oriental Collections, Bodleian Library. The books may not be borrowed.

For further information and opening hours, please refer to the website, <http://www.bodleian.ox.ac.uk/sackler/collections/easternart>

14.8 Other Libraries

Depending upon your course, you may need to use other libraries, such as the [History Faculty Library](#) (Western History) and the [Philosophy & Theology Faculties Library](#). For general works on linguistics and literary theory/criticism, the libraries of the [Taylor Institution](#), and the [English Faculty](#) will be

useful. The Persian section ([Firdousi library](#)) of the Wadham College Library will be useful for those interested in Persian classical literature and history of medieval and modern Iran.

15. UNIVERSITY OF OXFORD POLICIES

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 <https://www.ox.ac.uk/students/academic/regulations?wssl=1>

These policies include:

- Equality Policy
<http://www.admin.ox.ac.uk/eop/policy/equality-policy/>
- Race Equality
<http://www.admin.ox.ac.uk/eop/race/>
- Code of Conduct for using IT Facilities
<http://www.it.ox.ac.uk/rules>

16. CAREERS SERVICE

You can obtain advice about all aspects of career matters from the Oxford University Careers Service (<http://www.careers.ox.ac.uk>). The service makes contact with you during your first year in Oxford, and helps you decide on an appropriate approach. The office also runs a successful [internship](#) programme for those looking to get some work experience.

You can seek further information, personal guidance, and up-to-the-minute vacancy details by dropping in to The Careers Service (56 Banbury Road). You are urged to draw on the expertise of the Careers Service throughout your time in Oxford, not just immediately before graduation.

THE PRO-FORMA FACULTY'S STATEMENT OF SAFETY ORGANISATION

The pro-forma is intended to reflect the needs of the larger and more complex faculties. Smaller faculties with simpler managerial structures may wish to compose a simpler document, but if faculties choose not to use, or wish to modify, the pro-forma their statement must

- a) clearly define the faculties (or area) to which it applies
- b) clearly define those persons with executive authority to enforce the Health and Safety Policy and those with overall or specific advisory responsibilities to the faculty board chairs
- c) describe how staff in the faculties can contact their trade union safety representative
- d) be reviewed annually and updated when necessary
- e) be brought to the attention of all employees by the most effective means (e.g. at induction sessions; or by email distribution)
- f) be issued, signed and dated by the Faculty Board Chairs.

The statement should also identify any special risks in the Faculty and their associated control measures.

1. THE PREAMBLE

(g) This must clearly identify the faculties units. From time to time, faculties may have safety responsibilities for those working away from the University. The extent of such responsibilities and the arrangements to cover them should be described.

Some faculties may wish to have separate statements for Faculty units, particularly if they are housed in separate buildings. In such cases the statements should cross-reference each other. Faculties in multiple occupancy buildings may wish to draw up a common policy, which must then be signed by all the Faculty Board chairs and heads involved. In all cases the lines of responsibility back to the Faculty Board Chairs must be clearly defined.

EXECUTIVE RESPONSIBILITY FOR SAFETY (SECTION 1)

Responsibility for safety in a faculty is a managerial function. The Faculty board chair may decide not to delegate functions indicated in the pro-forma, or may add to or restrict them, but the degree of delegation must be indicated and the individual to whom the Faculty board chair is delegating duties must clearly understand both their nature and extent. Those individuals must be named and not referred to by title alone. The head must ensure that the individuals have the necessary authority to undertake the role and that they are given appropriate training.

Those in day-to-day charge of staff, students, and visitors are expected to control all associated safety matters.

ADVISORY RESPONSIBILITY FOR SAFETY (SECTION 2)

It is not always essential for Faculty Board Chair to appoint a Faculty Safety Officer (DSO) and in small Faculties without significant risks this may create unnecessary work. However, in a large Faculties or where complex processes are involved the Faculty board chair should be able to take advice from someone independent of executive responsibilities that can present an informed and unbiased view. The Faculty Board Chair should not normally delegate executive responsibility to this person, for this is an advisory role, but sometimes they may necessarily have executive functions and these must be identified. The statement should distinguish between those who have an overall advisory function, outside of any areas for which they have executive responsibility, and those who are fulfilling a purely executive role.

