

UNIVERSITY OF OXFORD



M.Sc. in Global Governance and Diplomacy

Student Handbook

2011 – 2012

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1. WELCOME

WELCOME FROM THE COURSE DIRECTOR

To all new students for the Master of Science in Global Governance and Diplomacy

Welcome to the Oxford Department of International Development (ODID) at Queen Elizabeth House (QEH). And congratulations for being here! Each of you has been selected by the Admissions Committee from an applicant pool that featured about 10 applications for every position we could make available to read for the MSc. You are all high performers, and we are honoured by your presence!

During this nine-month course you will receive instruction across various social science disciplines. You will choose one of our two Foundation Course offerings: Global Governance or International Diplomacy. Those of you who choose the International Diplomacy foundation course will be instructed by an up-and-coming scholar specializing in diplomatic studies. Those of you seeking career paths other than diplomacy – for example in international organisations, nongovernmental organisations, the academy or the private sector – will be taught a state-of-the-art course featuring the literature on Global Governance. All of you will receive broad training in qualitative and quantitative research methods in the social sciences, thus meeting the guidelines set by the Economic and Social Research Council as preparation for doctoral studies in the social sciences. Our options, which are specifically designed for the MSc in Global Governance and Diplomacy, contain content that spans numerous social science disciplines from political science to economics and from sociology to law. Students with special needs and interests may eventually choose an “external” option emphasising development studies or other social science disciplines.

Among the great strengths of Oxford is its system of individual supervision. This means that, to the extent possible, your supervision is customised to your interests. You will be assigned a *General Supervisor* with whom you should meet as needed to assist you in selecting among available options best tailored to your interests and career goals, and with whom you may discuss challenges, concerns or problems that may arise in the course of your study at Oxford. Your General Supervisor will also assist you in identifying a scholar at Oxford to supervise your dissertation. All efforts will be made to assign you a *Dissertation Supervisor* with some shared research concerns and/or professional experience suited to your research aspirations. Your General Supervisor may serve as your Dissertation Supervisor by mutual agreement, and will do so as a last resort provided you write broadly in their area of expertise.

The Social Sciences Library (SSL) in the Manor Road Building will hold copies of the books assigned in your courses. These books will be confined for use by all students (i.e. they cannot be borrowed), so if you have the means to do so you may consider purchasing those books that are heavily used in your courses. Photocopy machines are available in the SSL, as well as other libraries around Oxford. The OXLIP collection of electronic journals includes collections of electronic journals in PDF format such as EBSCO, JSTOR, and MUSE. Most of the articles assigned in your courses are available for download from these collections and are free of charge to you as Oxford postgraduate students.

You are expected to attend all lectures and seminars. Oxford’s collegiate university makes available to you a *College Adviser* to whom you should take problems and issues related to your living arrangements and personal lives at Oxford. Please bring to your general supervisors or to me as your Course Director any issues related to the MSc programme or to the environment of Queen Elizabeth House. If need be, then please do not hesitate to come to my regular office hours (held twice per week; you can sign up through <https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/mscggd/page/signup>). If your concern can be dealt with by simple return mail, you are free to contact me at rodney.hall@qeh.ox.ac.uk. In all other cases a personal encounter may be arranged by appointment.

Enjoy the year. The Oxford experience is more than the course of study, the formal lectures and seminars, and the individual tuition in preparation of your dissertation. Oxford is about people. Your college will provide you with an opportunity to meet students and fellows from many different fields of study. Take the time to meet and share experiences with them.

Could you please identify four fellow MSc students to be your *Student Representatives*? Please try to make sure that no two hold the same passport, no two come from a country on the same continent (EU-Europe, Asia, Africa, Australia, North America, South America), and at least one student comes from the developing world or a low or medium income country as defined by the UNDP. This will ensure that the diversity of the student body is represented. We'd very much welcome two student reps from each foundation course (Global Governance and International Diplomacy). Ideally, the student representative body will also reflect gender balance and balance as to source of funding (fully funded to self-funded).

Student Representatives will meet the faculty in the Joint Consultative Committee (JCC) that provides us with formal feedback in meetings to be held at least twice during the academic year. Please identify your Student Representatives by the end of First Week Michaelmas Term.

I hope that you will find your time at Oxford both exciting and rewarding.

Dr. Rodney Bruce Hall

Course Director, Master of Science in Global Governance and Diplomacy
University Lecturer in International Political Economy, Department of International Development
Governing Body Fellow, St Cross College

Programme for Induction Week

Oxford Department of International Development, Queen Elizabeth House,
3 Mansfield Road. 3-7 October 2010

MONDAY 3 OCTOBER	LOCATION	
14:00 – 14:45	Seminar Room 2	<i>General Introduction</i> Dr. R.B. Hall (Course Director)
14:45 – 15:00	Seminar Room 2	<i>Student Introductions</i>
15:00 – 15:30	Seminar Room 2	<i>Foundation Course in “Global Governance” Introductory Lecture</i> Dr. R.B. Hall
15:30 – 16:00	Seminar Room 2	<i>Foundation Course in “International Diplomacy” Introductory Lecture</i> Dr. C. Bjola
16:00 – 16:15	Hall	<i>Coffee</i>
16:15 – 17:00	Seminar Room 2	<i>Introduction to the Oxford Department of International Development (Queen Elizabeth House)</i> Prof. E.V.K. Fitzgerald (Director, ODID) & Ms. Dominique Attala (Graduate Student Administrator, ODID)

TUESDAY 4 OCTOBER	LOCATION	
10:00 – 10:30	Seminar Room 2	<i>Mandatory Course in “Research Methods” Introductory Lecture</i> Dr. J. Gledhill and Dr. X. Fu
10:30 – 11:30	Seminar Room 2	<i>Short introductions to optional courses</i>
11:30 – 11:45	Hall	<i>Coffee</i>
14:30 – 15:30	Manor Road Building (http://www.manor- road.ox.ac.uk/) Seminar Room A	<i>Introduction to the Social Science Library; registration¹</i> Ms. Louise Clarke (SSL & Bodleian Library)
From 16:00	Supervisors’ offices	<i>One-on-one meetings with General Supervisors²</i>

THURSDAY 6 OCTOBER	LOCATION	
15:30 – 16:00	Seminar Room 3	<i>Introduction to Oxford University Computing Services (OUCS – IT staff)</i>

¹ You should have already applied for registration through your College. Please bring your University Card with you, if you have received it.

² Dr. Hall will provide a schedule for individual meetings with Supervisors at Induction Brief on 3 October.

