



HANDBOOK FOR THE MASTER OF STUDIES IN MEDIEVAL STUDIES 2021-22

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1. Foreword

1.1 Statement of Coverage

This handbook is designed as a guide for postgraduate students undertaking the MSt Medieval Studies. It applies to students starting the course in Michaelmas term 2021. The information in this handbook may be different for students starting in other years.

1.2 Version

This is version 2 of the Handbook for the MSt Medieval Studies, published on 16 November 2021.

1.3 Disclaimer

The *Examination Regulations* relating to this course are available at <https://examregs.admin.ox.ac.uk/Regulation?code=mosinmedistud&srchYear=2021&srchTerm=1&year=2021&term=1>

If there is a conflict between information in this handbook and the *Examination Regulations* then you should follow the *Examination Regulations*. If you have any concerns please contact the Graduate Studies Administrator interdisciplinary@humanities.ox.ac.uk

The information in this handbook is accurate as of September 2021; however it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.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.

1.4 Welcome/Introduction

We are delighted to welcome you to Oxford, and look forward very much to meeting you in person. We hope that you will enjoy your time in this enormously stimulating environment, and that you will find the course both challenging and exciting.

The University of Oxford is home to an almost unprecedented number of medieval scholars across a wide range of disciplines: history, medieval languages and literature, musicology, history of art, theology, oriental studies, English literature, and archaeology. These are brought together under the umbrella of the Medieval Studies programme (<https://torch.ox.ac.uk/medievalstudies>). You will encounter scholars working on an enormously wide range of material, engaging with a variety of approaches, and covering an array of geographical areas. There are also plenty of occasions for these scholars to collaborate, to explore the resonances between their different areas of expertise. It is a very exciting place to study!

Oxford can be a confusing place. Not least, trying to figure out the relationship between colleges, faculties and division is a challenge. The Medieval Studies course itself is complex, precisely because it involves an exciting and unusual array of components, drawn from a large number of different faculties. If you have questions, do ask! The course convenor, course tutors, postdoctoral mentor, and your dissertation supervisors are all here to help

you navigate your way through your course. Queries can also be directed to the course administrator, interdisciplinary@humanities.ox.ac.uk , 01865 615264/ 615357.

This handbook offers a comprehensive guide to the structure of your course: the teaching, assessment and administrative arrangements. It also contains useful information on other aspects of life in Oxford as a postgraduate in Medieval Studies.

All best wishes,

Mark Williams

1.5 Useful contacts

Course Contacts

If you have any queries, one of the following people should be able to help:

Karina Beck - Course Administrator

Email: interdisciplinary@humanities.ox.ac.uk

Phone: 01865 615264

Professor Mark Williams – Course Convenor

Email: mark.williams@ell.ox.ac.uk

Phone: 07703407804

The Course Convenor will set up a WhatsApp group at the beginning of term, which can be useful for the cohort and Convenor to stay in touch.

Academic Mentor: Dr Luisa Ostacchini

Email: luisa.ostacchini@wolfson.ox.ac.uk

The Academic Mentor's role is to help foster a sense of group identity and cohesion amongst the students on the course by joining the Research Methods workshops, and by being a point of contact for queries both intellectual and pastoral. The academic mentor contributes to research mentoring and can act in a pastoral capacity as a personal mentor.

Other contacts

You may also find the following contacts helpful:

IT Services

Online enquires: <https://help.it.ox.ac.uk/help/request>

Phone: 01865 (6)12345

Library

Online enquiries: <https://www.bodleian.ox.ac.uk/ask>

Disability Advisory Service

Email: disability@admin.ox.ac.uk

Please see section 7 for further information on who to contact for support.

1.6 Governance and Oversight of the Course

The MSt Medieval Studies is overseen by a Steering Committee which consists of the Course Convenors, senior academics from participating faculties, and student representatives. The Steering Committee meets once each term.

1.7 Key Places

Teaching for your courses may take place in any of the participating Faculties, or in any College.

A searchable map of Oxford University locations is available here:

<https://www.ox.ac.uk/visitors/map?wssl=1>

We anticipate your core lectures and seminars will primarily take place in the following venues. Please click on the links for location and access information:

Radcliffe Humanities

<https://maps.ox.ac.uk/embed.html#/places/oxpoints:55095840>

St Edmund Hall

<https://maps.ox.ac.uk/embed.html#/places/oxpoints:23232449>

Interdisciplinary Masters Room, Tim Gardam Building, St Anne's College

<https://maps.ox.ac.uk/embed.html#/places/oxpoints:23232425>

The buildings of relevant Faculties, and their libraries, are as follows:

Faculty of History

<https://maps.ox.ac.uk/embed.html#/places/oxpoints:23233579>

The Oriental Institute

<https://maps.ox.ac.uk/embed.html#/places/oxpoints:23233588>

Faculty of English Language and Literature

<https://maps.ox.ac.uk/embed.html#/places/oxpoints:23233578>

Faculty of Medieval and Modern Languages

<https://maps.ox.ac.uk/embed.html#/places/oxpoints:23233584>

The Bodleian Library

<https://maps.ox.ac.uk/embed.html#/places/oxpoints:23233598>

Taylor Institution Library

<https://maps.ox.ac.uk/embed.html#/places/oxpoints:32320087>

1.8 Important Dates

Dates of Full Term

The dates of Full Term in the academic year 2021-22 are as follows:

Term	From	To
Michaelmas 2021	Sunday 10 October	Saturday 4 December
Hilary 2022	Sunday 16 January	Saturday 12 March
Trinity 2022	Sunday 24 April	Saturday 18 June

Where there is reference to '1st week', '6th week', etc., this applies to the weeks of Full Term, during which classes run. '9th week', '10th week', etc. are the weeks immediately after Full Term. The week immediately before Full Term is commonly known as '0th week', and the week before that as 'minus 1st week'. By convention, Oxford weeks begin on a Sunday.

Teaching dates

Details of your core seminar timings are detailed in this handbook (see Teaching and Learning, section 3). Dates and times for your option course classes should be communicated to you by your host faculty or option tutor; these may have to be discussed and agreed with your option tutors and fellow students at the beginning of term to avoid clashes with core teaching.

Summative Assessment Deadlines

Your summative assessments will be due as follows. The submission times and dates must be strictly adhered to; please see Assessment (section 4), and the Exam Conventions for more details.

Assignment	Date	Time
Dissertation	Monday of Week 9, Trinity Term	12 noon
Option Assessments	Please refer to your host faculty to confirm submission deadlines and examination regulations for your Michaelmas, Hilary, and Palaeography option courses.	

Other important deadlines

Please also note the following important dates. Unless otherwise indicated, the required information should be sent to the course administrator.

Action required	Date
Submit Dissertation Title/Topic for Approval	Friday of Week 6, Hilary Term

2. Course Content and Structure

The Master of Studies in Medieval Studies is a 9 month course at FHEQ Level 7.

2.1 Course Aims

The programme is designed either to be taken in preparation for doctoral work, or to offer a terminal degree in preparation for professional work in which knowledge of medieval society, politics, and culture may be an advantage.