The DSO should normally be responsible for co-ordinating any advice given by other specialist advisors.

TRADES UNIONS (SECTION 4)

The pro-forma's reference to University Policy Statement S2/04 describes the arrangements for consulting with the recognised trade unions. Faculties may wish to add information they hold about any local trade union safety representation.

SPECIFIC SIGNIFICANT RISKS (SECTION 6)

The statement should include a brief indication of significant risks in the Faculties and their location, together with any local written safety arrangements.

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR THE FACULTY OF ORIENTAL STUDIES.

As Faculty Board Chair of the Faculty of Oriental Studies, I am responsible for ensuring compliance with University Health and Safety Policy. My responsibilities are set out in the Annexe and I have delegated some of these responsibilities to others, as set out in Section 1.

1. EXECUTIVE RESPONSIBILITY FOR SAFETY

Every employee with a supervisory role is responsible for ensuring the health and safety of staff, students, and other persons within their area of responsibility; and of anyone else (e.g. contractors and other visitors) who might be affected by their work activities. In particular, the responsibilities listed in the Annexe are delegated to supervisors for areas under their control.

As it is my duty to ensure adherence to the University's Health and Safety Policy, I instruct every employee with a supervisory role and the Faculty Safety Officer and Area Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Faculty Safety Officer, Thomas Hall, and the Assistant University Safety Officer, **Tanya Boyce**, of any planned, new, or newly identified significant hazards in their areas and also of the control measures needed to avert any risks identified.

Where supervisors or others in charge of areas or with specific duties are to be absent for significant periods, adequate substitution must be made in writing to me and such employees and other persons as are affected. Deputising arrangements must be in accordance with University Policy.

The following employees have executive responsibility throughout the Faculty for ensuring compliance with the relevant part of University Safety Policy:

The Administrator, **Thomas Hall**, is responsible for making arrangements for visitors, including contractors, and for ensuring the necessary risk assessments have been made.

In the following areas of the Faculty, the persons named below have executive authority for safety:

Head of Administration & Finance, **Thomas Hall**, is responsible for safety in:

Oriental Institute, Pusey Lane

The Khalili Research Centre, 2-4 St John's Street (Administrator: Patricia Davies)

Oxford Centre for Hebrew & Jewish Studies, Walton Street (Registrar: Martine Smith-Huvers)

Griffith Institute, Sackler Library, St John's Street (Administrator: Catherine Warsi in conjunction with the Curators of the Sackler Library)

Building Administrators report in the first instance to **Trudi Pinkerton**.

Day-to-day responsibility is delegated to the Deputy Safety Officer, **Trudi Pinkerton**, Oriental Institute.

The facilities management team, **Liliane Morton**, **Allen Miles**, **Claudia Crucoli**, are, either directly or through delegation, responsible for the Reception and Common Room areas in the Oriental Institute.

This team, under the direction of **Trudi Pinkerton**, is also responsible for event safety management throughout the year.

ADVISORY RESPONSIBILITY FOR SAFETY

I have appointed those listed below to advise me on matters of health and safety within the Faculty. If any member of the Department does not take their advice, they should inform me. If they discover danger that requires immediate action, they are authorised to take the necessary action and inform me subsequently.

Deputy Safety Officer (DSO)

Trudi Pinkerton is responsible for

- advising me on the measures needed to carry out the work of the Faculty without risks to health and safety
- coordinating any safety advice given in the Faculty by specialist advisors and the University Safety Office
- monitoring health and safety within the Faculty and reporting any breaches of the Health and Safety Policy to me
- Informing me and the Director of the University Safety Office if any significant new hazards are to be introduced to the Department.

The DSO's duties are described in University Policy Statement S1/01. To assist in this work, the Faculty has the following specialist advisors: Assistant University Safety Officer (AUSO)

Tanya Boyce has been appointed to support the DSO in her administrative, monitoring, and advisory role.