2. SCHEDULES

TIMETABLE OF CLASSES AND SELECTED OPTIONS

Michaelmas 2011 11 October to 3 December				
Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
<p>11:30 – 13:30 Seminar Room 2 <i>Mandatory Course:</i> Research Methods in the Social Sciences Qualitative Methods (Group 1) Dr J. Gledhill</p>	<p>09:00 – 11:00 IT Room, Manor Road (Weeks 5 and 6) <i>Mandatory Course:</i> Research Methods in the Social Sciences Lab Session for Quantitative Methods Dr X. Fu</p>	<p>09:00 – 11:00 Seminar Room 2 <i>Option:</i> Global Financial Governance (Weeks 1,3,5,7) Dr R.B. Hall</p> <p>09:00 – 11:00 Seminar Room 2 <i>Option:</i> International Relations of the Developing World (Weeks 2,4,6,8) Dr R.B. Hall</p> <p>11.00 – 13:00 Seminar Room 2 <i>Foundation Course:</i> International Diplomacy Dr C. Bjola</p>	<p>15:00 – 17:00 Islamic Studies Centre (George Street) <i>Option:</i> Political Economy of Institutions & Development Dr. A. Malik</p>	<p>14:00-16:00 Seminar Room 2 <i>Option:</i> Security Issues in Fragile States Dr. J. Gledhill</p>
<p>14:00 – 16:00 Seminar Room 2 <i>Mandatory Course:</i> Research Methods in the Social Sciences Qualitative Methods (Group 2) Dr J. Gledhill</p>	<p>13:00 – 15:00 Seminar Room 2 <i>Foundation Course:</i> Global Governance Dr R.B. Hall</p> <p>15:00 – 17:00 Meeting Room B <i>Option:</i> Climate Change Diplomacy Dr. C. Bjola</p>			

Hilary 2012 16 January to 9 March				
Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
<p>10:00 – 12:00 Seminar Room 2 <i>Option:</i> Politics of Non-governmental Organisations Dr J. Lazarus</p>	<p>09:30 – 11:30 Seminar Room 3 <i>Option:</i> Diplomacy and International Law Dr. C. Bjola</p>	<p>09:00 – 11:00 Seminar Room 2 <i>Option:</i> Global Financial Governance <i>(Weeks 1,3,5,7)</i> Dr R.B. Hall</p> <p>09:00 – 16:00 Seminar Room 2 <i>Option:</i> International Relations of the Developing World <i>(Weeks 2,4,6,8)</i> Dr R.B. Hall</p> <p>11:00 – 13:00 Seminar Room 2 <i>Foundation Course:</i> International Diplomacy Dr. C. Bjola</p>	<p>09:00 – 11:00 Seminar Room 1 (Weeks 2, 3, 4, 7, 8) <i>Mandatory Course</i> Research Methods in the Social Sciences Quantitative Methods Dr X. Fu</p> <p>09:00 – 11:00 IT Room Manor Road (Weeks 1,5,6) <i>Mandatory Course</i> Research Methods in the Social Sciences Quantitative Methods Dr X. Fu</p>	
	<p>13:00 – 15:00 Seminar Room 2 <i>Foundation Course:</i> Global Governance Dr R.B. Hall</p> <p>15:00 – 17:00 Seminar Room 2 <i>Mandatory Course:</i> Research Methods in the Social Sciences Quantitative Methods Dr X. Fu</p>	<p>14:00 – 16:00 Seminar Room 3 <i>Option:</i> Multilateral Governance and Regional Integration Dr M. Otero-Iglesias</p>	<p>15:30 – 17:30 Meeting Room A <i>Option:</i> Peacebuilding and Statebuilding Dr J. Gledhill</p>	<p>15:00-17:00 Seminar Room 3 <i>Open Tutorial:</i> Extra Research Methods Dr. X. Fu (Weeks 3,4,7,8)</p>

TYPICAL STUDENT SCHEDULE

MICHAELMAS TERM	HILARY TERM	TRINITY TERM
<ul style="list-style-type: none"> ● Foundation Course (GG or ID) ● Research Methods Course ● Option Course I (or I & II) ● Dissertation: Identify supervisor; choose topic & title 	<ul style="list-style-type: none"> ● Foundation Course (GG or ID) ● Research Methods Course ● Option Course II (or I & II) ● Dissertation: Develop abstract; start research 	<ul style="list-style-type: none"> ● Dissertation: Complete research; write up. <i>Submit by noon Friday TT06</i> ● Revision (Exam preparation) ● Examinations (Foundation Course, Methods, Option I, Option II)

OVERVIEW OF DEADLINES AND REGULAR EVENTS

NOTE: It is essential that these deadlines are adhered to exactly.

Late submissions of dissertations have to be approved by the Proctors. Failure to hand in papers and deposit dissertation by the deadline may result in failure to complete the degree.

	Dissertation Deadline	Examination Deadline
Michaelmas Term	<p>Week 7, by Friday 12 noon:</p> <ul style="list-style-type: none"> ● Develop dissertation topic and title; submit form through General Supervisor to Course Director ● Compile and sign research ethics form; collect signature of Dissertation Supervisor; submit form through Administrator to Course Director 	
Hilary Term	<p>Week 6, by Friday 12 noon:</p> <ul style="list-style-type: none"> ● Develop 250-words dissertation abstract; submit together with form through Dissertation Supervisor to Course Director 	<p>Week 4, by Friday:</p> <ul style="list-style-type: none"> ● Submit entry form (issued by your College) to your College, to register dissertation and intent to take examinations (Foundation Course, Methods Course, Option I, Option II)
Trinity Term	<p>Week 2, by Friday 12 noon:</p> <ul style="list-style-type: none"> ● Finalize draft of first dissertation chapter; submit together with form to Dissertation Supervisor <p>Week 6, by Friday 12 noon:</p> <ul style="list-style-type: none"> ● Submit dissertation to Clerk of Examination Schools, High Street 	<p>Weeks 1 through 9:</p> <ul style="list-style-type: none"> ● Revision and examinations as scheduled by Examination Schools, High Street <p>Through Week 11:</p> <ul style="list-style-type: none"> ● Remain in Oxford in the event of a <i>viva voce</i> examination

MSc OPTIONS

Options offered in Michaelmas Term (2011)	
Climate Change Diplomacy (<i>Dr. C. Bjola</i>)	Core Option
Security Issues in Fragile States (<i>Dr. J. Gledhill</i>)	Core Option
The Political Economy of Institutions and Development (<i>Dr. A. Malik</i>) ¹	Core Option
Options offered Michaelmas Term through Hilary Term	
International Relations of the Developing World (<i>Dr. R.B. Hall</i>)	Core Option
Global Financial Governance (<i>Dr. R.B. Hall</i>)	Core Option
Rural Societies and Politics (<i>Dr. R. Mustafa</i>) ²	Non-core Option
Options offered in Hilary Term 2012	
Multilevel Governance and Regional Integration (<i>Dr. M. Otero-Iglesias</i>) ³	Core Option
The Politics of Non-governmental Organizations (<i>Dr. J. Lazarus</i>) ⁴	Core Option
Diplomacy and International Law (<i>Dr. C. Bjola</i>)	Core Option
Peace-building and State-building (<i>Dr. J. Gledhill</i>)	Core Option
Power and Punishment: Creating Social Order in Africa (<i>Prof. J. Alexander</i>) ⁵	Non-core Option

Note:

No student is allowed to choose more than one of the following Non-core Options:

- Power and Punishment: Creating Social Order in Africa (*Prof. J. Alexander*)
- Rural Societies and Politics (*Dr. R. Mustafa*)

Every student must choose at least one course designated as a “Core Option”.