The course aims to:

- provide intensive training in one of the languages used in the Middle Ages, and to develop reading skills to attain a research proficiency
- offer skills-based training in palaeography and codicology, enabling students to read medieval documents
- develop an in-depth understanding of medieval studies and a broad expertise in the intellectual disciplines through which medieval topics may be studied
- enable students to pursue particular areas of specialisation through a wide range of optional courses
- foster skills in research, writing, analysis and interpretation, through a combination of lectures, tutorials, essay-writing and supervision of a thesis on a subject of the student's choice
- provide students with the opportunity either to re-skill themselves in an area of study which was underrepresented in their undergraduate syllabus, or to explore in more depth an area of the medieval cultural heritage in which they may hope to progress to independent research

2.2 Intended Learning Outcomes

Students will develop:

- the techniques, skills and knowledge required to contribute to the study of the European Middle Ages; to become familiar with the range of approaches, to evaluate them critically, and to engage in advanced discussion in the field
- the ability to carry out research, involving conceptual innovation and the identification and use of new information; acquire the experience of investigating and writing up an extended research project
- specialist and general skills of relevance to the continued professional development of a cultural understanding of the past, and which are also transferable into a wide range of employment contexts and life experiences
- the ability to work collaboratively in seminar and discussion contexts, as well as to work independently

2.3 Course Structure

The Master of Studies in Medieval Studies is a 9-month course at FHEQ Level 7. It is administered by the Humanities Division and several Faculties contribute to it, demonstrating the University's tremendous wealth of scholarship in the period. The degree is aimed at students who wish to follow courses in more than one discipline in medieval studies, and who are keen to extend their skills.

It equips students to draw on a variety of disciplinary approaches in their study of the Middle Ages, placing emphasis on language training as well as on the development of skills in palaeography and codicology. It also offers the opportunity to undertake the acquisition of a medieval language not previously studied.

The MSt Medieval Studies comprises of the following compulsory elements:

- A. Medieval Language Course**
- B. Research Methods Workshop**
- C. Interdisciplinary Seminars**
- D. Palaeography Course**
- E. Two Option Courses** one in Michaelmas Term, one in Hilary Term.
- F. Dissertation**

A. Medieval Language Course

All students must take **medieval** language classes, chosen from a range that may include (Medieval) Latin; Old English; Old Norse; Old French; Old Occitan; Old High German; Middle High German; Old Irish; Middle Welsh; (Byzantine) Greek. Please note that not all language options will be available every year; the majority of students will choose Latin. Language teaching will be provided by Faculty Members and Language Instructors from around the University. Please note that teaching norms, modes of delivery and assessment will vary according to the existing arrangements of participating faculties; students should not therefore expect absolute uniformity across faculties. In many cases there will be in-class or end-of-course tests, and the class teacher will report to the Board of Examiners on attendance, participation, and performance at the end of the academic year. 'Satisfactory participation' will constitute a pass in a language class.

B. Research Methods Workshop

In Michaelmas and Hilary Terms candidates will follow a series of compulsory but relatively informal workshops on research methods and bibliography convened by the Course Convenor. Classes are designed to address a number of specific issues encountered by researchers in medieval studies at master's level (e.g. research methodologies and interdisciplinarity, how to compile bibliographies and use bibliographical tools, presentation of work in scholarly form and style, structuring extended pieces of writing), but are also intended to be responsive to and shaped by student concerns; students will have the opportunity to raise individual issues for discussion and make informal presentations on work in progress.

In addition, candidates should discuss with the programme convenor or their supervisors at the beginning of Michaelmas Term which of the specific induction sessions to research methodologies and resources provided by individual faculties and departments they should attend.

C. Interdisciplinary Seminars

Candidates will be expected to follow a range of seminars in relevant disciplines over the academic year. Oxford is extraordinarily rich in these, and a special medieval studies seminar booklet is issued at the beginning of each term giving full details. This booklet is also available via the TORCH Oxford Medieval Studies (OMS) website:

<http://www.torch.ox.ac.uk/medievalstudies>.

Attendance at the Medieval Church and Culture seminar during Trinity Term is compulsory: students will be expected to present work in progress on their dissertations.

Apart from these seminars, a special week involving additional activities will take place (normally in Hilary Term). An external guest lecturer (the Medieval Studies Visiting Lecturer) with expertise in interdisciplinary study will normally offer a plenary lecture and conduct a graduate workshop. Candidates are expected to participate in these events.

D. Palaeography/Codicology Course

All students must take one of a range of palaeography or codicology classes available, which will usually include Latin Palaeography/Codicology, options offered by the Medieval and Modern Languages Faculty and options offered by the English Language and Literature Faculty. Most students will choose Latin Palaeography; a few will choose Medieval English palaeography (also known as 'The History of the Book' course).

Language and Palaeography/Codicology courses are designed to equip you with new research skills for further study, offering the opportunity for interaction with a variety of primary manuscript sources, developing analysis of their internal construction (binding, decoration, script, etc.) as well as their external history (provenance, ownership, transmission, etc.).

Please note that teaching norms, modes of delivery and assessment will vary according to the existing arrangements of participating faculties; students should not therefore expect absolute uniformity across faculties.

E. Option Courses

You will take one option course in **Michaelmas Term** and one option course in **Hilary Term**. These must be in different disciplines: students cannot opt for two history options, or two English options, for example. Option Paper classes, together with the dissertation, allow you to develop your understanding of complex textual or visual materials, your handling of secondary sources, your methodological or conceptual approaches to addressing evidence, your ability to construct and sustain cogent arguments in an extended essay form and to present this in a scholarly manner.

The options are predominantly provided by tutors from the faculties that participate in the course, and may enable you to work alongside students following other Masters courses within those faculties. Please note that you are not guaranteed to get a place on your preferred options: some options may be over-subscribed, others may not run because of insufficient numbers. In such circumstances the course convenor will make every effort to ensure that you are able to take options that are appropriate to your interests. Candidates should also keep in mind that their Options must be taken from two different subject areas.

Option courses will usually be taught through tutorials or small seminars, but teaching practices may vary across options as best accommodates the content being taught, or the number of students taking the course. As a general rule of thumb, you may expect to see your Option tutors for c. 4-6 small group sessions, for which you will produce pieces of formative written work and/or oral presentations. Your tutor will explain the precise number/combination of pieces.

F. Dissertation

All students will write a dissertation (max. 12000 words, including appendices) on an interdisciplinary topic.

Supervision arrangements

You will have been assigned two supervisors from different subject-areas to direct your intended individual research. Your supervisors' primary responsibility is to advise you on the programme of work necessary to complete your dissertation or thesis. To this end, they should maintain a general overview of your course work and academic development. They should help you to identify and acquire the knowledge and skills needed to complete your dissertation or thesis, and to further your aims for study or employment, insofar as these build upon the programme of graduate study. The balance between the two supervisors will differ from case to case, depending on your topic and methodology. It may be roughly equal, or one may be significantly more involved than the other.

Dissertation topic

The Examiners will expect the dissertation to be clearly distinct from the Option course essays in either chronological or geographical range, or scholarly issue. The dissertation is expected to include some study of original source material, whether in printed, manuscript, or other form, and, crucially, to have an interdisciplinary aspect.

The requirement for the dissertation to be interdisciplinary must be demonstrated by each student, but the way in which this is done will be different in each case. As they stand the regulations require that the dissertation include: 'Reference to scholarship and evidence from more than one discipline. Use of more than one disciplinary methodology or conceptual framework in an integrated manner.'

