



# Undergraduate Faculty Handbook

## Faculty of Asian and Middle Eastern Studies

University of Oxford  
Academic Year 2022-23 (Version 2)

This handbook applies to students starting their course in Michaelmas Term 2022. The information in this handbook may be different for students starting in other years.

The information in this handbook should be read in conjunction with:

- Your specific course [handbook](#);
- the Examination Regulations for your course;
- the [University Student Handbook](#)
- your college handbook.

The information in this handbook is accurate as at Michaelmas Term 2022, however it may be necessary for changes to be made in certain circumstances, as explained at [www.ox.ac.uk/coursechanges](http://www.ox.ac.uk/coursechanges). If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

**If there is a conflict between information in this handbook and the Examination regulations, then you should follow the Examination regulations.**

Comments and criticism of the handbook are always welcome; they should be sent to the [Director of Undergraduate Studies](#) or the Senior Academic Administrator, [Chris Mitchell](#).

### Version history

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2	January 2023	Explanation of handwriting as a competence standard in target languages, and notes on adjustments to assessments added to the following sections: • Examination and Assessments Guidance: Language Learning and Competence Standards (p.27). • University Policies (p.39) • Educational Aims & Objectives (pp. 59 and 60).

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## INTRODUCTION

### Welcome to the Faculty of Asian and Middle Eastern Studies

#### Asian and Middle Eastern Studies at Oxford

'Oriental' languages have been taught at Oxford for centuries: for example, the Regius Professorship of Hebrew was established in 1546, the Laudian Professorship of Arabic in 1636, the Boden Professorship of Sanskrit in 1832, the Professorship of Chinese in 1875, which was named the Shaw Professorship of Chinese from 1993, and the Professorship of Egyptology in 1924, although Egyptology had been taught from 1901. For a short history of the Faculty, visit the [Faculty website](#). Since the Second World War, Asian and Middle Eastern Studies (previously known as 'Oriental Studies') in Oxford have been transformed. Though the Faculty was traditionally centred on philology or linguistics and the study of literary, religious and historical texts, today the field is much more diverse and covers a wide range of humanities and social science disciplines. The field of Oriental Studies continues to evolve, embracing new perspectives and responding to changes in the current socio-political climate. However, the teaching of languages and texts remains central to courses at undergraduate and postgraduate level, whether for the ancient or modern period. The centrality of languages and texts marks out Oxford's Faculty from its peers globally. Teaching is offered intensively in small groups, which we consider to be the most effective way to achieve rapid progress in language acquisition. Students are expected to dedicate a large part of their time in preparing for classes and assimilating at least their main language and other teaching that is delivered. We hope that your time in Oxford will be both challenging and rewarding, and we look forward to working with you.

Sincerely yours,

Prof Adriana Jacobs

**Director of Undergraduate Studies**

Faculty of Asian and Middle Eastern Studies (formerly Oriental Studies): name change in 2022.

Following extensive conversations with students, staff, alumni and other relevant parties over the past two years, the Faculty of Asian and Middle Eastern Studies was chosen as the faculty's new name. I would like to thank the many staff and students who took part in surveys and gave their views. As a faculty, we are confident that this change is the right decision. Many considered the word 'oriental' to be inappropriate and, while the change will not affect what the faculty researches and teaches, it does better reflect the breadth and diversity of our academic activity.

Professor David Rechter

**Faculty Board Chair**

## THE FACULTY OF ASIAN AND MIDDLE EASTERN 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. There is also the Joint Consultative Committee, which is specifically devoted to discussion of issues between Faculty and students. Each degree area has a subject Course Co-ordinator.

### Subject Groups

The courses offered within the Faculty of Asian and Middle Eastern Studies are subdivided into groups. These groups are based on languages and subjects within particular geographical areas and are as follows:

Abbreviation	Subjects and Languages in Group
APT	Arabic, Persian, and Turkish
CS	Chinese Studies
EANES	Egyptology and Ancient Near Eastern Studies
HJEC	Hebrew, Jewish, and Eastern Christianity
ISA	Inner and South Asia
JK	Japanese and Korean

### Undergraduate Degrees

The Undergraduate degrees awarded by the Faculty are as follows:

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

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.

## Joint Honours

The Faculty also offers Joint Honours courses in collaboration with other Faculties:

- BA in Classics and Asian and Middle Eastern Studies
  - BA in Classics and Asian and Middle Eastern (Classics as major)
  - BA in Asian and Middle Eastern Studies and Classics (Asian and Middle Eastern Studies as major)
- BA in European and Middle Eastern Languages (double major, weighted equally)
- BA in Religion and Asian and Middle Eastern Studies (Religion as major)

Students taking Classics and Asian and Middle Eastern Studies will take only the Classics part of their course until Honour Moderations or the Asian and Middle Eastern Studies part until Prelims, depending on which of the two is their major. For FHS, they will take either three Classics papers (with Asian and Middle Eastern Studies as the major) or the three appropriate subsidiary language Asian and Middle Eastern Studies papers (with Classics as the major).

Students taking European and Middle Eastern Studies will take Prelims and FHS in both of their chosen languages.

Students taking Religion and Asian and Middle Eastern Studies will take one Religion paper for Prelims as well as the appropriate Asian and Middle Eastern Studies papers. They will take three Religion papers, three Asian and Middle Eastern Studies papers, and three papers which may be either Religion or Asian and Middle Eastern Studies for FHS. (Please refer to the rubrics for Joint Honours papers in the conventions for Prelims and FHS.)

## Faculty Building (Pusey Lane, Oxford OX1 2LE)

The Faculty building houses the Faculty Office, rooms in which most of the Faculty's lectures and seminars are given, and the Nizami Ganjavi Library. A large number of the Faculty's academic and administrative staff have their offices here, but some are based elsewhere. For teaching, please refer to the [Lecture List](#) for location details for lectures, seminars and classes. There is a large teaching/meeting room in the basement, the Language Zone (which has replaced the Language Lab), and two further meeting rooms. These rooms are booked for teaching and meetings by academic staff, in the usual way through Elizabeth Cull in the Faculty Office to whom enquiries can be made. ([elizabeth.cull@orinst.ox.ac.uk](mailto:elizabeth.cull@orinst.ox.ac.uk)). A Common Room and a quiet study room can be found in the basement, alongside a café, which serves a range of refreshments during term time.

The Quiet Room contains two PCs, data connection plugs, and plugs for personal laptop use, and a printer/scanner. These computers have a range of software packages installed (including a range of fonts for languages). Please take your student card to the IT Office in the basement or the Nizami Ganjavi Library Office who will then amend your card to allow you swipe access this room.

## Useful Faculty Contacts

Alongside your supervisor and college advisors there are staff within the Faculty who can provide you with information and support throughout your degree.



### Faculty Academic Staff

- Professor [David Rechter](#) – Chair of Faculty Board
- Professor [Adriana Jacobs](#) – Director of Undergraduate Studies
- Please refer to the [Faculty website](#) for full information about the Faculty's teaching staff

### Faculty Academic Administration

For help with all academic enquiries relating to admissions and on-course students, including applications, examinations, DPhil progression, and Tier 4 visas.