¹ This option meets at the Oxford Centre for Islamic Studies, George Street.

² This option is taught by a combination of tutorials and class seminars.

³ This option is dependent upon subscription by at least 3 students.

⁴ This option is dependent upon subscription by at least 3 students.

⁵ This option meets on Fridays, 11:30-13:30.

3. PEOPLE

MSC GGD CORE STAFF

When calling from outside the University telephone network, put a 2 in front of all numbers.

Contact Details of Academic Staff			
Oxford Department of International Development, Queen Elizabeth House, 3 Mansfield Road, OX1 3TB			
<i>Dr. Corneliu Bjola</i>	University Lecturer in Diplomatic Studies (Chair of Examiners)	81809	corneliu.bjola@geh.ox.ac.uk
<i>Dr. Xiaolan Fu</i>	University Lecturer in Development Economics	81832	xiaolan.fu@geh.ox.ac.uk
<i>Dr. John Gledhill</i>	Departmental Lecturer in Politics of Security Governance		john.gledhill@geh.ox.ac.uk
<i>Dr. R.B. Hall</i>	University Lecturer in International Political Economy (Course Director)	81814	rodney.hall@geh.ox.ac.uk

Dr. Corneliu Bjola	University Lecturer in Diplomatic Studies
<i>College:</i>	St Cross
<i>Office Location:</i>	Queen Elizabeth House, 3 Mansfield Road, Room 30.17
<i>Courses Taught:</i>	Foundation Course on “International Diplomacy” Option on “Climate Change Diplomacy” Option on “Diplomacy and International Law”
<i>Research Interests:</i>	Private Diplomacy of Climate Change: examining the mechanisms by which private actors shape international negotiations on climate change; Diplomacy and Ethics: exploring how moral principles inform, regulate and constrain the conduct of diplomacy; Diplomacy & International Security: investigating the conditions under which states may pursue diplomatic strategies in conflict with their security interests.
Dr. Xiaolan Fu	University Lecturer in Development Economics
<i>College:</i>	Green
<i>Office Location:</i>	Queen Elizabeth House, 3 Mansfield Road, Room 30.20
<i>Course Taught:</i>	Mandatory Course on “Research Methods in the Social Sciences” (Quantitative)
<i>Research Interests:</i>	Industrialization/technology and development; foreign direct investment and economic development in China; emerging Asian economies; innovation in the US/EU

- Dr. John Gledhill** Departmental Lecturer in the Politics of Security Governance
Office Location: Queen Elizabeth House, 3 Mansfield Road, Room 10.29
Courses Taught: Mandatory Course on “Research Methods in the Social Sciences” (Qualitative)
 Option on “Security Issues in Fragile States”
 Option on “Peace-building and State-building”
- Research Interests:** Causes and dynamics of conflict and collective violence, with a particular focus on the relationship between processes of regime change and political violence; Transitional justice, with a focus on the impact of transnational actors on domestic-level processes of retributive and restorative justice; State formation, state collapse, and state capacity.
- Dr. Rodney Bruce Hall** University Lecturer in International Political Economy (Course Director and Chair of Admissions)
Office Location: Queen Elizabeth House, 3 Mansfield Road, Room 30.11
Courses Taught: Foundation Course on “Global Governance”
 Option on “International Relations of the Developing World”
 Option on “Global Financial Governance”
- Research Interests:** Processes and mechanisms of global governance, particularly involving International Financial Institutions; global financial architecture issues; central banking as a mechanism of financial governance; sources and management of financial crises; European and global debt crisis; international relations theory.
- Dr. Adeel Malik** Lecturer in Development Economics¹
Office Location: Oxford Centre for Islamic Studies, George Street
Email: adeel.malik@qeh.ox.ac.uk
Course Taught: Option on “Political Economy of Institutions and Development”
Research Interests: Development macroeconomics, growth and fluctuations, political economy of institutions and development.

Contact Details of Administrative Staff			
Oxford Department of International Development, Queen Elizabeth House, 3 Mansfield Road, OX1 3TB			
<i>Mrs. Jo Boyce</i>	Course Coordinator (Secretary), MSc GGD	81853	jo.boyce@qeh.ox.ac.uk
<i>Ms Marina Kujic</i>	Admissions Coordinator, MSc GGD	81827	marina.kujic@qeh.ox.ac.uk
<i>Ms Penny Rogers</i>	QEH Receptionist	81800	reception@qeh.ox.ac.uk

¹ Dr. Malik is located at the Oxford Centre for Islamic Studies, George Street.

OTHER SELECTED STAFF

Please find below additional research, administrative, and support staff based at QEH with some of whom you are likely to come into contact. Email addresses for all members of the University can be found on the web: <http://www.ox.ac.uk/contact/index.html>.

For the office location of QEH staff, please see the departmental Intranet (<http://internal.qeh.ox.ac.uk/>).

Academic Staff Offering Additional Options

Prof. Jocelyn Alexander	Professor of Development Studies
Dr. Jamie Goodwin-White	Departmental Lecturer
Dr. Raufu Mustafa	University Lecturer in African Politics

Other Selected QEH Permanent Faculty

Dr. Christopher Adam	University Reader in Development Economics
Dr. Dawn Chatty	University Reader in Anthropology (Director of Doctoral Research)
Prof. Stefan Dercon	University Professor of Development Economics (Director of Graduate Studies)
Prof. Valpy FitzGerald	University Professor in International Development Finance (Head of Department)
Dr. Nandini Gooptu	University Reader in South Asian Studies
Dr. Laura Rival	University Lecturer in Anthropology and Development

Other QEH Administrative Staff

Ms Dominique Attala	Graduate Student Administrator
Ms Sue Chen	Accounts Assistant
Ms Rachel Crawford	IT Support Officer
Ms Luci Cummings	Assistant to the Administrator
Miss Wendy Grist	ODID Accounts Officer
Ms Julia Knight	ODID Administrator
Mrs Rachel Miller	Graduate Student Co-ordinator
Ms Denise Watt	Assistant to the Head of Department

Social Sciences Library Staff

Mr Mark Janes	SSL Librarian
Ms Margaret Robb	SSL Head Librarian

4. THE DEGREE

Disclaimer: The authoritative document on the degree is the Programme Specification, available for download on our website (<http://www.qeh.ox.ac.uk/courses/mscgdd>). Please note that the Programme Specification supersedes any discrepancy found in this handbook.

STRUCTURE OF THE DEGREE AND TEACHING PROGRAMME

The aims and objectives of the course are found in the Programme Specifications (at the end of this section of the Student Handbook). If you still have any questions after reading these, then please do not hesitate to ask the Course Director, Dr. R.B. Hall.

Teaching Programme and Lecture Lists

Oxford University operates a three-term academic year (Michaelmas, Hilary, and Trinity Term). Every term officially consists of eight weeks. In addition, introductory meetings take place in Induction Week (the week before Michaelmas Term); and part of your examinations, as well as all exam marking and *viva voce* examinations, still takes place for about three weeks after Trinity Term is officially over.