While working on two languages (or two regions for that matter) is not *in itself* sufficient to satisfy the regulation, it is recognized that the scholarly traditions and approaches to research in two languages *can* provide various opportunities to use different methodologies or concepts. Each student must explain or demonstrate how more than one way of thinking and/or methodology have been brought together in their dissertation.

Planning your research

The following notes for students and supervisors provide rough guidance – individual progress rates will vary, depending (for example) on the level of your background knowledge; whether you need to acquire new technical skills; the speed at which you identify a workable topic; the accessibility of sources in Oxford or Britain; the time needed to process data; the extent to which the research programme makes feasible the drafting of chapters while research is in progress, etc.

Michaelmas term:

- Meet supervisors

- Identify any training needs
- Plan lecture/seminar attendance and a programme of secondary reading necessary to set the scene for proposed research
- Initial exploration of primary sources
- Discuss subject and nature of the research proposal you plan to submit as part of your examination
- Expect to spend one day a week on preparing your dissertation project, and arrange to see your supervisors two or three or four times after the initial meeting

End of Michaelmas Term:

- Discuss whether applying for doctoral research in Oxford or elsewhere, and if so nature of doctoral research proposal (deadline for submission of the application mid-January)

Christmas vacation

- Proceed, against the background of continuing work as above, to refine definition of dissertation topic
- Definitively identify and establish familiarity with primary and secondary sources central to your proposed master's research
- If applying for re-admission to doctoral programme, AHRC funding, or other funding requiring a doctoral research proposal, work with supervisor to refine that well in advance of the January application deadline

Hilary Term

- Finalise plan of work remaining for dissertation and agree this with supervisors
- Revise the structure of your master's dissertation in the light of this ongoing exploration
- Expect to step up work on your dissertation project to about two days a week
- Again, arrange to see your supervisor for about three sessions

Easter vacation/Trinity Term

- Complete research, modifying plan and structure as necessary in process
- Produce draft – make sure draft is in supervisors' hands in plenty of time for them to comment (supervisors are not expected to comment on drafts received later than Monday of 6th week)
- Revise in light of comments: make the most of the opportunity to work full-time on your dissertation up to submission, extensively consulting original sources and carefully revising your dissertation, giving it a tightly argued structure and presenting it in idiomatic English which makes it accessible to a non-specialist reader. This is important: neither of your supervisors can mark your dissertation, so if you work on a highly specialised topic (in which Oxford may have only one expert, who has been supervising you) it is in your interests to make your writing comprehensible to a trained medievalist in an allied, but not necessarily identical area.

3. Teaching and Learning

3.1 Organisation of Teaching and Learning

This section of the handbook aims to clarify how teaching and learning will take place on the MSt in Medieval Studies.

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

Induction

At the start of the academic year, in the week before the beginning of formal classes (this is called week 0), there will be induction sessions to introduce you to the course and to life as a Masters student at Oxford. Here is the timetable:

Session	Day	Time	Venue
Introductions and Course Overview	Monday, Week 0	11.30am	St Edmund Hall (please meet at the college lodge on Queen's Lane)
IT Services	Monday, Week 0	2pm	Online
Careers	Tuesday, Week 0	2pm	Online
Library Induction	tbc	tbc	tbc

Michaelmas Term

Teaching	Day	Weeks	Time	Venue
Research Methods Workshop	Monday	1, 3, 5, 7	4-5.30pm	Colin Matthews Room, Radcliffe Humanities
Option Course	As determined by option tutor/host faculty			
Palaeography Course	As determined by option tutor/host faculty			
Language Course	As determined by language tutor			
Other Key Dates/Events				
Dissertation	First meeting with supervisor			

Hilary Term

Teaching	Day	Weeks	Time	Venue
Research Methods Workshop	Monday	1, 3, 5	4-5.30pm	Radcliffe Humanities, Room tbc
Option Course	As determined by option tutor/host faculty			
Palaeography Course	As determined by option tutor/host faculty			
Language Course	As determined by language tutor			
Other Key Dates/Events				

Dissertation	Submit title by Friday of week 6
Medieval Studies Visiting Lecturer	Annual Medieval Studies lecture and accompanying workshop(s), dates to be confirmed

Trinity Term

Teaching	Day	Weeks	Time	Venue
Language Course	As determined by language tutor			
Other Key Dates/Events				
Medieval Church and Culture Seminar	Present dissertation work, date to be confirmed			

3.2 Expectations of Study

Students are responsible for their own academic progress. Very roughly about eight hours a day should be spent on academic work, with sensible break at weekends. Oxford terms are notoriously intense, and much of each vacation will be taken up with reading and preparation, as well as the opportunity for uninterrupted research time in libraries. It is completely normal to feel under pressure; if you find that your workload feels unusually heavy, please do contact the Course Convenor who can provide advice and point you in the direction of support.

For students who wish to undertake paid work during their time at Oxford please refer to the Paid Work Guidelines at academic.admin.ox.ac.uk/policies/paid-word-guidelines-graduate-students.

4. Assessment

4.1 Formative Assessment/Feedback on learning

Formative assessment is provided in the following ways:

- A. Oral feedback in the course of option classes
- B. Written and oral feedback on language work
- C. Oral feedback on dissertation progress in the course of the Research Methods Workshops and the Medieval Church and Culture seminars in Trinity Term

4.2 Summative Assessment

Full details of the procedures for summative assessment are given in the Examination Conventions and Regulations. Examination conventions are the formal record 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 your award. They include information on: marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work. The examination conventions and regulations can be found on Canvas; **you should read these carefully before embarking on any examined work.**

The structure and timetable for the examined elements of the course are as follows:

Assessment	Deadline	Time
Dissertation	Monday of Week 9, Trinity Term	12 noon
Option Essays	Please refer to your host faculty for submission deadlines.	
Paleaography Assessments	Please refer to your host faculty for submission deadlines.	

Paleaography Assessment

Methods of assessment will vary according to the practices of the faculty within which the candidate is working for the Palaeography/Codicology element. The work produced will thus be assessed according to the regulations laid down by the relevant faculty. This unit accounts for 20% of the overall mark.

Options

Options courses taken in Michaelmas and Hilary Terms are typically assessed by one essay of between 5,000 and 7,000 words. In the case of faculties for whose Option Courses would ordinarily require an essay longer than 7,000 words or two pieces of work totaling more than 7,000 words, a Medieval Studies candidate will only be expected to submit work of between 5,000 and 7,000 words, following the guidance of the option convenor as to the nature of such submissions. (This is in the interest of fairness: it is designed to stop one

person having to write 11,000 words, for example, while another, taking a different option in a different faculty, only has to write 5000). Each Option paper accounts for 20% of the overall mark.

Dissertation

The dissertation should consist of up to 12,000 words. It must be accompanied by a short abstract which concisely summarises its scope and principal arguments, in about 300 words.

Questions about what is, and is not, included in this wordcount are natural and important, and the following list should resolve any ambiguities:

- Your bibliography, title page and abstract do not count.
- The table of contents and list of illustrations (if there is one) do not count.
- Any table and figure titles and captions do not count.
- Any tables and images do not count.
- Translations of text in languages other than English do not count (but the text in the original language does).
- Footnotes do count.
- Appendices do count, but in this case special permission can be sought to exceed the wordcount (see below).