- [Chris Mitchell](#) – Senior Academic Administrator
- [Edyta Karimi](#) - Academic Administrator (Examinations)
- [Jane Kruz](#) – Academic Administrator (Graduate Studies)
- [Aalia Ahmad](#) – Academic Administrator (Undergraduate Studies)
- [Sarah Baughan](#) – Academic Administrator

### Faculty Administration and Facilities

- [Thomas Hall](#) - Head of Administration and Finance
- [Michael Flack](#) – Deputy Head of Administration and Finance
- [Stephanie Yoxall](#) – Finance Officer – Contact for any scholarship payments queries
- [Trudi Pinkerton](#) – Facilities Administrator – Contact for queries relating to travel and insurance (for example, for the Year Abroad, or language/research grants.
- [Louise Smith](#) – Faculty Receptionist
- [Elizabeth Cull](#) – Faculty Secretary – Contact for any room bookings within the Pusey Lane Building

### Faculty IT Support

For help with IT issues.

- [Richard Carpenter](#) – Divisional IT Officer
- [Luke Milkovic](#) – IT Officer

### College Support

Every college has their own systems of support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college. Details of the wide range of sources of support available more widely in the University are available from the Oxford Students website ([www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare)), including in relation to mental and physical health and disability.

If you are not sure who to contact, please email the [Academic Administrator \(Undergraduate Studies\)](#) or [academic.administrator@orinst.ox.ac.uk](mailto:academic.administrator@orinst.ox.ac.uk) and we will direct your email to the relevant person. **If you have a query relating to registration, matriculation, graduation, or University cards, you will need to contact your College.**

### Undergraduate Mailing List

This is the Faculty's main means of communicating announcements about lectures and seminars, IT and library training, scholarships and Calls for Papers, Faculty closures and works etc. If you have something to

circulate, please send it to the [Academic Administrator for Undergraduate Studies](#) (we try to keep the volume of list emails to around five per day).

### Lecture Lists

Faculty lecture lists can be found on the [Faculty website](#). University lectures lists can be found on the [University website](#).

## LIBRARIES, RESEARCH CENTRES AND INSTITUTES

Through its long-standing traditions and more recent gifts, Oxford has unique resources for Asian and Middle Eastern Studies. The Bodleian Library has a magnificent collection of Oriental books and manuscripts built up since the seventeenth century. The Pusey Lane Building opened in 1961, is the centre where most teaching is done, acting as a focus for everyone working and studying in the field; it has a lending library of some 80,000 books. There are also institutions for the Modern Middle Eastern Studies, for Hebrew and Jewish Studies, for Modern Japanese Studies, and for Chinese Studies. Adjacent to the Pusey Lane building is the Ashmolean Museum, which houses superb collections of objects used in the teaching of most branches of Oriental Art and Archaeology and also has very fine libraries devoted to these subjects. The Griffith Institute (originally opened in 1939 and housed in the Museum; now transferred to a new building in the Sackler Library complex), has unique resources for Egyptology and Ancient Near Eastern Studies. Most of the teaching and research in these subjects is carried out in the Griffith Institute.

### [Bodleian Japanese Library and Nissan Institute of Japanese Studies](#)

The [Nissan Institute of Japanese Studies](#) is one of the top European centres for the study of modern Japan. It forms part of the Oxford School of Global Area Studies in the University's Social Science Division and contributes to several of the degree programs offered by the University at both the undergraduate and graduate level. The Institute functions as the overall physical academic centre for Japanese Studies in the University and houses the main academics teaching on Japanese course in both humanities and social sciences. The [Bodleian Japanese Library](#) is housed within the Nissan Institute and holds the University's principal collections in the humanities and social sciences, which relate to the history and culture of Japan from the dawn of her civilisation to the present day. A significant collection of works on Japan on the history and social sciences in Japan since the Meiji Restoration has been built up; the Library, comprising about 120,000 volumes, offers one of the best research collections for Japanese studies in Europe. It is an open access library with seating space for thirty-two users.

### [Bodleian K B Chen China Centre Library and the University of Oxford China Centre](#)

The [Bodleian KB Chen library](#) is located downstairs in the China Centre at the Dickson Poon Building, Canterbury Road. The library has a large lending collection on site which is focussed on undergraduate courses and holds the most frequently used books 'on reserve' at the front desk. It also provides access to the Bodleian's important collection of Chinese books, which can be ordered through the SOLO catalogue for reading in the library. For details of the collection and also the full range of online resources you should consult the library guide: [Home - Bodleian K B Chen China Centre Library Guide - Oxford LibGuides at Oxford University](#). Also located in the Dickson Poon Building is the [University of Oxford China Centre](#) which holds a wide variety of lectures and is a hub for academic activities related to China at the University.

### [Khalili Research Centre](#)

The [Khalili Research Centre \(KRC\)](#) is the University of Oxford's centre for research into the art and material culture of the Islamic societies of the Middle East and of their non-Muslim members and neighbours. The KRC is located in 2-4 St John Street.

### 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.

### The Clarendon Institute

The teaching of Hebrew is centred on the Clarendon Institute, which is on Walton Street in central Oxford. Apart from offices and classrooms, it holds a well-developed lending library, the Leopold Muller Memorial Library, designed to support graduate and undergraduate courses but also containing research material. There is also a general common room, where staff and students can meet informally.

### The Middle East Centre and the Middle East Centre Library

[The Middle East Centre](#) of St Antony's College is the centre for the interdisciplinary study of the modern Middle East in the University of Oxford. Centre Fellows teach and conduct research in the humanities and social sciences with direct reference to the Arab world, Iran, Israel and Turkey. [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. Students may also find the [Oxford Centre for Islamic Studies](#) to be a useful recourse.

### Bodleian Nizami Ganjavi Asian and Middle Eastern Studies Library

The Bodleian Nizami Ganjavi Library is part of the Bodleian Libraries and is located in the Pusey Lane Building. 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.

### Sackler Library and the Griffith Institute

The [Sackler Library](#) specialises in the ancient history and archaeology in the Near East and also houses the [Griffith Institute](#). 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 Pusey Lane Building. The Sackler Library also houses the [Eastern Art Collection](#) (Floor 3) which comprises of approximately 25,000 volumes broadly covering the art, architecture and archaeology of the Middle East, East Asia and South Asia.

### Other Libraries

The majority of the libraries are administratively part of the Bodleian Libraries (for any complaints and queries, please contact the relevant librarian). You will need your University ID card to gain access to them, though some will require you to register separately for purposes of borrowing. They also all have their own detailed regulation and information sheets. Oxford libraries have a well-developed on-line union catalogue known as SOLO. This catalogue is universally available to readers via the website, so that it is possible to find out at one location where the books you need can be found.

Depending upon your research topic you may need to use other libraries, such as the [History Faculty Library](#) (Western History), the [Philosophy and Theology Faculties Library](#), and the [Charles Wendell David Reading Room](#) of the Weston 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](#) (Ferdowsi library) of the Wadham College Library will be useful for those interested in Persian classical literature and history of medieval and modern Iran.

### Museums

Depending upon your course, you may have classes in or assignments to complete relating to the [Ashmolean Museum of Art and Archaeology](#) or the [Pitt Rivers Museum](#). The collections in these museums will be particularly useful for students pursuing topics in art, archaeology, and anthropology. Entry to Oxford University students, including to special exhibitions, is free.

The Ashmolean Museum reopened in November 2009 after a major redevelopment. The Museum has an extensive and notable collection of Ancient Near Eastern and Egyptological antiquities, including the most important collection of cuneiform tablets in the UK after the British Museum and the largest collection of Predynastic Egyptian artefacts outside of Egypt.