Courses in the Degree Programme:

The MSc in Global Governance and Diplomacy offers students

- A **choice of two foundation courses**: Global Governance or International Diplomacy. Foundation courses meet from first week Michaelmas Term (MT01) through eighth week Hilary Term (HT08).
- A course on **Research Methods in the Social Sciences** that meets from first week Michaelmas Term (MT01) to eighth week Hilary Term (HT08),
- **Options** that meet for 8 weeks during Michaelmas Term and/or Hilary Term. Students must choose two options. The options should span Michaelmas and Hilary Term. **At least one option must be chosen from a list of “core options” created for the degree.**
- Research supervision in preparation of a **dissertation** (max. 12,000 words).¹

The programme ends with four **end-of-year examinations** which students must complete in order to be awarded the Degree of Master of Science in Global Governance and Diplomacy.

The foundation course in **Global Governance** is taught by Dr. Hall. The foundation course in **International Diplomacy** is taught by Dr. Bjola. Every student must choose one, and only one, of these foundation courses.

The mandatory methods course, **Research Methods in the Social Sciences**, is team-taught by Dr. Gledhill and Dr. Fu whose teaching will focus on qualitative and quantitative research methods respectively.

Options specifically tailored to the thematic structure of the degree are offered by Dr. Bjola, Dr. Gledhill, and Dr. Hall of the Department of International Development, as well as by Dr. A Malik at the Oxford Centre for Islamic Studies. Other options listed in the “schedules” section of the handbook are available to students with special research interests. It is anticipated that students will take at least one option from the “core options” specifically prepared for the course by Dr. Bjola, Dr. Gledhill, Dr. Hall, or Dr. Malik. Students are expected to prepare various practice essays in their foundation courses and options of approximately 1,500 – 3,000 words in length. The essays will be assessed by the appropriate course lecturers. Further information on course format and requirements can be found in the respective syllabi. **All courses are formally assessed in three-hour written final examinations at the end of the year.**

As University members, you can attend most **lectures** held by the University. *But seminars, classes and tutorials are generally closed and reserved to students whose attendance is required for completion of the relevant degree programme.* Occasionally, special lectures may require advance permission to attend (in such cases, the lecturer and the college in which the lecture is taking place have the right to refuse admission). Lecture Lists are available from the University Offices on Wellington Square during Noughth Week (Week 0) of each term. A copy is kept at QEH, and they can also be found on the University's website: <http://www.ox.ac.uk>.

¹ The word limit is absolute, 12,000 words inclusive of notes but exclusive of a reference list. Appendices containing data or charts or anything else will also be included in the 12,000 word limit. Substantial penalties apply for exceeding the word limit. Dissertations exceeding the word limit WILL BE MARKED DOWN!

DEGREE ADMINISTRATION

The **Course Director** is Dr. Hall who also chairs the Joint (Student) Consultative Committee (JCC).

The **Chair of Examiners** is Dr. Bjola.

A **General Supervisor** is assigned to each student of the course to provide general advice, monitor progress, and serve as potential dissertation supervisor. Dr. Bjola, Dr. Hall and Dr. Gledhill serve as general supervisors for the course. Every effort is made to match up student research interests with the research interests and competencies of general supervisors so that general supervisors may serve as dissertation supervisors, by mutual agreement, or as a last resort.

If the **Dissertation Supervisor** is to be different from the general supervisor, then this must be arranged by introduction through the general supervisor. **It is not customary for students to seek and approach potential dissertation supervisors from outside of their degree programme at Oxford without introduction through the general supervisor, and students are strongly advised against doing so.** If you feel your research interests are best accommodated by supervision from outside the programme faculty, your general supervisor will be happy to approach other Oxford faculty on your behalf.

The **MSc GGD Teaching Committee** meets every term. It deals with matters related to the MSc degree programme such as the organization and content of teaching, liaison with the library, staff and personnel, equipment, scheduling, publicity and funding.

The **MSc Examination Committee** deals with all issues relevant to the examination of the degree.

The **MSc Admissions Committee** deals with the selection of incoming students for the next year.

Meetings of the **Joint (Student) Consultative Committee (JCC)** are scheduled in Michaelmas and Hilary Terms, and may also be scheduled in Trinity Term. The JCC deals with student issues related to dissertations and examinations. These meetings serve as a forum for discussing students' reactions to the course as well as other related issues. The meetings are chaired by the Course Director.

At the departmental level, the **ODID Graduate Studies Committee** meets twice per term at the departmental level. The Graduate Studies Committee discusses departmental policies relating to teaching and research, in close collaboration with the Social Science Division. Decisions made by the Graduate Studies Committee are forwarded to the Social Science Division. The Graduate Studies Committee also handles all matters relating to doctoral students in development studies and development economics.

At the University level, the **Education Committee** is responsible for matters of academic policy. Their website is: <http://www.admin.ox.ac.uk/epsc/> (see especially the section on "policies and guidance").

PRACTICALITIES AND GROUND RULES

Teaching Rooms

Most classes are held in seminar rooms at the Oxford Department of International Development, Queen Elizabeth House, 3 Mansfield Road. Some options may be held in the “Large Discussion Room” in the Social Science Library on Manor Road, or the Oxford Centre for Islamic Studies on George Street. If you are unsure where a lecture is being held, please ask our Secretary, Ms. Boyce, or ask at the QEH Reception.

Common Rooms

The QEH Common Room, available to students and staff during office hours, is on the ground floor. Daily newspapers are kept there. There is also a hot drinks machine available. The kitchen supplies snacks and light lunches at moderate prices. The Social Sciences Building in Manor Road also has a catering facility and a common room which is available to students during the building’s opening hours.

Students are reminded that smoking is not permitted at Queen Elizabeth House. Food and drinks are not permitted in the Seminar Rooms. More information on the facilities available to MSc students at Queen Elizabeth House may be found at the end of this handbook.

Academic Dress

All members of the University are required to wear academic dress with *subfusc* clothing when attending any university examination (including *viva voce* examinations), i.e.:

Men: Dark suit and socks, black shoes, a white bow tie, and plain white shirt and collar.

Women: Dark skirt or trousers, a white blouse, black tie, black stockings and shoes, and dark coat if desired.

Please refer to the *Proctors’ and Assessor’s Memorandum* for further information. You should receive a copy of this from your college, and it is also available on the web at: <http://www.admin.ox.ac.uk/ps/staff/handbooks/9/9sall.shtml>. Gowns and squares (mitre caps) are also required attire for examinations, and are available for hire (and purchase if you wish) from Shepherd and Woodward on the High Street, Walters on Turl Street, or from similar shops. Please note that ***proper academic attire is required by Oxford University for admission to the examination rooms.***

Paid Employment

Students who wish to take up paid employment are required to seek advice from the Course Director ***before*** taking up any such employment. Students must ensure that paid employment does not impair their studies. The MSc GGD is a serious and intense academic programme, and paid employment is advisable for students only under exceptional circumstances. If permission is granted to a student, the general supervisor will monitor on a termly basis that a proper balance is maintained between paid employment and academic coursework. Please note that University guidelines stipulate that masters courses are expected to entail full-time commitment.