Part of the exercise of writing a dissertation lies in devising a topic that can be effectively handled within the word limit. However, in exceptional circumstances – for example if a large section of your dissertation is taken up with lengthy appendices – you can apply to the Chair of Examiners for permission to exceed the word limit, by contacting the Course Administrator. This should be supported by an email from your supervisor and should be done in good time (in early Trinity).

You should agree a definitive title/topic with your supervisor(s) and submit this to the course administrator for approval by **week 6 of Hilary Term**. Significant modification of your dissertation title is only possible up to fourteen days before the submission deadline, and requires the permission of your supervisor. Once permission has been obtained, the new title should be sent to the Graduate Studies Administrator by email. We do not need to be informed about very minor changes of wording done for the sake of style: if you want to change (for example) 'An Investigation of Frederick II's multilingualism' to '*Stupor Mundi: An Investigation of Frederick II's multilingualism*', the change is unimportant; common sense applies.

4.3 Good Academic Practice and Avoiding 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. When you submit a piece of work for assessment, you will be required to sign a certificate confirming that it represents your own unaided work. For further guidance, please see Appendix A below. More information about on plagiarism may be found here: www.ox.ac.uk/students/academic/guidance/skills/plagiarism

Properly referencing your sources in written work can not only help you to avoid breaking the University's plagiarism rules, but can also help you to strengthen the arguments you make in your work. Advice on referencing may be found in Appendix X below. Further general guidance on referencing may be found here:

<https://www.ox.ac.uk/students/academic/guidance/skills/referencing>

4.4 Entering for University examinations

The Oxford Students website gives information on the examination entry process and alternative examination arrangements: www.ox.ac.uk/students/academic/exams.

4.5 Sitting your Examination

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 circumstances that may have affected your performance before or during an examination (such as illness, accident or bereavement) are available on the Oxford Students website (www.ox.ac.uk/students/academic/exams/guidance).

4.6 External Examiner and Examiner's Reports

External Examiner: Kenneth Clarke, University of York

Past examiner's report can be accessed on the course Canvas site. Students are strictly prohibited from contacting external examiners directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal.

4.7 Submission

Your Dissertation must be submitted by upload to Inspera; no concomitant copy submission may be submitted, for any purpose.

The course administrator will provide access to the submission site.

Please note:

- All submitted files must be in PDF format.
- The submission time (noon) and date must be strictly adhered to unless you have been given permission by the Proctors (via your college) to submit at a later time and date. Penalties will be imposed by the Board of Examiners for work that is submitted after the deadline.
- Hardware or internet connectivity problems unrelated to the WebLearn system will not be accepted as mitigating factors for late submission. **Make frequent backups of your work, and give yourself plenty of time to make your submission.**
- You will need to use the the course coversheet (provided online) as first page of the work. Remember to put your **candidate number, assignment title and word count on the front page** of your work. **Do not** add your name, student number, college or supervisor to any part of the work.
- Each submission of your work must be accompanied by a Declaration of Authorship from the candidate that it is your own work except where otherwise indicated; you can complete the declaration online at the same time as you submit.

- Take time to check your submission before submitting it online. Make absolutely sure that the file you are submitting is the correct and final version. **Once you have submitted a piece of work, you will not be permitted to change your mind and resubmit a substitute**

Option assessments are to be submitted and assessed according to the regulations of the relevant Faculty; remember that your submissions, as a Medieval Studies MSt candidate, must be between 5000 and 7000 words, even if the standard wordcount for that option (for the 'natives' of a given faculty) happens to be longer. Candidates should make themselves aware of relevant deadlines for submission and presentation guidelines by referring to the course handbook of the Faculty under whose auspices the Option is convened, and by consulting the convenor/tutor of the individual Option Paper.

For guidance on how to present your work, including referencing styles, refer to the Appendix B of this handbook.

4.8 Late or Non-Submission

Please refer to the Examination Conventions for your course. If you are late in handing work in or believe you will not meet a deadline (as a result of illness or an accident, for example), you should consult your college senior tutor as a matter of urgency. Do not contact the Course Convenor, who is not in a position to help with this issue: it has to be handled via your college.

4.9 Research integrity

The University is committed to ensuring that its research involving human participants is conducted in a way that respects the dignity, rights, and welfare of participants, and minimises risk to participants, researchers, third parties, and to the University itself. All such research needs to be subject to appropriate ethical review. More information can be found at the [Research Ethics website](#) and an online training course can be accessed on [WebLearn](#)

5. Skills and learning development

5.1 Academic Progress

At the end of each term, the relevant tutors/supervisors will submit a report, on the Graduate Student Reporting system (GSR), about your academic progress.

Within GSR you have the opportunity to contribute to your termly reports by reviewing and commenting on your own progress. You are strongly encouraged to take the opportunity to do this, and to record also any skills training you have undertaken or may need to undertake in the future, and your engagement with the academic community (e.g. seminar and conference attendance).

Students are asked to report in weeks 6 and 7 of term. Once you have completed your sections of the online form, it will be visible to your tutors and to your College Advisor. These GSR reports proved a shared channel for recording and reflecting on your progress, and for identifying areas where further work is required.

Please note that if you have any complaints about the supervision you are receiving, you should raise this immediately with one of the Course Convenors. Do not wait for the end-of-term supervision reporting process.

5.2 Opportunities for skills training and development

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.

Training in IT skills for study and research is available at <http://www.skillstoolkit.ox.ac.uk/>

The Bodleian Library holds workshops on information discovery, referencing, impact, intellectual property, open access and data management:

<http://www.bodleian.ox.ac.uk/using/skills>

Humanities Researcher Development and Training Programme

The Humanities Researcher Development and Training Programme is a comprehensive personal and professional development programme of events, opportunities, workshops and resources to support and develop Humanities researchers at all stages of their career from postgraduate level upwards. Some opportunities are bespoke and developed in-house; others are provided through external partners, student support services or in partnership with faculties. The programme serves all the faculties of the Humanities Division and any researchers working in Humanities-related subject areas.

The aims of the programme are:

- To train our postgraduate students and postdoctoral researchers to become research leaders of the future
- To empower postgraduate students and postdoctoral researchers to become pioneers in a range of careers and professions, within and beyond the sphere of higher education

- To enhance our postgraduate students' and postdoctoral researchers' disruptive voice as active citizens who are confident speaking truth to power, and as ambassadors for the Humanities

Experiential, hands-on learning is fundamental to our approach, with student-led and early career researcher-led initiatives and projects being generated and supported through a range of funds and initiatives such as the AHRC-TORCH Graduate Fund, Student Peer Review College, and the annual Public Engagement with Research Summer School. All of these mechanisms are in turn run (with support from the Researcher Development and Training Manager) by early career researchers themselves.