### IT Facilities

All 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](#). All users of the University's computer network should be aware of the [University's rules relating to computer use](#).

Please note that, when using the computers, it is also your responsibility to ensure you safeguard/backup any files or documents and do not leave important information within the computer facilities.

### Electronic Resources

The Bodleian Libraries' electronic holdings are accessible via [SOLO](#) and [OxLIP+](#).

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

Detailed information about e-resources is available on the [Bodleian's website](#).

## NEW STUDENTS

### Registration and University Card

When you arrive in Oxford, you will need to go to your college for the final part of your University registration to be completed and to be issued with your University card. If you have any problems with your card or need to replace it, please contact your college. You should complete your registration using Student Self Service by the end of the first week of term in order to confirm your status as members of the University and be able to complete your examination entry successfully when the time comes.

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 Oxford email account. Your Oxford email account will be one of the main ways in which supervisors, administrative staff and other members of the University contact you and you are expected to check it at least once per working day. Please use your Oxford email account for all email communication with the University.

You will be required to re-enrol for every year of your course and will receive an email to your University email account when the window to do so opens in early September.

### 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. 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.

### Residence Requirements

Undergraduate students are expected to be resident in Oxford throughout full term. You should also ensure whether your individual programme has any requirements falling outside full term. It is often necessary for students to be in Oxford for exams or tests or the arrangement of teaching in weeks 0 and 9. Please check with your College before making other arrangements.

## Term Dates

The University of Oxford works on a three-term system, each of which has eight weeks of full term (most teaching occurs during full term). As the terms are short, it is important that they are fully utilised. For this reason, students are normally expected to be present during the week preceding full term (i.e. Week 0) during which arrangements are made for teaching and supervision, during the upcoming term. **Please note that the University does not observe Bank Holidays during full term.** Please be advised that the week in the University of Oxford term system starts on Sunday.

The dates of full term for the academic year 2022-23 are as follows and more information about term dates is available on the [University website](#):

Term	Date From	Date To
Michaelmas 2022	Sunday 9 October 2022	Saturday 3 December 2022
Hilary 2023	Sunday 15 January 2023	Saturday 11 March 2023
Trinity 2023	Sunday 23 April 2023	Saturday 17 June 2023

## TEACHING AND LEARNING

### Course Structure

Undergraduate courses take 3 years (without a year abroad), or 4 years (with a year abroad, which is compulsory for all applicable courses except for the [BA in Hebrew](#)). Courses are divided into two (without a year abroad) or three stages (with a year abroad). The first stage is known as Preliminary Examination ('Prelims' for short) or the First Public Examination (FPE). You must pass Prelims before you are allowed to continue into Year 2. The next stage in the course is the 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 2 years of your degree and only the examination marks in your final year count towards your final degree classification.

### Teaching

Teaching in Oxford consists of a combination of language classes, seminars, lectures, and tutorials (for further details on the type and number of teaching hours, please refer to the specific handbook for your course). Tutorials are an important part of teaching at Oxford. Students will usually have a tutorial with a tutor alone or with a small group of students. Students 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 the language of study. Students 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 students gain essential understanding of their subject.

Some of your teaching will be devoted to the study of prescribed texts ("set texts"), on which you will be examined.

University students are responsible for their own academic progress. As Oxford terms are very short, and therefore intense, it is crucial that students plan their 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. For a break-down of expected learning and teaching hours, please refer to your specific course handbook. There is certainly time for extra-curricular activities, such as sports, music and theatre, but planning and time management is essential. For students considering paid work while enrolled on the degree programme, please refer to [Working while Studying](#).

*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 the section: [complaints and appeals](#).*



### Recommended Patterns of Teaching (RPT)

Students can find their expected number of contact hours and these hours' distribution across the components of their course in the course specific handbooks.

### Feedback and Teaching Management System (TMS)

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 one.

After each term, Tutors will provide a report of your progress through TMS. Your College will also have access to these reports. Your College Tutor will usually meet 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](#).

### Applying for Master's Courses

If you are considering applying for a master's course, it is strongly recommended that you discuss this with your tutors as soon as possible towards or during your final year of undergraduate study. Applications are made via Graduate Admissions. Please note, applications received for a particular course by the January deadline will also be considered for funding if applicants fulfil the eligibility criteria. For more information, please refer to the [Graduate Admissions webpages](#).

### Working while Studying

There are many opportunities for students to gain work experience while studying. However, the University has strict guidelines on how many hours full-time students should be working during full term. There are also restrictions for students on Tier 4 visas which students should familiarise themselves with before seeking work.

## YEAR ABROAD

### Overview

For students on a 4-year programme, you will spend your second year abroad. The purpose of the Year Abroad is two-fold: 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 FHS.

During your Year Abroad, you are obliged to follow, and successfully complete, an approved course of language instruction (for details, please refer to your Course Handbook). For some languages, you are required to sit a [collection](#) to assess your language progress when you return from your Year Abroad.

Students should note that the year abroad is a **compulsory** part of their course, which can only commence following the successful passing of Prelims. Students who are required to resit any of their Preliminary Examinations should be aware that resits are scheduled during the first two weeks of September only (and this may overlap with when students usually begin their year abroad courses). It is a Faculty regulation that students *must* pass Prelims in order to attend the year abroad. In the event of a resit, students **should not** attend at their year abroad institution until they have been notified that they have successfully passed the prelims resit.

### Courses

The following table summarises which undergraduate courses do and no not include a Year Abroad:

Course		Duration	Year Abroad
BA in Arabic		4 years	Yes
BA in Chinese		4 years	Yes
BA in Egyptology and Ancient Near Eastern Studies		3 years	No
BA in Hebrew		3 years	No
		4 years	Yes
BA in Japanese		4 years	Yes
BA in Jewish Studies		3 years	No
BA in Persian		4 years	Yes
BA in Sanskrit		3 years	No
BA in Turkish		4 years	Yes
BA in Classics and Asian and	BA in Classics and Asian and Middle	4 years	No

Middle Eastern Studies	Eastern Studies		
	BA in Asian and Middle Eastern Studies and Classics	3 years	No
		4 years	Yes
BA in Religion and Asian and Middle Eastern Studies		3 years	No
BA in European and Middle Eastern Languages		4 years	Yes

### Countries and Institutions

The following table summarises in which countries and institutions students will spend their Year Abroad:

Language	Country	City	Institution
Arabic*	Jordan	Amman	Qasid Institute; Institut Francais du Proche-Orient (IFPO)*
	Tunisia	Tunis	Bourguiba Institute (IBLV)
Chinese	China	Taipei	National Taiwan Normal University**
Hebrew	Israel	Jerusalem	Hebrew University
Japanese	Japan	Kobe	Kobe University
Persian	MT – Armenia	Yerevan	Yerevan State University
	HT and TT- Tajikistan	Dushanbe	(Institution to be confirmed for HT and TT)
Turkish	Turkey	Istanbul	Bosphorus (Bogazici) University

**\*Please note that the fees at IFPO are higher than those at Qasid. Students will be liable to pay the difference to the Faculty of Asian and Middle Eastern Studies should they choose to attend the higher-cost institution.**

\*\* It is not currently possible to travel to the People’s Republic of China for study. We have sent students to Beijing until recently and will look at doing so again when that becomes possible.