Faculty Fire Officer

Thomas Hall is responsible for advising the DSO on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy. The Fire Alarm is tested annually. The Fire Alarm bells are tested weekly early morning on Tuesday in term time.

Faculty Safety Advisory Committee

The Faculty holds a staff meeting every term and Health and safety items are sectioned on the agenda. In addition, health and safety matters are also a fixed item on the agenda of the Curators Committee which meets twice a term.

In addition to the above arrangements, the Humanities Divisional Health and Safety Committee, meets once a term and whose functions are set out in University Policy Statement S2/0. The Committee is comprised of the following:

Deputy Safety Officer for Oriental Studies, **Trudi Pinkerton**, all Divisional Deputy Safety Officers, Assistant University Safety Officer, Tanya Boyce, and Humanities Divisional Secretary, **Lynne Hirsch**.

The Committee's terms of reference are:

- Attendance & apologies
- Minutes of previous meeting
- Matters arising
- New items
 - New University Policies
 - New Memoranda
 - New code of practices
- Accident/injury and near miss statistics and reports

- New statement of safety updates and gaps identified
- Training: recommendations, new and on-going
- Any other business (AOB)
- Date of next meeting

SAFETY FUNCTIONS

First Aid

The following persons are responsible for First Aid:

Liliane Morton (Receptionist, Oriental Institute.T: 78200), and Aimee Crane (Undergraduate Admissions Administrator, T: 78312), are trained First Aiders. Allen Miles (Facilities Assistant.T: 07768 933436) is the appointed person.

Martine Smith-Huvers (Registrar, Oxford Centre for Hebrew & Jewish Studies. Room 101. T: 10421) is a trained First Aider.

At 41 Wellington Square, the Taylor Institution Lodge staff (T: 78142) can locate the Modern Languages First Aiders who are as follows:

Piotr Szkonter (M: 07901747370 Mon-Thurs 8.30am - 5.00pm, Fri 9.30am - 4.00pm)

Mark Cooper (M: 07901747371.Mon-Thurs 8.30am- 5.00pm, Fri 8.30am - 4.00pm)

First Aid facilities are located as follows:

Oriental Institute: Kitchen, Lodge plus a defibrillator, and Faculty Office.

Clarendon Institute: Foyer, plus a defibrillator.

Khalili Research Centre: Kitchen

Griffith Institute: Administrator's Office, Archive Office, Director's Office.

Accident and incident reporting

Liliane Morton and Trudi Pinkerton are responsible for keeping the Faculty accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office. Accident report forms are kept in the Lodge, Oriental Institute. Administrators in other Faculty buildings also report accidents/incidents in their buildings to Liliane Morton and Trudi Pinkerton.

Display Screen Assessors

I have appointed the following people as Display Screen Assessors, and the number is sufficient to ensure no one has to assess more than 50 persons.

Elizabeth Cull (T: 88200) is the Display Screen Assessor. The DSE Coordinator for assessments is Trudi Pinkerton (T: 88202)

Manual Handling Assessors

I have appointed the following people as Manual Handling Assessors
Safety Office (T: 70811) and Allen Miles (T: 077689 33436)

Ladder Safety Assessor

I have appointed the following people as Ladder Safety Assessors
Safety Office (T: 70811) and Allen Miles (T: 077689 33436)

Travel Risk Assessment Screening Team

I have appointed the following people to help screen my decision approvals on overseas travel Medium/ high risk areas and high risk activities according to the FCO information Year Abroad Coordinators as follows:

Subject	Year Abroad Coordinator	Term	Email
Arabic	Mohamed-Salah Omri	MT 2018	mohamed-salah.omri@orinst.ox.ac.uk
Persian	Edmund Herzig	MT 2018	edmund.herzig@orinst.ox.ac.uk
Turkish	Laurent Mignon	MT 2018	laurent.mignon@orinst.ox.ac.uk
	Emine Cakir	MT 2018	emine.cakir@orinst.ox.ac.uk
Japanese	Junko Hagiwara	MT 2018	junko.hagiwara@orinst.ox.ac.uk
Chinese	Barend ter Haar	MT 2018	barend.terhaar@orinst.ox.ac.uk
	Shioyun Kan	HT 2018	shioyun.kan@orinst.ox.ac.uk
Hebrew	Adriana Jacobs	MT 2018	adriana.jacobs@orinst.ox.ac.uk

Trudi Pinkerton, liaising with student supervisors and Year Abroad Coordinators where applicable, and in consultation with the Safety Office, and Insurance Office as required.