How to get involved

The Humanities Researcher Development and Training Programme is open to all postgraduate students (Master's and DPhil) and early career researchers (including college appointments and those on teaching-only contracts) in the Humanities Division.¹ An extensive programme of opportunities runs throughout the academic year, arranged into a number of 'pathways':

Business and Entrepreneurship – pitch an idea to the Humanities Innovation Challenge Competition and win £2,000, or find out what history can teach us about entrepreneurship through the Said Business School's series of lectures on 'Engaging with the Humanities'

Career Confidence – explore your options, develop your CV, draft cover letters for roles within or beyond academia, practise fellowship interview techniques, enhance your digital profile or learn how to give a teaching presentation. We work closely with the Careers Service, who offer tailored support for postgraduate and postdoctoral researchers (see below)

Digital Humanities – learn how to encode text, 3D-scan museum objects and write code, or participate in the world-leading Digital Humanities at Oxford Summer School

Heritage – network with industry leaders in the heritage sector, learn how to set up a research collaboration with a heritage organisation, take a tour of a museum under development with a lead curator, or contribute to [Trusted Source](#), the National Trust's research-led online knowledge bank

Public Engagement with Research – create a podcast, practise on-camera interviews, learn the techniques of 'storytelling' when talking about your research, apply for funding to support a public engagement project for your research through the Graduate Fund, or participate in the annual [Public Engagement with Research Summer School](#)

Preparation for Academic Practice – attend workshops on writing journal articles, preparing for the DPhil viva, organising a conference, or using EndNote. Pitch your idea for a monograph to editors from world-leading publishing houses, and prepare a fieldwork application for ethical review.

¹ Postgraduate students in social sciences who are in receipt of AHRC funding are also eligible to participate.

Creative Industries – participate in workshops led by organisations in the creative industries, develop a research collaboration, or learn about career opportunities in this sector

Teaching – build on the training offered by your faculty (Preparation for Learning and Teaching at Oxford) and gain accreditation to the Staff and Educational Development Association by enrolling in [Developing Learning and Teaching](#) seminars. Attend workshops on applying your teaching experience to the job application process, or learn how to teach with objects at the Ashmolean Museum.

All our events and opportunities are **free** to attend, and a number of workshops, particularly those in the 'Preparation for Academic Practice' pathway, are repeated each term. See www.torch.ox.ac.uk/researcher-training for the calendar of upcoming events and for more information about the programme. You can also email the Humanities Researcher Development and Training Manager, Caroline Thurston, at training@humanities.ox.ac.uk if you have any queries.

5.3 Opportunities to engage in the research community

We hope you will enjoy the extensive research seminars, workshop, reading groups and lectures in Medieval Studies at Oxford. You will find all these listed in the *Medieval Studies Booklet*, which will be sent to you at the start of each term; you will also find regularly updated information on the TORCH website (<https://torch.ox.ac.uk/medievalstudies#tab-899116>). Since postgraduate courses involve more independent study than you may be used to, these seminars and workshops provide useful structure and intellectual stimulation. You will have opportunities to discuss with the convenor which seminars are most suited to your interests.

5.4 Employability and careers information

The academic and college environment at Oxford University is rich with opportunities for you to develop many transferable skills that are eagerly sought by employers. Undertaking an intellectually demanding academic course (often incorporating professional body requirements) will equip you for the demands of many jobs. Your course will enable you to research, summarise, present and defend an argument with some of the best scholars in their subject. Under the direction of an experienced researcher, you will extend their skills and experiences through practical or project work, placements or fieldwork, writing extended essays or dissertations. In college and university sports teams, clubs and societies you will have the chance to take the lead and play an active part within and outside the University.

Surveys of our employers report that they find Oxford students better or much better than the average UK student at key employability skills such as Problem Solving, Leadership, and Communication. Hundreds of recruiters visit the University each year, demonstrating their demand for Oxford undergraduate and postgraduate students, fewer than 5% of whom are unemployed and seeking work six months after leaving.

Comprehensive careers advice and guidance is available from the Oxford University Careers Service, and not just while you are here: our careers support is for life. We offer tailored individual advice, job fairs and workshops to inform your job search and application process, whether your next steps are within academia or beyond. You will also have access to

thousands of UK-based and international internships, work experience and job vacancies available on the [Careers Service website](#)

The Careers Service have a very full programme of events, talks, and workshops, together with the opportunity for one-to-one consultations and sessions tailored to the interests of particular subject groups (www.careers.ox.ac.uk).

6. Student Representation, Evaluation and Feedback

6.1 Student Representation

The MSt in Medieval Studies is run by a Steering Committee, on which members of all faculties involved in the course are represented. Students must provide one representative to serve on the steering committee. They may be chosen by discussion and agreement, or if necessary by an election.

The representatives will attend the 'Open Business' section of Steering Committee meetings: they will be invited to offer an oral report relaying the students' sources of satisfaction and/or concerns with the course at that point in time, and to discuss these with Committee members.

The Humanities Division hosts a Graduate Joint Consultative Forum to discuss issues of common interest to students across the Humanities as well as to seek student views on a range of topics relevant to them. Meetings are normally held once per term. Membership will be established at the start of the academic year.

6.2 Division and University Representation

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford University Student Union (Oxford SU). Details can be found on the Oxford SU website, <https://www.oxfordsu.org/> along with information about student representation at the University level.

6.3 Opportunities to provide evaluation and feedback

At the end of the course, the convenors may convene an open discussion meeting with the cohort and/or send out a course evaluation questionnaire. Feedback gathered from these is taken to the Steering Committee meeting in Michaelmas Term of the following year for analysis and any appropriate action in response.

Students on full-time and part-time matriculated courses are surveyed once per year by the university on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at <https://www.ox.ac.uk/students/life/student-engagement?wssl=1>

7. Student Life and Support

7.1 Who to Contact for Help

Email addresses and phone numbers for your key course contacts are listed in section 1.5.

Course Convenors and academic mentors will make themselves available at specific times, but can also be contacted at any time to arrange a meeting or discuss a problem with which you need support.

The Course Convenor is available to help with any aspect of your academic studies, and is happy to listen to anything that is troubling you. The Academic Mentor is also available to help with your integration into the research community at the university, your professional development, and with day-to-day matters such as the management of your workload.

Each college has its own system 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.

Colleges have many officers with responsibility for pastoral and welfare support. These include the college Tutor for Graduates, a designated College Advisor for each student, the Chaplain, and the college nurse and doctor. In addition, there is peer support from the Middle Common Room (MCR), which elects student officers with special responsibility for welfare. These will liaise with the central Oxford University Students Union.

Both colleges and faculties have appointed Harassment Advisers within a network of such advisers organised centrally.

The University provides support services for disabled students and students with children. There is a central University Counselling Service, and colleges have different college-based welfare structures within which non-professional counselling is provided by student peers or designated tutors.

Financial support is available from central university and college hardship funds.

Details of the wide range of sources of support are available more widely in the University are available from the Oxford Students website (www.ox.ac.uk/students/welfare), including in relation to mental and physical health and disability.

The University is committed to ensuring that disabled students are not treated less favourably than other students, and to providing reasonable adjustment to provision where disabled students might otherwise be at a substantial disadvantage. For a student who has declared a disability on entry to the University, both the Steering Committee and college will have been informed if any special arrangements have to be made.

A student who thinks that adjustments in teaching, learning facilities or assessment may need to be made should raise the matter with the convenors and with their College Advisor. General advice about provision for students with disabilities at Oxford University and how best to ensure that all appropriate bodies are informed, can be found on the University's Disability Advisory Service website at www.admin.ox.ac.uk/eop/disab.