For students on the European and Middle Eastern Languages degree, you will usually attend the same Year Abroad as single honours Asian and Middle Eastern Studies students for your Middle Eastern languages. 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 is no fixed Year Abroad programme. Individual arrangements are made for your Year Abroad. Please speak to your Year Abroad Coordinators at Asian and Middle Eastern 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.

### Year Abroad Co-ordinators

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 points 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.

Subject	Year Abroad Coordinator	Period	Email
Arabic	<a href="#">Husam Haj Omar</a>	Academic Year 2022-23	<a href="mailto:husam.hajomar@orinst.ox.ac.uk">husam.hajomar@orinst.ox.ac.uk</a>
Persian	<a href="#">Edmund Herzig</a>	Academic Year 2022-23	<a href="mailto:edmund.herzig@orinst.ox.ac.uk">edmund.herzig@orinst.ox.ac.uk</a> <a href="mailto:sahba.shayani@orinst.ox.ac.uk">sahba.shayani@orinst.ox.ac.uk</a>
Turkish	<a href="#">Emine Çakir</a>	Academic Year 2022-23	<a href="mailto:emine.cakir@orinst.ox.ac.uk">emine.cakir@orinst.ox.ac.uk</a>
Japanese	<a href="#">Junko Hagiwara</a>	Academic Year 2022-23	<a href="mailto:junko.hagiwara@orinst.ox.ac.uk">junko.hagiwara@orinst.ox.ac.uk</a>
Chinese	<a href="#">Shio-yun Kan</a>	Academic Year 2022-23	<a href="mailto:shioyun.kan@orinst.ox.ac.uk">shioyun.kan@orinst.ox.ac.uk</a>
Hebrew	<a href="#">Adriana Jacobs</a>	Academic Year 2022-23	<a href="mailto:adriana.jacobs@orinst.ox.ac.uk">adriana.jacobs@orinst.ox.ac.uk</a>

### Attendance Requirements

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. It is important to note that the teaching methods in your year abroad institution may differ from the [teaching at Oxford](#). The year abroad is a valuable experience, and 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.

### Curtailment

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, 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, for some reason, you are unable to return to the Year Abroad institution and cannot fulfil 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 it 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.

During the year abroad, the Faculty's main contact should be the [Year Abroad Coordinator](#) for the relevant degree or the [Senior Academic Administrator](#).

For College contact, please refer to your College handbook.

### Funding

The Faculty will cover the cost to the institution/University where you will be studying during your Year Abroad (please note the exception for Arabic above, where the student is liable for the difference for the higher fee). 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](#).

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.

## Safety and Security

### Briefings and Preparation

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.**

Year Abroad Training sessions for each country are organised by Trudi Pinkerton and are hosted by Training Expertise alongside your Year Abroad Coordinator.

These sessions normally last for half a day and will take place online on Microsoft TEAMS at the beginning of Trinity Term. These sessions are **mandatory** to attend and University insurance cover will not be issued to anyone who does not attend the relevant session without prior warning of any issues being received.

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 trip abroad. You are also encouraged to speak to your fellow students and your tutors who have been to the country and ask for their advice.

### Security

You are advised to subscribe to the [Foreign Commonwealth Office \(FCO\)](#) travel alerts to receive up to date information about risks that you might face (travel guides are also a useful source of information).

### Health

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. You should ensure you have enough medical supplies to cover your period away and be aware of any restrictions in place on any supplies you need.

### Travel Insurance

During your Year Abroad, you will be covered by the University's travel insurance policy. **Cover is not automatic.** The University's travel insurance is strictly for University business only and 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. For other purposes, for example travelling during your holidays or weekends, you are advised to take out additional personal travel insurance.

University travel insurance covers medical costs that you may incur while you are away, 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.

You will complete an online [Travel Insurance Application and Travel Registration System \(TIRS\) application](#) and as part of this application you need to upload a completed [Risk Assessment form](#) which can be found on the Faculty webpages. During the pandemic you are required to complete a COVID-19 risk assessment in addition to the Faculty risk assessment. This is also available with guidance notes on the Forms page of the Faculty website. Depending on the situation at the time you are intending to travel, your risk assessments may require the approval of the University Safety Office in addition to the approval of your Year Abroad Coordinator. These just be completed and submitted for approval in good time before you intend to travel as a prolonged approval process will increase the time required for insurance cover to be put in place. Depending on the pandemic situation, other measures may be put in place with additional documentation required.

Please contact [Trudi Pinkerton](#), who can help with any questions about this application.

**It is important that you read your insurance policy and understand what is and is not covered.** Keep copies of your University insurance policy number and emergency contact numbers with you at all times. You should also keep extra copies of insurance policies, passport and visas with a family member or friend in the UK which can be kept safe. You should keep copies of these documents on secure file hosting services and encrypted USB sticks which you can access from wherever you are.

If you require further information or would like to speak to someone about the University's travel insurance please contact the University Insurance Team or check their [FAQs](#). You might also want to consult the [University Safety Office policies on Safety in Fieldwork and Overseas Travel](#).

**You MUST stay in touch with your Year Abroad Coordinator and your College, as well as check your University email account while you are away** as the University may need to contact you from time to time. It is also important that the Faculty has your local address and a contact number in case we need to contact you in an emergency. You should send these details (and any changes) to [Trudi Pinkerton](#).

## EXAMINATION AND ASSESSMENTS GUIDANCE

### Assessments

#### Informal Assessment

Informal assessment, also known as formative assessment, is provided by tutorial feedback and interaction with tutors, by the discussion of prepared class-work or the results of class tests (especially for language classes), and by termly reports, which is discussed with the student in the College.

Students will be given “collections”, usually at the start of term. Collections are informal examinations intended to assess students’ 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 colleges to monitor and evaluate students’ academic progress. 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 serve as progress feedback for students. If students have any [issues with teaching or supervision](#), these should be raised as soon as possible so that they can be addressed promptly.

#### Formal Assessment

Formal assessment, also known as summative assessment, is provided by Prelims in the first year and by FHS at the end of the course. Students who wish to study a subsidiary language will have to pass their Language collections upon return from their year abroad.

### Examinations

#### Examination Entry

You will [enter examinations](#) through your College. It is your responsibility to ensure that you are entered for the correct number of papers and correct options, but you can speak to your College’s academic office or the Faculty’s [Academic Administration team](#) if you are unsure about what these are.

Your timetable will be available approximately 5 weeks before your first examination and your **candidate number** will be provided by your college. For further information regarding your timetable and candidate number, please see the chair of examiners’ letter.

#### Examination Regulations, Conventions and Rubrics

##### Examination Regulations

Examination Regulations are the immutable framework of study and assessment of University degrees to which students must adhere. Examination regulations can be found at <https://examregs.admin.ox.ac.uk/>. The regulations can be found here: (LINK TO BE ADDED WHEN 2022-23 EXAMINATION REGULATIONS PUBLISHED).



## Examination Conventions and Rubrics

Examination conventions and rubrics are approved at the first Exam Board meeting. Students will be notified once these are available. These are the formal record and explanation of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of an award.