Proctors and Assessor

There are two Proctors and one Assessor, who are University officers. They are elected annually from our academic staff, to enforce the statutes, customs and privileges of the University. They are responsible for making sure that the University examinations are properly and fairly conducted. When a complaint is received, the Proctors have the power to summon any member of the University to help them in their enquiries. A student is entitled to appear before the Proctors to put his/her case and may be accompanied by a friend or an adviser. A leaflet explaining the procedure followed by the Proctors in investigating complaints or appeals is available from the Graduate Studies Office.

Each student should receive a copy of the *Proctors’ and Assessor’s Memorandum* from their college and it can also be found on the website <http://www.admin.ox.ac.uk/proctors/>, under ‘Essential Information for Students’. It is a useful source of information on examinations, general conduct, welfare, safety, disciplinary procedures, complaints, support services, residence requirements etc.

Overseas Students

Advice for overseas students on a wide range of matters is available from the International Office, which is part of the University Offices.

University Gazette

The University *Gazette* is a useful source of information on changes to regulations, prizes available, lectures and seminars, jobs, accommodation etc. A copy is usually available in the QEH Common Room and also on the web at: <http://info.ox.ac.uk/gazette/>

Examination Regulations ('Grey Book')

Copies should be available in college libraries. Of particular use are the sections on 'Regulations for the Conduct of University Examinations' at the beginning of the Grey Book, the general regulations at the beginning of the section on the 'Degree of Master of Science by Coursework', as well as the regulations specific to the MSc in Global Governance and Diplomacy (also reprinted below in this Handbook).

CONSULTATION AND FEEDBACK

Suggestions from students for high quality additions to the collection of readings in the Social Science Library are always welcome. They can be entered into a book at the entry of the Library.

A Joint Consultative Committee (JCC) consisting of representatives of course providers and MSc students will be set up. This committee's meeting times will be announced.

Evaluation forms for comments on lectures, classes and seminars are generally handed out in the last class at the end of each course by the course provider. This "Feedback Questionnaire" is available in the MSc GGD section of Weblearn.

STUDENT SUPPORT

There are various people with whom students can discuss any problems they are facing: their college advisor; their general supervisor at the department; the disabilities contact person at ODID; the University Disability Office; and the Student Counselling Service. The section for students on the University's website (<http://www.ox.ac.uk/students/>) includes information on student support and welfare.

Support from your College

Every graduate student in Oxford belongs to a college, and your college will appoint a college advisor whom you can consult. You can also obtain useful information from your college officers. Enquiries about fees, financial problems, personal hardship etc. are normally best addressed to colleges.

Personal Safety

Students are advised to use discretion when travelling at night. The OUSU run a night bus ("safety bus") service. To use this service simply ring 07714 445050 between 9 p.m.–3 a.m. Monday to Saturdays and 9 p.m.–1 a.m. on Sundays. The bus will pick you up and deliver you to any destination within the ring road all for only £1 donation per trip. The scheme is open only to male and female university members, and priority will always be given to vulnerable people as the emphasis is on safety. Please be aware that the bus depends on volunteers and so is not able to run on nights when volunteers are not available to help out. You are advised to take the phone number of a taxi company with you for such an eventuality. For further information see <http://www.ousu.org/welfare/o/>

Theft in student accommodation may occur. Students are encouraged to secure their personal belongings and to remain cautious at all times.

Health Care

Most colleges have their own college nurse and doctor. Students are also advised to register **at the beginning of the year** with a local National Health Service (NHS) doctor which gives entitlement to medical and surgical treatment free of charge at the point of service, except for some contribution towards the cost of medicine and certain special services. See <http://www.oxfordshire.nhs.uk/>
The names of dentists can be found in the Yellow Pages. Some practices may take students under the NHS but most will only see patients privately. The Oxfordshire Health Authority can let you know which dentists accept NHS patients, <http://www.oxfordshire.nhs.uk>. Emergency treatment may be obtained at the Accident Department of the John Radcliffe Hospital (☎ 741166).

Harassment

The University's Code of Practice relating to Harassment appears towards the end of this Handbook. The department has two advisors who are ready to advise in complete confidence on any problems which may arise from alleged or apparent breaches of the Code. The advisors are:

Ms Julia Knight ☎ (2)81804

Prof. Robin Cohen ☎ (2)80746

Careers: The University's Careers Service is situated at 56 Banbury Road, Oxford. The Careers Service exists to enable current and recent Oxford University students to make and implement well-informed decisions about their careers. More information regarding this is available from their website at:

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

SPECIAL NEEDS / DISABILITIES

Disclosure of a disability is a personal choice. Students are encouraged to disclose a disability at the earliest possible convenience so that appropriate adjustments can be made should they be required. There are various people with whom students can discuss any problems they are facing: their subject supervisor at QEH; their college adviser; the disabilities contact person at ODID (see below); or the University Disability Office.

The University Disability Office

The University prospectus states that “The University is committed to making arrangements where appropriate, to enable students with disabilities to participate fully in student life.” There is a Disability Office that is part of the Equal Opportunities Unit based within the University Offices in Wellington Square. The office can be contacted on ☎ (2)89821 or by post at University Offices, Wellington Square, Oxford, OX1 2JD. The role of the Disability Office is to provide information and guidance to disabled students across the University. This includes information on:

- Specific disabilities and conditions – including fact sheets on Dyslexia, Visual Impairment, and Hearing Impairment.
- Adaptations to buildings and the Access Guide
- Special Equipment and Information Technology.
- Curriculum accessibility and strategies for alternative study methods.
- Other services within the University and external links.
- Applying for disability related funding.

The Disability Office is able to assist with organising support and providing information to students and applicants. The Disability website, which includes a Disabilities Guide, can be found at:

www.admin.ox.ac.uk/eop/disab/

Colleges and Departments

Departments and Colleges are asked to evaluate their provision in advance, as far as possible, and make reasonable adjustments to provide for students with disabilities. In respect of this, each department is asked to designate one member of staff as a **disabilities contact person**. For issues involving facilities please see the QEH Administrator: Ms. Julia Knight (3 Mansfield Road, ☎ (2) 81804).

5. EXAMINATION AND ASSESSMENT

Disclaimer: The authoritative document on exams is the Examination Conventions, available upon request from the Programme Director.
Please note that the Examination Conventions supersede any discrepancy found in this handbook.

EXAMINATION REGULATIONS

MSC IN GLOBAL GOVERNANCE & DIPLOMACY

The following is taken from the section on University Legislation covering the MSc in Global Governance & Diplomacy in the *Examination Regulations* ("Grey Book").