7.2 Complaints and Appeals

Complaints and academic appeals within the Humanities Division

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

Nothing in the University's complaints procedure precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.

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

General areas of concern about provision affecting students as a whole should 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 Steering Committee for MSt in Medieval Studies then you should raise it with the Course Convenor. They will attempt to resolve your concern/complaint informally.

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

- <http://www.proctors.ox.ac.uk/handbook/handbook/11complaintsprocedures/>
- the Student Handbook (www.admin.ox.ac.uk/proctors/info/pam)
- the relevant Council regulations (www.admin.ox.ac.uk/statutes/regulations/247-062.shtml)

If your concern or complaint relates to 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 defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

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

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

- www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints
- the Student Handbook (www.admin.ox.ac.uk/proctors/info/pam)
- the relevant Council regulations (www.admin.ox.ac.uk/statutes/regulations/247-062.shtml).

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgement 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.
- On no account should you contact your examiners or assessors directly.

7.3 Student Societies

There are over 200 clubs and societies covering a wide variety of interests available for you to join or attend, including clubs and societies for music, sports, dancing, literature, politics, performing arts, media, faiths, national and cultural groups, volunteering and many more. Many of these societies are represented at the OUSU Freshers' Fair, which is held in 0th week of Michaelmas Term at Oxford University Exam Schools. For lists of clubs and societies and for more information visit: <http://www.ox.ac.uk/students/life/clubs>.

7.4 Equality and Diversity

Equality and Diversity at Oxford

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

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

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the 'protected characteristics' of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation.

Visit our website for further details or contact us directly for advice:

www.admin.ox.ac.uk/eop or equality@admin.ox.ac.uk.

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

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

Student Welfare and Support Services

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

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

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

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

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

7.5 Illness

If you become so unwell that is likely to affect your ability to work please inform your College Advisor/ Tutor for Graduates / Senior Tutor, and your Course Convenor, as soon as possible. If you wish to request an extension to an essay deadline, a request must come from your Tutor for Graduates / Senior Tutor which is then forwarded to the Proctors, and will usually require a doctor's note. The request must be made before the essay deadline. The Faculty cannot authorise or request extensions and your Course Convenor cannot help you: your college must contact the Proctors directly.

Should ill health or other personal factors significantly impede progress and where there are good grounds for believing that you will be able to resume work within a reasonable period, you may apply for suspension of status for up to three terms. Suspension of status within the University 'stops the clock' for all elements of your degree, including residence, fees and terms.

7.6 Visas and Suspension or Extension of Studies

Suspension, deferral, withdrawal, course transfer and early course completion can all have an impact on your visa. If you suspend your studies, the Home Office would usually expect you to return to your home country unless you are not medically able to do so.

For further advice, please see <https://www.ox.ac.uk/students/visa> or contact student.immigration@admin.ox.ac.uk.

7.7 Residence Requirements

As a full-time graduate student, if you are not living in college-owned accommodation, you must live within the residence limits which are twenty-five miles from Oxford city centre. If you live outside the residence limits without permission, you will not fulfil the requirements for your degree. In exceptional circumstances, it may be possible to apply to the Proctors for exemption from these requirements through your college.

7.8 Policies and Regulations

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

Please note the Policy on recording lectures here:

academic.admin.ox.ac.uk/policies/recording-lectures-other-teaching-sessions

8. Facilities

8.1 Libraries and Museums

Oxford is extremely rich in libraries, and students should use them to the full. The Bodleian Library, which is housed in various buildings in the centre of the city (the Old Bodleian, the Weston Library), the Radcliffe Camera and the Radcliffe Science Library) is a major reference library. In addition, each faculty and college has a lending library (and reference collection of periodicals). Supervisors of dissertations can guide you to the more specialist libraries which the University possesses if your work warrants that: there are a number of small collections for particular subject areas (such as the Jesus Celtic Library).

8.2 IT and Email

All users of the University's computer network should be aware of the University's rules relating to computer use, which can be found on the website at <http://www.it.ox.ac.uk/rules>.

Once you have received your University Card and activated your Oxford SSO account, you will be able to find out your email address from IT Service's registration website: https://register.it.ox.ac.uk/self/user_info?display=mailin. Access to email is available through Nexus webmail (<https://owa.nexus.ox.ac.uk/>), using a desktop client such as Outlook, Thunderbird or Mac Mail, or using a mobile device such as an iPhone/iPad, Android phone/tablet or Blackberry. For client configuration information see the web pages at <http://www.it.ox.ac.uk/welcome/nexus-email>. The email system is controlled by Oxford University's IT Services and problems should be referred to them.

You are encouraged to use your University email address as your main email address and should check your University account regularly. This will be one of the main ways in which supervisors, administrative staff and other members of the University contact you. It is not practicable to keep track of private email addresses for each individual student.

The Course Administrator maintains an email list for circulating important information and other announcements to students.

The IT Services Help Centre at 13 Banbury Road provides a single location and point of contact for user support services. Information can be found on the IT Services website: <http://help.it.ox.ac.uk/helpcentre/index>.

8.2.1 Registration and Student Self-Service

All new students are sent a college fresher's pack containing details of how to activate their Oxford Single Sign-on account. The Oxford Single Sign-on is used to access Student Self Service to register online, as well as to access other central IT services such as free University email, Canvas and the Graduate Supervision System.

In order to complete your registration as an Oxford University student, navigate to <http://www.ox.ac.uk/students/selfservice> and log on using your Single Sign-on username and password. New students must complete their registration by the end of the first week of term in order to confirm their status as members of the University. Ideally students should complete registration before they arrive. Continuing students must register at the anniversary of the term in which they first started their programme of study.

Once students have completed their University registration, an enrolment certificate is available from Student Self Service to download and print. This certificate may be used to obtain council tax exemption. In addition to enabling students to register online, Student Self Service provides web access to important course and other information needed by students throughout their academic career. Students can amend their address and contact details via Student Self Service, and they can use the Service to access detailed exam results, see their full academic record, and print transcripts.

Appendix A - Plagiarism

Plagiarism in the research and writing of essays and dissertations

Definition

Plagiarism is the use of material appropriated from another source or sources, passing it off as one's own work. It may take the form of unacknowledged quotation or substantial paraphrase. Sources of material here include all printed and electronically available publications in English or other languages, or unpublished materials, including theses, written by others.

Plagiarism also includes the citation from secondary sources of primary materials which have not been consulted, and are not properly acknowledged (see examples below).

Why does plagiarism matter?

Plagiarism is a **breach of academic integrity**. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

What to avoid

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students' essays. You must also attribute text or other resources downloaded from web sites.

There are various forms of plagiarism and it is worth clarifying the ways in which it is possible to plagiarise:

- **Verbatim quotation without clear acknowledgement**

Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.

- **Paraphrasing**

Paraphrasing the work of others by altering a few words and changing their order or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and

will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

- **Cutting and pasting from the Internet**

Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

- **Collusion**

This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

- **Inaccurate citation**

It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. *Title of book*, discussed in Wilson, E., *Title of book* (London, 2004), p. 189).

- **Failure to acknowledge**

You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

- **Professional agencies**

You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided. Under Statute XI on University Discipline, all members of the University are prohibited from providing material that could be submitted in an examination by students at this University or elsewhere.