### Conventions

- Marking conventions and scaling
- Verification and reconciliation of marks
- Qualitative marking criteria for different types of assessment
- Penalties for late or non-submission; for over-length work and departure from approved title/subject matter; for poor academic practice; for non-attendance
- Progression rules and classification conventions
- Use of viva voce examinations
- Re-sits
- Consideration of mitigating circumstances
- Details of examiners and rules on communicating with examiners

### Rubrics

- type and structure of examination (e.g. open-book, take-home or in-person)
- time allowed
- instructions on the use of dictionaries and other materials
- instructions on handwriting
- instructions on the use of different scripts
- instructions on word limits
- The rubrics will be published on Canvas and students should refer to the most recent version unless instructed otherwise.

The conventions and rubrics will be published on the 'Exams and Assessment Information' site on [Canvas](#) not less than one whole term before your examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term.

You should take careful note of the dates for submission of essays and theses laid down in the Examination Regulations, course handbook, setting conventions, or rubrics. It is the candidate's responsibility to comply with these dates. The University Proctors, who have overall control of examinations, will not give leave for work to be submitted late except for cases of exceptional circumstances.

**If there is any discrepancy in information, you should always follow the Examination Regulations and please contact the [Academic Administration team](#).**

For further instructions on conduct in examinations and the dates and forms of examinations, please refer to the Chair's letter and the conventions for Prelims and FHS.

### Criteria for Assessment of Examinations

For information concerning the assessment of different types of examination and question, please refer to the examination conventions for FPE and FHS.

### Dissertation Guidelines

Your dissertation should not exceed the word limit given in your Examination Regulations – including text and footnotes/endnotes but excluding appendices and bibliography. It is recommended that you use font size 12. Do not justify the text.

Detailed guidance can be found in the [General Guidelines for Thesis Writers](#) (this can be found in the appendix of each Course specific handbook).

### Submitting Assessments

Depending on your degree, you may be assessed by a piece of submitted work (essays, take-home papers, and dissertation). It is important that you observe the deadline for your submission and the word limit provided in the Examination Regulations for your course.

**Do not write your name anywhere on the submitted works.**

All submissions are via the University's electronic exams site, Inspera. Links and information will be sent by the Academic Admin Office. Ensure you are familiar with the online submission process in advance of any deadline. Full information is provided on the Oxford students website ([www.ox.ac.uk/students/academic/exams/submission](http://www.ox.ac.uk/students/academic/exams/submission)).

### [Sitting your in-person examination](#)

Practical information and support for sitting in-person exams is provided on the Oxford students website ([www.ox.ac.uk/students/academic/exams/guidance](http://www.ox.ac.uk/students/academic/exams/guidance)).

### [Handwriting](#)

If your examination is in person at the exam schools, it will be handwritten. If it is an electronic submission it should be typed, but may be handwritten and uploaded as a single PDF document. Further information will be given in the exam conventions and rubrics for each paper. Note that some subjects consider writing of the script to be an essential part of the course and will require handwritten examination papers.

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.

## Language Learning and Competence Standards

Though the Faculty works closely with the Disability Advisory Service (DAS) and supports students with SpLD and other disabilities, language papers represent competence standards<sup>1</sup> and therefore cannot be replaced with easier language papers or non-language papers. Though some software programmes are available to assist students to input script in some target languages on a computer, all such available programmes include a 'predictive text/word suggestion' function which cannot be turned off. Hence using such a programme would prevent examiners from understanding whether the student has or has not achieved the required proficiency and understanding of the target language. Handwriting the script is required to demonstrate that the student has reached the required level of competence, ability, and knowledge of the target language.

For the following courses, language papers will include a requirement to handwrite in the script of the relevant primary language. The handwriting assessment component represents a competence standard for the award of the degree and there are limited alternative assessment arrangements that can be made as a reasonable adjustment for disability. All students will be required to handwrite and no adjustments to this mode of completion of the assessment can be made. However, adjustments may be available to the conditions in which the assessment is completed (for example, additional time, larger type for exam papers etc).

- Japanese
- Chinese
- Korean

If you have any questions or concerns relating to this please speak with your course co-ordinator or the Director of Undergraduate Studies.

### Sitting your online examination

Online exams are taken in Inspira. You must familiarise yourself with the system prior to taking an online exam. There are a wide range of resources to help you on the Oxford Students website ([www.ox.ac.uk/students/academic/exams/online-exams](http://www.ox.ac.uk/students/academic/exams/online-exams)).

Online exams require you to adhere to the University's Honour Code ([www.ox.ac.uk/students/academic/exams/open-book/honour-code](http://www.ox.ac.uk/students/academic/exams/open-book/honour-code)) and you should read this in advance of any online exams.

### Problems completing assessment

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

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<sup>1</sup> See Annex D of the Examinations and Assessment Framework, [Examinations and assessment framework \(EAF\) | Academic Support \(ox.ac.uk\)](#)

## Resits

Candidates must pass all of their Prelims papers to be eligible to progress into Year 2 of their course, and must pass all of their Finals papers to be eligible for the award of their degree.

Specific information about resits for each of Prelims and FHS examinations can be found in the conventions.

## Examiners' Reports

Examiners' Reports from past exams will be made available online.

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 Director for some feedback.

## Infringements for Examinations and Submitted Assessments

Please refer to the examination conventions for penalties for infringements of word limit, late submission, plagiarism and non-adherence to rubrics.

Faculty of Asian and Middle Eastern Studies students should note that 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 these scripts into account.

## Feedback on Learning and Assessment

### Informal (Formative) Assessment

Informal assessment, also known as formative assessment, is provided by tutorial feedback and interaction with the Supervisor and/or tutor, by the discussion of prepared class-work or the results of class tests (especially for language classes), and by the Supervisor's termly report, which is discussed with the student in the Faculty and separately in the College.

### Formal (Summative) Assessment

Formal assessment, also known as summative assessment, is provided by qualifying examinations in the first year and by one or more of written examinations, submitted essays, portfolio, and a thesis or dissertation at the end of the course.

## Examiners' Reports and Previous Exam Papers (OXAM)

Examiners' reports from past exams are normally available from Hilary Term and will be uploaded to the 'Exams and Assessment Information' site on [Canvas](#). 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 Director for some feedback.

Previous examination papers can be viewed on the Oxford Examination Papers Online website (<https://weblearn.ox.ac.uk/portal/site:oxam>), you will need your SSO details to login.

## Marking and Degree Classification

For information regarding the marking process for both Prelims and FHS, and the classification of undergraduate degrees, please refer to the examination conventions.

The six classes of FHS in Asian and Middle Eastern 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.

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 FHS 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.

## PRIZES

The following prizes are awarded for performance in examinations. 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 2022/2023

Full Prize Name	FPE or FHS	Prize	Description
Dudbridge Junior/Senior Prize*	FPE or FHS	£50/£100	For outstanding performance in the Classical Chinese paper in FPE and the best performance in the Classical Chinese paper in FHS
Gibbs Prize	FPE	3 x £200	Wherever possible, one prize is given to each overall best performance for Chinese, Japanese and Egyptology
James McMullen Prize	FHS	£50	For the best First in Japanese FHS, i.e., the First with highest overall average.
Joseph Schacht Memorial Junior Prize/Prize*	FPE or FHS	TBC	For outstanding performance in Islamic religion, law or history. One prize only <b>either FPE or FHS</b>
Mustafa Badawi Prize in Modern Arabic Literature	FHS	£100	For the best essay in English on an aspect of modern Arabic literature (special competition).
Pusey and Ellerton Junior/Senior Prize*	FPE or FHS	£100/£250	For outstanding performance in Biblical Hebrew
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.
James McMullen Prize	FHS	£50	For the best First in Japanese FHS, i.e., the First with highest overall average.