Global Governance and Diplomacy

1. Each candidate will be required to follow a course of instruction in Global Governance and Diplomacy for three terms, and will, when they enter their names for the examination, be required to produce a certificate from their supervisors to this effect. Candidates must offer:
 - (i) One of two foundation papers from the following list as detailed in the Schedule:
 - (a) Global Governance
 - (b) International Diplomacy
 - (ii) A mandatory paper in Research Methods as detailed in the Schedule.
 - (iii) Two option papers to be selected from a list published annually by the Course Director by Monday of Week Nought of Michaelmas Full Term.
 - (iv) One 10,000-12,000 word dissertation: the title of the dissertation must be submitted to the Course Director for approval not later than 12 noon on Friday of seventh week of Michaelmas Term in the year in which the examination is taken. The dissertation must be submitted not later than 12 noon on Friday of sixth week of Trinity Full Term in the year in which the examination is taken. Two typewritten or word processed copies of the dissertation must be delivered to the Examination Schools, addressed to the Chair of Examiners for the M.Sc. in Global Governance and Diplomacy, c/o Examination Schools, High Street, Oxford at the time and date specified.
2. A candidate who fails the examination will be permitted to retake it on one further occasion within six terms of his or her initial registration. Such a candidate will be permitted to resubmit the same dissertation provided that this reached a satisfactory standard, while a candidate who has reached a satisfactory standard on one or more examination papers will not be required to retake that part of the examination.
3. Candidates may be required to attend an oral examination on any part of the examination.
4. The examiners may award a distinction for excellence in the whole examination.

EXAMINATION ORGANIZATION

Written papers

All written examinations (i.e. excluding the dissertation) take the form of three-hour papers. You will write four such papers: Foundation Course, Research Methods Course, and Two Options.

Such examinations are usually held as scheduled toward or after the end of Trinity Term in Examination Schools on the High Street – a nineteenth century building purpose-built for the holding of examinations.

Dissertation

The successful completion of the Master of Science Degree requires the submission of a dissertation by noon on Friday of 6th week Trinity Term.

The dissertation is an extended essay of not less than 10,000 but not more than 12,000 words. It must engage in the analysis of an issue in global governance or diplomacy. For specific guidance on “Format and Presentation of the Dissertation” please see below.

The dissertation topic must be approved by your supervisor at the end of 7th week Michaelmas Term and it is then submitted for approval to the Chair of the Examiners in Week 3 of Hilary Term. Notice of the paper must be included on the entry form issued in Week 4 of Hilary Term by your College.

Examination entry

To gain admission to Examination Schools to sit your Papers, you must have received the appropriate examination entry form from your College. This will be issued by Week 4 of Hilary Term and must be returned to the College **by the deadline date** for forwarding to the Registrar of the General Office.

Relative weight of components

The examinations in the Foundation Course, the Research Methods Course, and each of the two Option papers carry equal weight of 20% toward completion of the degree.

The dissertation constitutes the remaining 20% in the balance of marks toward the degree.

Deadlines

Where deadlines are imposed, it is essential that they are strictly complied with. Penalties can be imposed for non-observance. At their most severe, these can amount to students being deemed to have failed part of the course. ***Requests for extension of time to hand in papers due to illness or other matters of an urgent nature must be made before a deadline has passed only through your College Tutor to the Proctors.*** A fee may be charged.

Grading

A **pass mark** must be achieved in each of the examinations and the Dissertation. A candidate who fails an element of the Examinations may, at the discretion of the Examiners, be permitted to retake this element in June of the subsequent year.

Students can be awarded a Pass Grade with Distinction. While Examiners have some discretion in this, a good guideline for distinction is marks over 70% on average, with no paper falling below 65%.

Failures in a taught Masters programme do occasionally occur. This may be due to a multiplicity of causes. One possible reason is a failure of the student to realise that **a post-graduate course requires continuous effort both during term and during vacations.** Students from outside Oxford may sometimes have insufficient training in the Oxford mode of examining or may have difficulties in writing at speed in English. Students who realize that they are facing such problems must address them in a timely fashion.

Viva voce examinations

At the Examiners' discretion an oral examination ("viva voce") may be held at the end of the examination process. There can be a *viva voce* for all parts of the examination. For further details please see the section on *viva voce* examinations below.

Dramatis Personae

The proper conduct of all examinations in the University comes under the jurisdiction of the **Proctors** (two senior academics appointed for a one-year term of office and who, during their time in post, are relieved of all normal university activities). The Junior Proctor normally handles matters relating to graduate students. ***It is to the Proctors that all applications for dispensation, complaints and appeals must be made, with the advice and support of your college.***

There are three nominated **Examiners** for the MSc in Global Governance and Diplomacy – two internal to the University, and one external.

Anonymised copies of the Examiners' Reports of past years can be viewed with the Course Director.

ASSESSMENT OF DISSERTATIONS AND ESSAYS

Markers in Oxford expect balanced and appropriately referenced work, which develops an argument, engages in its analysis, and comes to a conclusion, all presented in an acceptable academic fashion. All essays, including the dissertation, should show originality and competent and creative scholarship.

Essays and dissertations are subject to the examination marking system outlined in the examination conventions (see below). On that basis, most markers are likely to assess the value of essays/dissertations drawing on some combination of the following three rubrics:

1. *Aim*: What does the essay/dissertation set out to do? How successful is it in reaching that aim? Does the aim make practical and intellectual sense?
2. *Execution*: What is the quality of research method and design? How appropriate are the analytical techniques? Is the reasoning clear? Does the essay/dissertation have a persuasive and logical line of argument? Is there sufficient evidence to support the core arguments (e.g. a case study)? Does the essay/dissertation deal with relevant literature and reach a definite conclusion?
3. *Presentation*: Is the physical presentation (format, illustration, bibliography, etc.) of an acceptable and consistent standard?

It is expected that the best dissertations will be worthy of publication.

REQUIREMENTS FOR THE DISSERTATION

Formal requirements

The Dissertation:

- must be presented in size 12 font (preferably Times New Roman);
- must be double spaced, on only one side of A4 or quarto paper;
- must have a bibliography that consists only of references that are cited in the text; the section title should be 'References Cited';
- must include the word count at the end of the text (between 10,000 and 12,000);
The word limit is inclusive of everything (cover page, abstract, content list, footnotes, endnotes, tables, graphs, figures, data, appendices etc.) except for the list of references cited. To limit word count, students are encouraged to employ Harvard style notes (parenthetic references inserted in the text that refer to the bibliography) rather than footnotes or endnotes.
The word count is an absolute requirement, it will not be waived, and it will be checked via electronic submission to the Course Administrator, Ms Jo Boyce.
Where students exceed the word limit of the dissertation, they will be penalised 5 mark points off their reconciled mark for every 500 words over the limit. They will be penalised one point for each 100 words over the limit for the first to 500th word over the limit.
- must be bound or held firmly in a stiff cover;

Delivery of your dissertation

Two copies of the Dissertation must be delivered to Examination Schools. Both of them must be anonymised, i.e. authorship must be identified only by the candidate number. The Authorship Declaration Form (using the form contained in this section, which is also available on Weblearn) must be put in a *separate envelope* and included in a larger envelope with the two copies. The larger envelope should include only your candidate number as identification and should be addressed to the attention of 'Chair of the Examiners for the MSc in Global Governance and Diplomacy, c/o the Clerk of the Examination Schools, High Street, Oxford' no later than 12 noon on Friday noon of Week 6 in Trinity Term.

A third anonymised copy must be delivered to the MSc GGD programme office to Ms Jo Boyce.

No copy delivered to the Examination Schools or the MSc GGD programme office should include your name or any self-identifying information except for your candidate number.