- **Autoplagiarism**

You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination, unless this is specifically provided for in the special regulations for your course.

Relating principles of plagiarism to the research and writing of essays and the dissertation

- Essays and dissertations will invariably involve the use and discussion of material written by others, with due acknowledgement and with references given. This is standard practice, and can clearly be distinguished from appropriating without acknowledgement, and presenting as your own material produced by others, which is what constitutes plagiarism. It is possible to proceed in two ways if you wish to present an idea or theory from one of your sources.

An argument, for example, from Raymond Gillespie's work on religion in Ireland in the early modern period might be presented by direct quotation as follows:

'The idea of providence [became] powerfully divisive in early modern Ireland since each confessional group was convinced that it had unique access to the power of God'.²

Or, you might paraphrase:

Providence caused conflict in early modern Ireland: each confession claimed particular Divine favour.³

If you adopt the latter course, be aware that you should be expressing ideas essentially in your own words and that any paraphrased material should be brief.

When you conduct research for your dissertation, you should always consult the primary materials, as far as possible, rather than depending on secondary sources. The latter will often point you in the direction of original sources, which you must then pursue and analyse independently.

There may, however, be some occasions on which it is impossible to gain direct access to the relevant primary source (if, for example, it is unprinted and located in a foreign or private archive, or has been translated from a language with which you are unfamiliar). In these circumstances, you may cite from the secondary source, with full acknowledgement. This should be in the following form, here in a Welsh-language example:

'In order to buy this [the Bible] and to be free of oppression, go, sell thy shirt, thou Welshman'.⁴

When choosing your dissertation subject it is important to check that you can gain access to most of the primary materials that you will need, in order to avoid the type of dependence discussed here.

Guidance for note-taking:

The best way to ensure that you do not engage in plagiarism of either of the kinds discussed above is to develop good note-taking practices from the beginning. When you take notes from secondary sources always register author, title, place and date of publication and page numbers. Above all, if you think you might wish to quote a sentence or phrase directly, put it in quotation marks from the outset: otherwise make sure the summary language is your own.

When you extract a primary source immediately note both its place or origin and situation within your secondary text. If you have any doubts about how to access the primary material, ask for advice at this early stage, not when you come to assemble your ideas prior to writing up the essay or dissertation.

² R. Gillespie, *Devoted People: Belief and Religion in Early Modern Ireland* (Manchester, 1997), p. 50

³ R. Gillespie, *Devoted People: Belief and Religion in Early Modern Ireland* (Manchester, 1997), p. 50

⁴ Thomas Jones, *Hen Gwndidau Carolau a Chywyddau*, cited and translated in G. Williams, *Wales and the Reformation* (Cardiff, 1997), p. 358.

Penalties:

The Proctors regard plagiarism as a serious form of cheating for which offenders can expect to receive severe penalties including the return of a mark of zero on the work submitted. Even the lightest penalties for plagiarism will almost certainly have the effect of pulling down the candidates' overall result. The Examiners will check theses for plagiarism, and will use internet forms of check if it is deemed necessary to do so.

Appendix B - Guidelines for the Presentation of Written Work

Your work should be lucid and presented in a scholarly manner. Display such evidence as is essential to substantiate your argument. Elaborate it in a manner which is clear, concise, consistent, accurate and complete.

Styling your work as you write:

There are several sets of conventions and published guides to explain them. None is obligatory, but some will be more appropriate (and generally used) in particular disciplines. The important point is that you should follow one system throughout all the pieces of work submitted.

The Harvard system largely avoids footnotes by citing references in the text, where they take the form of the author's surname followed by the date of publication and any page reference within brackets: e.g. (Johnston, 1989: 289). The works referred to are gathered at the end of the piece of work, arranged alphabetically by author, with full bibliographical details.

An alternative system (Chicago) confines references to footnotes, normally using the full author name, title and publication details in the first reference and an abbreviated form of author and title in subsequent references.

Whichever system you adopt, you should choose it early and learn its conventions so well that you automatically apply them consistently.

The relation of text, notes and appendices:

The ideal relationship is perhaps best expressed as one of scale. The text is self-evidently your major contribution. The word-limits placed on the essays and dissertation assume a scale appropriate to the topic, the time which you have to work on it, and the importance of writing clearly and succinctly. In writing and revising your work, strive always to make it simpler and shorter without prejudicing the substance of your discussion.

The main function of a footnote is to cite the authority for statements which you make in the text, so that your readers may verify them by reference to your sources. It is crucial that these references are accurate. Try to place footnote or endnote number references at the end of sentences or paragraphs.

Footnotes, placed at the bottom of the page on which the material to which they refer is contained, should be indented as paragraphs with the footnote number (raised as superscript) preceding the note itself, and the second (and subsequent) line(s) of the note returning to the left-hand margin. They should also be single-spaced. Most word-processing programmes use this as standard form. The same holds for endnotes.

Appendices offer a convenient way of keeping your text and footnotes clear. If you have hitherto unpublished evidence of primary importance, especially if it is unlikely to be readily accessible to your examiners, it may be helpful to append it. Every case must be argued in terms of the relevance and intrinsic value of the appended matter. If the Appendix takes you over the word limit, you must seek formal approval to exceed that word limit well before submission.

Textual apparatus: if you are presenting an edition of a literary work, the textual apparatus, in single spacing, must normally appear at the foot of the page of text to which it refers.

Quotation in foreign languages:

Quotations in foreign languages should be given in the text in the original language. Translations into English should be provided in footnotes, or in the body of your text if the translation forms part of the substance of your discussion. If reference is made to a substantive unpublished document in a language other than English, both the document in the original language and a translation should be printed in an Appendix.

Abbreviations:

These should be used as little as possible in the body of the text. List any which you do use (other than those in general use, such as: cf., ed., e.g., etc., f., ff., i.e., n., p., pp., viz.) at the beginning of the essay (after the table of contents in the case of the dissertation), and then apply them consistently. Adopt a consistent policy on whether or not you underline abbreviations of non-English origin.

Avoid *loc. cit.* and *op. cit.* altogether. Reference to a short title of the work is less confusing and more immediately informative. Use *ibid.* (or *idem/eadem*), if at all, only for immediately successive references.

Italic or Roman?

Be consistent in the forms which you italicise. Use italics for the titles of books, plays, operas, published collections; the names, full or abbreviated, of periodicals; foreign words or short phrases which have not become so common as to be regarded as English.

Use roman for the titles of articles either in periodicals or collections of essays; for poems (unless it is a long narrative poem the title of which should be italicised); and for any titled work which has not been formally published (such as a thesis or dissertation), and place the title within single inverted commas.

For such common abbreviations as *cf.*, *e.g.*, *ibid.*, *pp.*, *q.v.*, etc., use roman type.

Capitals

Reserve these for institutions or corporate bodies; denominational or party terms (Anglican, Labour); and collective nouns such as Church and State. But the general rule is to be sparing in their use. The convention in English for capitalisation of titles is that the first, last and any significant words are capitalised. If citing titles in languages other than English, follow the rules of capitalisation accepted in that language.

Quotations:

In quotation, accuracy is of the essence. Be sure that punctuation follows the original. For quotations in English, follow the spelling (including capitalisation) of the original. Where there

is more than one edition, the most authoritative must be cited, rather than a derivative one, unless you propose a strong reason to justify an alternative text.