Prizes marked with \* may not be awarded annually. These prizes are shared between FPE and FHS and 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.

## ACADEMIC INFRINGEMENTS AND PENALTIES

### Recording Lectures

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

### Plagiarism

The work that you present for your examination (including 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, **intentionally or accidentally**, you are committing plagiarism.

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

The University's definition of plagiarism ( [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/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](#).

You should refer to the [University website](#) for guidance on referencing. If, after having done so, you are still unsure how to reference your work properly, you should contact your supervisor 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 online essay banks, essay-writing services, and other potential sources of material.

Please also refer to the conventions for FPE and FHS examinations and to the chair of examiners' letter.

### Infringements for Examinations and Submitted Assessments

Please refer to the conventions for Prelims and FHS examinations for penalties for infringements of word limit, late submission, and non-adherence to rubrics.

Specifically, for the Faculty of Asian and Middle Eastern Studies, students should note that 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 these scripts into account.



## FINISHING STUDENTS

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 on the [appropriate webpages](#). 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](#).

## CHANGES TO YOUR STUDENT STATUS

### Suspension of Status

#### Applying for Temporary Suspension

If you are temporarily unable to carry out your studies, you can apply for a [temporary suspension of status](#) through your college. Factoring in suspension, students must usually be examined for FHS no later than 1 year after the expected end of their course.

Students who wish to discuss the grounds on which suspension of status is likely to be granted should contact their college tutor and/or academic office. **It should be emphasised that requests for suspension are not granted unless there is good cause.**

You should keep in contact with your tutor while you are suspended and ensure that you discuss your return with them. When it comes time to return you will need to meet any conditions of return which may have been set.

**While suspended in this way, you will retain your University card and access to online resources**, including email, and to University libraries. If your University card expires while you are on a period of suspension, contact your College to request a new card.

**Withdrawal after your first examination paper/assessment submission requires the agreement of your college and the approval of the Proctors.**

### Suspension Due to Non-Payment of Fees

**If you are suspended due to non-payment of fees, your access to University facilities and services will be withdrawn.** You will be required to return your card directly to Student Information at the Examination Schools.

The University reserves the right to withdraw access to facilities and services in certain other appropriate circumstances for students suspending status.

## SUPPORT AND INFORMATION

Details of the wide range of sources of support available more widely in the University are available from the [Oxford Students website](#), including in relation to mental and physical health and disability. There is a central [University Counselling Service](#), and colleges have different welfare structures within which non-professional counselling is provided by student peers or designated tutors. Please refer to your College handbook or website for more information on who to contact and what support is available through your college.

### Equality and Diversity at Oxford

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

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

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

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

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

The [Faculty’s Equality and Diversity team](#) work with the University’s services to carry out the aims of the Unit.

### Equality & Diversity Officer

The Faculty is committed to celebrating the diversity of the language and cultures that are the heart of its work, even though many European academic disciplines originated in periods of colonialist oppression. If anyone has any questions or concerns about aspects of equality and diversity in the academic curriculum, they are encouraged to discuss these directly with their teachers, or to pass their thoughts to the relevant

subject group EDI representative and the EDI officer. We can then pass these to the relevant subject group so that they can be addressed there (this can be done anonymously and in confidence if that is preferred).

Please feel free to contact:

Equality and Diversity Officer: Richard Parkinson ([richard.parkinson@orinst.ox.ac.uk](mailto:richard.parkinson@orinst.ox.ac.uk))

Subject Group Equality and Diversity representatives:

- Arabic, Persian, and Turkish  
TBC
- Chinese Studies  
Robert Chard ([robert.chard@orinst.ox.ac.uk](mailto:robert.chard@orinst.ox.ac.uk))
- Egyptology and Ancient Near Eastern Studies  
Elizabeth Frood ([elizabeth.frood@orinst.ox.ac.uk](mailto:elizabeth.frood@orinst.ox.ac.uk))
- Hebrew, Jewish, and Eastern Christianity  
Zoe Waxman ([zoe.waxman@orinst.ox.ac.uk](mailto:zoe.waxman@orinst.ox.ac.uk))
- Inner and South Asia (India and Tibet)  
Christopher Fleming ([christopher.fleming@orinst.ox.ac.uk](mailto:christopher.fleming@orinst.ox.ac.uk))
- Japanese and Korean  
Jieun Kiaer ([jieun.kiaer@orinst.ox.ac.uk](mailto:jieun.kiaer@orinst.ox.ac.uk))

Information about the different services and support the University provides can found below:

The [Oxford University Equality and Diversity Unit](#) has a wide range of information available on their webpages. There is advice and guidance for staff and students on LGBTQ+ issues [here](#), and a list of Stonewall LGBTQ+ Role Models, one of which is an academic member of staff based in the Faculty of Asian and Middle Eastern Studies, can be found [here](#). The [Disability Advisory Service](#) provides information, advice and support on disability issues. For access guides to the Faculty of Asian and Middle Eastern Studies buildings, please see the [University Access Guide](#). This map also includes details on Examination Schools and many colleges.

[Student Welfare and Support Services](#) works collaboratively on student health and welfare issues with colleagues in colleges, academic and administrative departments, the Oxford University Student Union, and key statutory services and other partners outside of the University.

## Student Welfare and Support Services

### Mental Health and Wellbeing

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

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

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

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

### Disability Contact

The [Disability Advisory Service \(DAS\)](#) can provide information, advice and guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support.

The Faculty Disability Contact works with the University Disability Advisory Service and other bodies, such as the Asian and Middle Eastern Studies Library to help facilitate 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 \(2010\)](#).

The Faculty's Disability Contact is:

Thomas Hall ([thomas.hall@orinst.ox.ac.uk](mailto:thomas.hall@orinst.ox.ac.uk))  
Room 311, Pusey Lane Building  
01865 278210

### Harassment Advisor

The Faculty 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. The Faculty Harassment Advisor offers 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's Harassment Officers are:

#### [Professor Zeynep Yürekli](#)

Khalili Research Centre  
78226

#### [Mrs Christine Mitchell](#)

Room 316  
Pusey Lane Building  
78294

If you do not feel comfortable talking to someone from within the Faculty, the University's anonymous Harassment Line details are: [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk) (01865 270760). The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a

central [Harassment Advisory Service](#), where students can also find more information on the University's Harassment and Bullying policy.

## Sources of Information

### Undergraduate Mailing List

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 \(Undergraduate Studies\)](#).

### Lecture Lists

**Faculty lecture lists can be found on the [Faculty Intranet](#).**

**University lectures lists can be found on the [University website](#).**

### The Faculty Website and Canvas

The [Faculty website](#) provides a range of information about courses, news and events, how the Faculty works, a full list of Faculty staff, much detail relevant to undergraduate and postgraduate study, links to Faculty centres, specialisations, publications, library and computing facilities and more.

### Canvas

**All students are enrolled on Canvas automatically.** Canvas is the University's virtual learning environment (VLE) for teaching and learning. Students access Canvas by using their SSO in order to view course information, such as the Exams and Assessments page, which includes handbooks, rubrics, forms, Examination Conventions, lists of set texts and Examiner's Reports. Teaching resources are specific to each course – please check with your Course Director for further details. Please do not turn off the notifications for your course as they will need to be on to receive important alerts.