Note on protecting anonymity of student identity in examinations

Each student is assigned a candidate examination number by Examination Schools toward the end of the academic year. **As you will write you exams in your own hand it is important that you protect your anonymity by refraining from submitting handwritten work during the academic year.** Your course providers are likely to be one of two markers reading your examination scripts. It is important that they be unable to identify you by your handwriting when they do so. To protect your anonymity, none of your MSc GGD course providers should ask you for handwritten work during the year.

COVER SHEET FOR THE TWO EXAMINERS' COPIES OF YOUR DISSERTATION

[Enter title here]

Dissertation

*Paper submitted in partial fulfilment of the requirements for the Degree of Master of Science by
Coursework in Global Governance & Diplomacy at the University of Oxford*

by

[Enter your examination number]

Department of International Development
University of Oxford

[NB: Do not insert acknowledgments for help given in the preparation of your dissertation in the Examiners' copies. Your dissertation must remain anonymous for double-blind marking.]

The dissertation must include the following declaration on a *separate* sheet in a *separate* envelope enclosed in the larger envelope with the two bound copies of your work. The electronic version is available on Weblearn.

MSc in Global Governance and Diplomacy

DECLARATION OF AUTHORSHIP

Name:

Candidate number:

College:

Dissertation supervisor:

Title of dissertation:

Word count: _____

There is extensive information and guidance on academic good practice and plagiarism on the University website (www.admin.ox.ac.uk/epsc/plagiarism). You must read all information contained there. If you have any doubts, please do the on-line plagiarism tests offered there.

Please tick to confirm the following:

I am aware of the University's disciplinary regulations concerning conduct in examinations and, in particular, of the regulations on plagiarism (cf. The Proctors' and Assessor's Memorandum, Section 9.6 at www.admin.ox.ac.uk/proctors/info/pam/section9.shtml).

The dissertation I am submitting is entirely my own work except where otherwise indicated.

It has not been submitted, either wholly or substantially, for another degree of this University, or for a degree at any other institution.

I have clearly signaled the presence of quoted or paraphrased material and referenced all sources.

I have acknowledged appropriately any assistance I have received in addition to that provided by my supervisor(s).

I have not sought assistance from any professional agency.

I agree to retain an electronic copy of this work until the publication of my final examination result. I will make this electronic copy available to the administrator of the MSc GGD (currently Jo Boyce) to confirm my word count, and for the examiners to check for plagiarism should it be necessary.

I hereby certify that this dissertation is the result of my own work except where otherwise indicated and due acknowledgement is given.

Candidate's signature: Date:

VIVA VOCE EXAMINATIONS

The Examiners may, *at their discretion*, require a candidate to attend an oral (“*viva voce*”) examination. This is an interview between the Examiners and the candidate. The Examiners are free to ask questions relating to any examination and any essay. Students should make sure to bring copies of their Dissertation with them. If a *viva voce* is required it takes place after all marks for examinations have been collated.

The purpose of the *viva* is to confirm the final marks to be awarded. There are normally two situations in which a *viva* may be required: where the student is on a borderline between Pass/Fail, or Pass/Distinction. In the case of a borderline, the final mark is never reduced as a result of the *viva*, but it may be increased.

Candidates who receive less than the pass mark on any one element (papers or essays) *may* possibly be called for a *viva* at the discretion of the Examiners.

You should not expect to be told the result by the examiners conducting the *viva*. Their silence in this matter should *not* be taken as ominous.

It is important that students do not leave Oxford immediately after the Examinations in Trinity Term, but should wait until Week 11 to see whether a *viva* is scheduled and whether they are called in.

MARKING SCHEME

The updated marking guide is reproduced below. It is also found in the Examination Conventions governing the regulation of the examination procedure.

The QEH marking scale uses a pass mark of 50 and a distinction threshold of 70.

Distinction level

80-100	Distinction	Superb work showing fine command of intellectual debates and making a creative contribution to them
75-79	Distinction	Excellent work, intellectually stimulating argument
70-74	Distinction	Fine work showing powerful analysis, a distinctive argument, and full awareness of the secondary literature and critical engagement with it

Pass level

65-69	Pass	Strong pass: strong and well-developed analysis with some indication of distinction potential; no significant errors of fact or interpretation
55-64	Pass	Good pass: sound analytical standard with most points developed rather than stated
50-54	Pass	Pass: basic analytical skills apparent from identification of intellectual problems and some structured discussion of them

Fail

45-49	Fail	Marginal fail: inadequate development of points made (marks close to 60 may be compensatable if examination conventions allow)
0-44	Fail	Outright fail: inadequate coverage and inadequate analysis

**ADDITION TO EPSC NOTES OF GUIDANCE ON EXAMINATIONS & ASSESSMENT: PLAGIARISM
GOOD PRACTICE IN CITATION, AND THE AVOIDANCE OF PLAGIARISM**

In their *Essential Information for Students*, the University's Proctors and Assessor draw attention to two extremely important disciplinary regulations for all students.

- 1 No candidate shall present for an examination as his or her own work any part or the substance of any part of another person's work.
- 2 In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person's work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.

".....The University employs a series of sophisticated software applications to detect plagiarism in submitted examination work, both in terms of copying and collusion. It regularly monitors on-line essay banks, essay-writing services, and other potential sources of material. It reserves the right to check samples of submitted essays for *plagiarism*. Although the University strongly encourages the use of electronic resources by students in their academic work, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions."

(*The Proctors' and Assessor's Memorandum*, Section 9.5
<http://www.admin.ox.ac.uk/proctors/pam/index.shtml>)

Guidance from the English Faculty provides a useful definition of plagiarism:

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

To avoid plagiarism, it is important for all students within individual subject areas to be aware of, and to follow, good practice in the use of sources and making appropriate reference. You will need to exercise judgement in determining when reference is required, and when material may be taken to be so much a part of the 'general knowledge' of your particular subject that formal citation would not be expected. The basis on which such judgements are made is likely to vary slightly between subject areas, as may also the style and format of making references, and your tutor or course organiser, where appropriate, will be in the best position to advise you on such matters; in addition, these may be covered, along with other aspects of academic writing, in your induction.

By following good practice in your subject area you should develop a rigorous approach to academic referencing, and avoid inadvertent plagiarism. Cases of apparently deliberate plagiarism, while happily infrequent in the University, are taken extremely seriously, and where examiners suspect that this has occurred, they bring the matter to the attention of the Proctors.

COMPLAINTS AND ACADEMIC APPEALS
AT THE OXFORD DEPARTMENT OF INTERNATIONAL DEVELOPMENT

1. The University, the Social Sciences Division and the Department of International Development (QEH) all hope that provision made for students at all stages of their programme of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.
2. However, all those concerned believe that it is important for students to be clear about how to raise a concern or make a complaint, and how to appeal against the outcome of assessment. The following guidance attempts to provide such information.
3. Nothing in this guidance 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.
4. Many sources of advice are available within colleges, within faculties/departments and from bodies like the Oxford University Student Union (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.
5. General areas of concern about provision affecting students as a whole should, of course, continue to be raised through Consultative Committees or via student representation on the faculty/department's committees.