Low risk areas of travel and low risk activities

Trudi Pinkerton

TRADES UNIONS AND APPOINTED SAFETY REPRESENTATIVES

University Policy Statement S2/13 sets out the arrangements for dealing with trade unions and their appointed safety representatives. Employees who wish to consult their safety representatives should contact the senior safety representative of the appropriate trade union.

UCU: <http://www.oxforducu.org.uk>

Unite (was Amicus): <http://users.ox.ac.uk/~unite/>

UNISON: <http://users.ox.ac.uk/~unison>

5. INDIVIDUAL RESPONSIBILITY

All Faculty employees, all students, and all other persons entering onto the Faculty premises or who are involved in Faculty activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in immediate charge of visitors and contractors should ensure that those persons adhere to the requirements of University Health and Safety Policy.

Individuals must

- a) Make sure that their work is carried out in accordance with University Safety Policy.
- b) Protect themselves by properly wearing any personal protective equipment that is required.
- c) Obey all instructions emanating from the Faculty Board Chair, Faculty Safety Officer, and Area Safety Officer, in respect of health and safety.
- d) Warn me and the DSO/AUSO, Trudi Pinkerton and Tanya Boyce, of any significant new hazards to be introduced to the Faculty or of newly identified significant risks found on the premises or in existing procedures
- e) Ensure that their visitors, including contractors, have a named contact within the Faculty with whom to liaise.
- f) Attend training where managers identify it as necessary for health and safety
- g) Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.
- h) Report all fires, incidents, and accidents immediately to Thomas Hall (FSO) or Trudi Pinkerton (DSO).
- i) Familiarise themselves with the location of firefighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

Individuals should

- a) Report any conditions, or defects in equipment or procedures, that they believe might present a risk to their health and safety (or that of others) so that suitable remedial action can be taken.
- b) Offer any advice and suggestions that they think may improve health and safety.

- c) Note that University Policy Statements are available on the web at <http://www.admin.ox.ac.uk/safety/policv-statements/> and in hard copy on request from the Assistant Administrator (Resources), Faculty Office, Oriental Institute.

6. SPECIFIC SIGNIFICANT RISKS

The following areas/activities have been identified as significant risks in this Faculty:

1. Field work
2. Work-Related Violence

Insurance application and risk assessment documentation, insurance policy and emergency contact details, relevant University policy statements, and all relevant current documentation specific to the areas of travel and activities undertaken, are located on the Faculty website and in the Faculty Office, Oriental Institute. A risk assessment on Work-Related Violence is updated annually and forms part of the Disaster Recovery Plan documentation, a copy of which is located in the Lodge and the Faculty Office, Oriental Institute, and is also kept on file at the Humanities Division and at Security Services.

Faculty Board Chair
Professor Mark Smith
June 2017

ANNEXE

It is my responsibility, as Faculty Board Chair, directly or through written delegation

1. To ensure adherence to the University's Health and Safety Policy and to ensure that sufficient resources are made available for this.
2. To plan, organise, control, monitor, and review the arrangements for health and safety, including the arrangements for students, contractors, and other visitors, and to strive for continuous improvements in performance.
3. To carry out general and specific risk assessments as required by health and safety legislation and University Safety Policy.
4. To ensure that all work procedures under my control are, as far as is reasonably practicable, safe and without risks to health.
5. To ensure that training and instruction have been given in all relevant policies and procedures, including emergency procedures.
6. To keep a record of all cases of ill health, accidents, hazardous incidents and fires, to report them to the University Safety Office, and to ensure any serious or potentially serious accidents, incidents, or fires are reported without delay.
7. To inform the University Safety Office before any significant hazards are introduced or when significant hazards are newly identified.