### University 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.

These policies include:

- [Equality Policy](#)
- [Race Equality](#)
- [Code of Conduct for using IT Facilities](#)

The department/faculty is committed to supporting disabled students with reasonable adjustments to examinations and assessments in order to mitigate or remove barriers. Further information on the application process for adjustments is available here: <https://academic.admin.ox.ac.uk/examinations-and-assessments-0#tab-1817166>

Please note that several of the courses covered by this handbook involve one or more mandatory examination components that require the handwriting of a language script. The ability to handwrite in the target language is a competence standard for these courses. This means that no adjustment can be made to the requirement to handwrite the assessment, although alternative assessment arrangements may be possible for the assessment conditions (for example, additional time, larger type for exam papers, split papers etc). If your personal circumstances mean that handwriting may present a challenge, please contact [undergraduate.administrator@orinst.ox.ac.uk](mailto:undergraduate.administrator@orinst.ox.ac.uk) to discuss the options available as soon as possible.

The courses with a handwriting requirement are listed here and identified in the course-specific information below.

- Japanese
- Chinese
- Korean

## STUDENT REPRESENTATION AND FEEDBACK

### Undergraduate Student Representatives

There are five Undergraduate Student Representatives, who are elected in either Michaelmas or Hilary term of each year. For your current representatives' contact details, please [see the website](#).

### Terms of Office and Elections

Representatives' terms are for one year, starting in either Michaelmas or Hilary Term. Elections will be held each Michaelmas for representatives to serve Michaelmas, Hilary and Trinity; the remaining representatives will be elected in Hilary to serve Hilary, Trinity and the next year's Michaelmas. Potential representatives will be sought and if there are more than two students who come forward, an election will be held.

The representatives sit on the Joint Consultative Committee, Undergraduate Studies Committee, and Faculty Board and Curators Committee. They also, in conjunction with their graduate counterparts, organise, chair and minute the termly student-led Open Meeting. Their role is to represent the views and concerns of the undergraduate student body, and so to act as a point of contact for undergraduate students to put forward any matters they would like to be considered by the Committee or the Board. The Undergraduate Student Representatives' contact details can be found on the [Faculty website](#).

### Student-led Open Meeting

This meeting is held in week 3, day and time is agreed after consultation of all student reps, and an email is sent to all students with the meeting information. This meeting is open to all undergraduate and graduate students of the Faculty and is organised, chaired and minuted by students. Issues raised then feed into the week 4 JCC meeting and the Undergraduate or Graduate Studies Committee meetings and Faculty Board.

### Joint Consultative Committee

Meetings held: Tuesday of 4th Week, 2pm

Chair: shared between Director of Undergraduate Studies and Director of Graduate Studies

Secretary – Chris Mitchell

This meeting comprises of academic members and undergraduate and graduate student representatives. 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 them with your student representatives.



## Division and University Representation

Student representatives sitting on the Divisional Board are selected through a process organized 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](http://www.oxfordsu.org).

## Student Feedback

The Faculty takes student feedback seriously and your feedback helps us to improve its provision of courses to students. Towards the middle of Hilary term, students are invited to complete a short feedback questionnaire online covering the aspects of teaching, communication, resources etc. Students are encouraged to complete this. All comments are anonymous. The results are then looked through by the Directors of Undergraduate and Graduate Studies and the relevant committees, making it an important part of quality assurance procedures for the continuing review and development of the course.

A confidential suggestion box is also available in the Foyer at Pusey Lane. Any suggestions are discussed at the relevant committees.

[The National Student Survey](#) is sent out to all final-year undergraduates 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.

[The Student Barometer](#) surveys full-time and part-time undergraduate, postgraduate taught and postgraduate research students. The survey enables the University to benchmark your feedback on the student experience from application to graduation, against those of 120 other universities.

Results from the National Student Survey and Student Barometer are discussed at the Faculty's [Undergraduate Studies Committee](#) and [Joint Consultative Committee](#) meetings.

## Transfers

The Faculty hopes that you will enjoy your course. However, if you find that you would like to change course, you should discuss this with your College Tutor and your College's Academic Office.

While your student record should be updated by your College's Academic Office to reflect any changes, it may not be in some cases. Please notify the [Academic Administrator for Undergraduate Studies](#) at once if you have changed course to ensure that your record is updated so to avoid any administrative complications arising later on in your studies.

## SKILLS DEVELOPMENT, EMPLOYABILITY, AND CAREERS SUPPORT

There are a number of services and programmes across the University that provide support in developing yourself both personally and professionally. These opportunities complement the development opportunities provided through your own activities – within and beyond your research – and those provided by your faculty.

### 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.

### University Language Centre

The [Language Centre](#) offers a complete range of modern language courses for students and staff at the University. The Languages For All programme includes courses in 12 languages from beginner to advanced stages. General and Fast Track options are available, depending on learners' needs, and a range of Academic English courses will also continue to be on offer.

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.

### The Careers Service

You can obtain advice about all aspects of career matters from the [Oxford University Careers Service](#). 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.

### Further Employment Opportunities

Oxford University and College vacancies are advertised on the [University webpages](#) and in the University Gazette, published each Thursday in Full Term and less frequently at other times. Vacancies in other universities are also sometimes advertised in the Gazette. Other general sources of information are The

Times Higher Education Supplement, The Times, The New Scientist, The Independent, The Guardian, and more specialist publications. See also [www.jobs.ac.uk](http://www.jobs.ac.uk) and specialist websites/ mailing lists.

## COMPLAINTS AND APPEALS

### Complaints and academic appeals within the faculty/department of Asian and Middle Eastern Studies

The University, the Humanities Division and the Asian and Middle Eastern Studies faculty/department all hope that provision made for students at all stages of their course of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

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

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

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

### Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with Director of Undergraduate Studies (Prof Adriana Jacobs) as appropriate. **For undergraduate joint courses (joint honours schools or courses taught across more than one department/faculty):** If your concern relates to the course as a whole, rather than to teaching or other provision made by one of the faculties/departments, you should raise it with Academic Administration, who will refer it to the appropriate contact, e.g. Chair of the relevant Joint Standing Committee for the course.

Complaints about departmental facilities should be made to the Departmental administrator ([Trudi Pinkerton](#)). If you feel unable to approach one of those individuals, you may contact the Head of Administration and Finance ([Thomas Hall](#)) or the Faculty Board Chair ([David Rechter](#)). The officer concerned will attempt to resolve your concern/complaint informally.

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

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

## Academic appeals

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

If you have any concerns about your assessment process or outcome it is advisable to discuss these first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

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

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.

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.**

## FACULTY MEETINGS

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.

### Faculty Board

The Faculty Board consists of nine 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. Graduate and undergraduate representatives sit on this committee.

The board considers and makes decisions on most matters of policy, examinations, syllabus, and university appointments in Asian and Middle Eastern 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' Committee).

### Undergraduate Studies Committee

Meetings held: Tuesday of 1<sup>st</sup> and 6<sup>th</sup> Week, 2.15pm

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 and/or Hilary 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.

### Curators' Committee

Meetings held: Thursday of 0th and 6th Week, 9am

The purpose of the Curators' Committee is to oversee the physical plant of facilities managed, jointly managed, or used by the Faculty of Asian and Middle Eastern Studies, including the Pusey Lane Building, the

Clarendon Institute, the Griffith Institute, the China Centre, and the Khalili Research Centre. The Curators plan and execute maintenance works and improvements, taking into account such factors as health and safety, access, security, and feedback from users.