Short quotations: if you incorporate a quotation of one or two lines into the structure of your own sentence, you should run it on in the text within single quotation marks.

Longer quotations: these, whether prose or verse or dramatic dialogue, should be broken off from the text, indented from the left-hand margin, and printed in single spacing. No quotation marks should be used.

Quotations within quotations: these normally reverse the conventions for quotation marks. If the primary quotation is placed within single quotation marks, the quotation within it is placed within double quotation marks.

Dates and Numbers

Give dates in the form 27 January 1990. Abbreviate months only in references, not in the text.

Give pages and years as spoken: 20-21, 25-6, 68-9, 100-114, 1711-79, 1770-1827, or from 1770 to 1827.

Use numerals for figures over 100, for ages (but sixtieth year), dates, years, lists and statistics, times with a.m. and p.m. (but ten o'clock). Otherwise use words and be consistent.

Write sixteenth century (sixteenth-century if used adjectivally, as in sixteenth-century architecture), not 16th century.

References

Illustrations, tables etc.: The sources of all photographs, tables, maps, graphs etc. which are not your own should be acknowledged on the same page as the item itself. An itemised list of illustrations, tables etc. should also be provided after the contents page at the beginning of a dissertation, and after the title page in the case of an essay.

Books: Precise references, e.g. in footnotes, should be brief but accurate. In Chicago style, give full details for the first reference, and a consistently abbreviated form thereafter. All such reduced or abbreviated titles should either be included in your list of abbreviated forms or should be readily interpretable from the bibliography. Follow the form:

Author's surname; comma; initials or first name (although in footnotes these should precede the surname – e.g. Henry James, W.W. Greg); comma; title (italicised); place of publication; colon; name of publisher; comma; date of publication (all this in parenthesis); comma; volume (in lower-case roman numerals); full stop; number of page or pages on which the reference occurs; full stop.

For example, an entry in the bibliography should be in the form:

Greg, W.W., *The Calculus of Variants* (Oxford, 1927).

Or:

Greg, W.W., *The Calculus of Variants* (Oxford: Oxford University Press, 1927).

But a reference in a footnote should be in one of the following forms:

(First time cited) Either:

See W.W. Greg, *The Calculus of Variants* (Oxford, 1927), pp. 43-4.

Or: See W.W. Greg, *The Calculus of Variants* (Oxford: Oxford University Press, 1927), pp. 43-4.

(Subsequent citations) Either:

See Greg, *Calculus*, pp. 43-4.

Or: See Greg (1927), pp. 43-4.

Journals: Follow the form:

Author's surname; comma; initials or first name; title of article (in single quotation marks); comma; title of journal (either full title or standard abbreviation, italicised); volume (in lower-case roman numerals); date (in parenthesis); comma; page number(s); full stop.

For example, an entry in the bibliography should be in this form:

Bennett, H.S., 'Fifteenth-Century Secular Prose', *RES* xxi (1945), 257-63.

But a reference in a footnote should be in the form:

(first citation):

H.S. Bennett, 'Fifteenth-Century Secular Prose', *RES* xxi (1945), 257-63.

(subsequent reference):

either: Bennett, 'Secular Prose', p. 258.

Or: Bennett (1945), p. 258.

Plays: In special cases you may wish to use through line numbering, but in most instances follow the

form:

Title (italicised); comma; act (in upper-case roman numerals); full stop; scene (in lower-case roman

numerals); full stop; line (arabic numerals); full stop.

E.g. *The Winter's Tale*, III.iii.3.

Other works: Many works, series, as well as books of the Bible, have been abbreviated to common forms which should be used. Serial titles distinct from those of works published in the series may often be abbreviated and left in roman. Follow these examples:

Bede, *Historia ecclesiastica* 2.3, ed. B. Colgrave and R.A.B. Mynors (Oxford, 1969), p. 143.

Bede, *Historia ecclesiastica* 2.3, p. 143 (for subsequent references)
Prov. 2:5; Thess. 4:11, 14. (Do not italicise books of the Bible.)

Manuscripts: Both in the text and in the notes the abbreviation MS (plural MSS) is used only when it precedes a shelfmark. Cite the shelfmark according to the practice of the given library followed by either

f. 259r, ff. 259r-260v or fol. 259r, fols. 259r-260v. The forms fo. and fos. (instead of f. or fol.) are also acceptable.

The first reference to a manuscript should give the place-name, the name of the library, and the shelf-mark. Subsequent references should be abbreviated.

e.g. Paris, Bibliothèque Nationale, MS lat. 4117, ff. 108r-145r. Vatican City, Biblioteca Apostolica Vaticana, MS Vat. Lat. 5055, f. 181r.

Bibliography:

A list of works consulted must be provided, usually at the end of the essay or dissertation.

The bibliography should be in alphabetical order by authors' surnames, or titles of anonymous works, or of works (especially of reference works) usually referred to by title, e.g. *Middle English Dictionary*, not under Kurath, H. and Kuhn, S., its editors.

It is sometimes helpful, and therefore preferable, to present the bibliography in sections: manuscripts, source material, and secondary writings. You might follow the pattern:

1. Primary

- A. Manuscripts
- B. Printed Works

2. Secondary

- A. Contemporary with the author(s) or work(s), the subject of your dissertation
- B. Later studies

References must be consistently presented, and consistently punctuated, with a full stop at the end of each item listed.

Either capitalise all significant words in the title, or capitalise the first word and only proper nouns in the rest of the title. In capitalising foreign titles follow the general rule for the given language. In Latin titles, capitalise only the first word, proper nouns and proper adjectives. In French titles, capitalise only the first word (or the second if the first is an article) and proper nouns.

Whereas in footnotes, and for series, publishing details may be placed within parentheses, for books in the bibliography the item stands alone and parenthetical forms are not normally used.

Give the author's surname first, then cite the author's first name or initials. Place the first line flush to the left-hand margin and all subsequent lines indented.

The publishing statement should normally include the place of publication; colon; publisher's name; comma; date of publication. When the imprint includes several places and multiple publishers simplify them to the first item in each case.

The conventional English form of the place-name should be given (e.g. Turin, not Torino), including the country or state if there is possible confusion (Cambridge, Mass., unless it is Cambridge in England).

For later editions and reprints, give the original date of publication only, followed by semicolon; repr. and the later publishing details: *Wuthering Heights*. 1847; repr. London: Penguin, 1989.

For monographs in series, omit the series editor's name and do not italicise the series title. Follow the form:

Borst, A., *Die Katherer*, *Schriften der Monumenta Germaniae Historica* 12. (Stuttgart, 1953), pp. 45-50.

For edited or translated works, note the distinction in the use of ed. in the following examples:

Charles d'Orléans, *Choix de poésies*, ed. John Fox. Exeter: Exeter University Press, 1973. [In this case the abbreviation means that the work is edited by Fox and does not change when there is more than one editor.]

Friedberg, E., ed., *Corpus iuris canonici*. 2 vols. Leipzig, 1879-81. [Here the abbreviation refers to the editor; the plural is eds.]

Bloch, Marc, *Feudal Society*, trans. L.A. Manyon. Chicago: Chicago University Press, 1961.