## THE PRO-FORMA FACULTIES 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.

### 2. 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.



### **3. 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.

### **4. 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.

### **5. 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 ASIAN AND MIDDLE EASTERN STUDIES.

As Faculty Board Chair of the Faculty of Asian and Middle Eastern 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 University Safety Officer, **Gail Miller**, 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

Faculty Building, Pusey Lane

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

Oxford Centre for Hebrew & Jewish Studies, Walton Street (Receptionist/Facilities Assistant: Esther Monaghan and Registrar/Academic Administrator: Madeleine Trivasse/Priscilla Lange)

Griffith Institute, Sackler Library, St John's Street (Administrator: Alison Horne 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**, Faculty Building.

The facilities management team, **Louise Smith, the Facilities Assistant, Nick Gibson, and the Common Room Assistant (mornings)** are, either directly or through delegation, responsible for the Reception and Common Room areas in the Faculty Building. This team, under the direction of **Trudi Pinkerton**, is also responsible for event safety management throughout the year

## 2. 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)

**Gail Miller** 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.

## 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 Asian and Middle Eastern Studies, **Trudi Pinkerton**, all Divisional Deputy Safety Officers, University Safety Officer, Gail Miller or one of her colleagues, 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

## OTHER SAFETY FUNCTIONS

### First Aid

The following persons are

responsible for First Aid:

**Louise Smith** (Receptionist, Faculty Building.T: 78200), holds a full First Aid at Work certificate. Christine Mitchell (Senior Academic Administrator, Faculty Building. T: 78294), holds a full First Aid at work certificate. Susie Cogan (Administrator at the Khalili Research Centre (T: 78222) holds a full First Aid at Work certificate and can be called on in an emergency. The Facilities Assistant is the appointed person.

At the Bodleian Taylor Institute Library, the Taylor Institution Lodge staff (T: 78142) can locate the Modern Languages First Aiders who are as follows:

**Piotr Szkonter**, Bodleian Taylor Institute: 07901747370, Mon-Thurs 8.30-5.00, and **Trevor Langrish** 07932047293, office (2)78152/(2)78141/(2)78158 (Taylor Library) Tues-Thurs 9.50-3.30. Taylor Premises Lodge: (2)78142

**Rachel Bell**, 41 Wellington Square (First Aid at Work): (2)70759 Mon-Thurs 8.45-4.45 & Fri 8.45-3.15

**Digna Martinez-Sabaris**, 47 Wellington Square (First Aid at Work): (2)70461 Mon-Thurs 8.45-5.15 & Fri 8.45-4.15 (hours tbc MT21)

**Simon Ayloff**, Department of Social Policy and Intervention, (First Aid at Work) Tel. (2)70325

**Rewley House First Aiders (2)70360:**

Lilian	Muinde	Normal	80379	Rewley	Res. Centre
Esther	Olave	Normal	80155	Rewley	Reception

First Aid facilities are located as follows:

Faculty Building: 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

Modern Languages at 41 Wellington Square: defibrillator

**Accident and incident reporting**

**Louise Smith and Trudi Pinkerton** have responsibility for the Faculty online accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office. From 1 June 2020, a new online system was introduced to record health and safety, and environmental incidents. The Incident Reporting and Investigation System (IRIS) replaces paper incident forms, and enables staff and students to log incidents securely online. Information about IRIS, including system user guides and supporting videos, and instructions on how to report an incident is available at [University Safety Office website](#) under Incident Reporting.

Completing an online incident report form for accidents/incidents in other Faculty buildings also allows the person completing the form to report these accidents/incidents to Louise Smith 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 **Facilities Assistant**

**Ladder Safety Assessor**

I have appointed the following people as Ladder Safety Assessors **Safety**

**Office** (T: 70811) and **Facilities Assistant**

***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 and advice.

Year Abroad Coordinators as follows:

<b>Arabic</b>	<b>Husam Haj Omar</b>	<b>MT23</b>
<b>Persian</b>	<b>Edmund Herzig/Sahba Shayani</b>	<b>MT23</b>
<b>Turkish</b>	<b>Emine Cakir</b>	<b>MT23</b>
<b>Japanese</b>	<b>Junko Hagiwara</b>	<b>MT23</b>
<b>Chinese</b>	<b>Shioyun Kan</b>	<b>MT23</b>
<b>Hebrew</b>	<b>Adriana Jacobs</b>	<b>MT23</b>

**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**

Year Abroad Coordinators as follows:

<b>Arabic</b>	<b>Husam Haj Omar</b>	<b>MT23</b>
<b>Persian</b>	<b>Edmund Herzig/Sahba Shayani</b>	<b>MT23</b>
<b>Turkish</b>	<b>Emine Cakir</b>	<b>MT23</b>
<b>Japanese</b>	<b>Junko Hagiwara</b>	<b>MT23</b>
<b>Chinese</b>	<b>Shioyun Kan</b>	<b>MT23</b>
<b>Hebrew</b>	<b>Adriana Jacobs</b>	<b>MT23</b>

4.

## 5. 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 Gail Miller**, 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.

© Note that University Policy Statements are available on the web at <http://www.admin.ox.ac.uk/safety/policy-statements/> and in hard copy on request from the Senior Facilities Administrator (Resources), Faculty Office, Faculty Building.

## 6. SPECIFIC SIGNIFICANT RISKS

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

### **Field work**

#### **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, Pusey Lane. 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, Faculty Building, and is also kept on file at the Humanities Division and at Security Services.

Faculty Board Chair: David Rechter

Date: 21<sup>st</sup> July 2022

<G:\Asian and Middle Eastern Studies\AAR-Trudi\Health, Safety, Security\Statements of Organisation\Statement of Safety Organisation NEW 2022-2023.doc>

Statement returned: July 2022

Statement Updated:



## **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.

## EDUCATIONAL AIMS AND OBJECTIVES

### EDUCATIONAL AIMS

The programme aims to enable its 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.

### PROGRAMME OUTCOMES FOR UNDERGRADUATE COURSES

#### Knowledge and Understanding

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

#### Skills and Other Attributes

##### Intellectual Skills

The ability to:

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

##### Practical Skills

The ability to:

- Write well, both in English and in relevant language(s) studied, in a manner that 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;
- Handwrite in non-Roman script

### 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 also with the ability to work constructively in co-operation with others;
- Effectively structure and communicate ideas in a variety of written and oral formats;
- Plan and organise the use of time effectively, and be able to work under pressure to deadlines;
- Employ language skills at an advanced level.
- Make appropriate use of language skills, including the ability to Handwrite in the relevant script where the ability to identify and legibly form handwritten script characters is necessary to demonstrate the required proficiency in the target language.

You have to be entered for 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).

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>

## TEACHING AND LEARNING METHODS AND STRATEGIES

The main learning strategy is that a student should practise the relevant skills under close supervision, receive constant feedback, and have the chance to see the same skills practised by acknowledged experts in a manner which can be emulated. The methods used to achieve this aim include:

- Language and/or text-reading and/or producing handwritten script classes, for which students are expected to prepare
- Lectures
- Seminars with peers and senior academics
- Tutorials (individual) for which students prepare a substantial piece of written work for discussion with their tutor(s)

Museum classes (small-group, held in the Ashmolean Museum and designed around object handling for BA Egyptology and Ancient Near Eastern Studies)