Complaints

3.1 If your concern or complaint relates to teaching or other provision made **by the Department of International Development (QEH)**, then you should raise it with your Course Director (Dr. Hall for the MSc in Global Governance and Diplomacy) or with the Director of Graduate Studies (Prof. Dercon) as appropriate. Within the department the officer concerned will attempt to resolve your concern/complaint informally.

3.2 If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. A complaint may cover aspects of teaching and learning (eg teaching facilities, supervision arrangements, etc), and non-academic issues (eg support services, library services, university accommodation, university clubs and societies, etc). A complaint to the Proctors should be made only if attempts at informal resolution have been unsuccessful. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the Proctors and Assessor's Memorandum [<http://www.admin.ox.ac.uk/proctors/pam/>] and the relevant Council regulations [<http://www.admin.ox.ac.uk/statutes/regulations>].

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

Academic appeals

5. An appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

6. For undergraduate or 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 on the web [<http://www.admin.ox.ac.uk/statutes/regulations/>].
7. For the examination of research degrees, or in relation to transfer or confirmation of status, your concern should be raised initially with the Director of Graduate Studies. Where a concern is not satisfactory settled by that means, then you, your supervisor, or your college authority may put your appeal directly to the Proctors.
8. Please remember in connection with all the cases in paragraphs 5 – 7 that:
 - (a) The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
 - (b) 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.
 - (c) **On no account should you contact your examiners or assessors directly.**
9. The Proctors will indicate what further action you can take if you are dissatisfied with the outcome of a complaint or appeal considered by them.

6. SUPERVISION

SUPERVISION

Students are assigned general supervisors upon commencing the Master of Science Degree programme. They will be expected to meet with their supervisor during Induction Week to discuss their programme of study, research interests, and the schedule. The role of the general supervisor is to guide the student through the course of study, to help direct the student toward appropriate supervision of the Dissertation, and to supervise the Dissertation if no more suitable supervisor is indicated. The general supervisor is expected to discuss the student's title for the Dissertation, and to serve as Dissertation supervisor if research interests and competencies align, and to serve as Dissertation supervisor of last resort for the student, in which case the student will be required to write the Dissertation on a topic that falls broadly within the supervisor's areas of competence.

The dissertation title, abstract, and first chapter must be submitted to the Chair of the Examiners by a certain date after approval by the dissertation supervisor (see the section on "Schedules" for deadlines). The forms can be found in your information package. Electronic versions are available on Weblearn.

In some cases the general supervisor may not be the most appropriate dissertation supervisor. In such cases, the general supervisor will assist the student in locating appropriate expertise within the University to provide supervision, and help the student approach such scholars for supervision. **Please note that Oxford scholars external to the degree take on supervision of such dissertations at their own discretion. The student must obtain introduction to a prospective dissertation supervisor external to the degree through the general supervisor. Please do not approach scholars external to the degree for supervision without discussion with, and without obtaining an introduction through, your general supervisor! This is "not done" at Oxford!** Scholars external to the degree will be the ultimate judges of whether they have appropriate expertise and, as importantly, time, to provide supervision.

General Supervisors prepare a report once per term on student progress. The report is made available to the Course Director, the MSc GGD Teaching Committee and the Senior Tutor of the student's College. Whenever indicated, areas of concern may be brought to the QEH Graduate Studies Committee to ensure departmental attention to any student needs or problems.

Details of student and general supervisor responsibilities in this important relationship are found on the following two pages. Both students and general supervisors are required to carefully read, and understand these responsibilities.

GUIDANCE FOR STUDENTS AND SUPERVISORS

(Adapted from regulations originally issued by the Education Committee)

Responsibilities of the student

1. The student must accept his or her obligation to act as a responsible member of the University's academic community.
2. The student should take ultimate responsibility for his or her work programme and endeavour to develop an appropriate working pattern, including an agreed and professional relationship with the supervisor(s). The student should discuss with the supervisor the type of guidance and comment which he or she finds most helpful, and agree a schedule of meetings.
3. He or she should make appropriate use of the teaching and learning facilities available within the University.
4. It is the student's responsibility to seek out and follow the regulations relevant to his or her course, including faculty/departmental handbooks/notes of guidance, and seek clarification from supervisors and elsewhere if this is necessary.
5. The student should not hesitate to take the initiative in raising problems or difficulties, however elementary they may seem. He or she should ensure that any problems regarding the course are drawn to the attention of the supervisor so that appropriate guidance may be offered.
6. The student should seek to maintain progress in accordance with the plan of work agreed with the supervisor, including in particular the presentation of the required written material in sufficient time for comment and discussion. Both the student and supervisor will want to keep a record of all formal, scheduled meetings. They may well want to agree a record of what has been discussed and decided.
7. The student should recognise that a supervisor may have many competing demands on his or her time. The student should hand in work in good time to the supervisor and give adequate notice of unscheduled meetings. The need for adequate notice also applies to requests for references from the supervisor.
8. The student should be aware that the provision of constructive criticism is central to a satisfactory supervisory relationship, and should always seek a full assessment of the strengths and weaknesses of his or her work.
9. If the student feels that there are good grounds for contemplating a change of supervision arrangements, this should first be discussed with the supervisor or, if this seems difficult, with the Course Director or the college adviser.
10. Where problems arise, it is essential that a student gives full weight to any guidance and corrective action proposed by the supervisor.
11. The student should ensure that the standard of his or her English is sufficient for the completion of written assignments, the end of year examinations and the presentation of essays. Students whose first language is not English should take advice on this.
12. The student should make full use of the facilities for career guidance and development, and should consult their supervisor for advice and encouragement where appropriate.
13. The student should ensure that he or she allows adequate time for writing up the Dissertation, taking the advice of the supervisor. Particular attention should be paid to final proof-reading.

Responsibilities of the supervisor

1. In considering an invitation to supervise an MSc student, the supervisor must recognise and accept the responsibilities both to the student and to the Graduate Studies Committee for the Dept of International Development (QEH) implicit in the supervisory relationship.
2. The supervisor is required to make an appointment for a meeting with the new student not later than the first week of Full Term.
3. The supervisor is responsible for giving early advice about the nature of the course and the standard expected. The supervisor is also responsible for advising the student about literature and sources, attendance at classes, and requisite techniques (including helping to arrange instruction where necessary). The supervisor should discuss with the student the lecture list for his or her subject and related lecture lists. The supervisor should identify with the student any subject-specific skills necessary for the course.
4. Where during the course of the year a student wishes, in addition to contact with his or her supervisor(s), to have limited consultation with one or two other academics whom the supervisor should try to identify (in conjunction with the Course Director) such colleagues and to arrange for an approach to them by the student.
5. Where a supervisor operates as a co-supervisor, it is important to clarify the responsibilities of each supervisor and to co-ordinate advice and guidance.
6. The supervisor should ensure that the student works within a planned framework which marks out the stages which the student should be expected to have completed at various points in his or her period of study. This is particularly important for meeting various deadlines related to the supervision and preparation of the student's dissertation. The dissertation supervisor (which may or may not be the general supervisor) should discuss and finally approve a dissertation topic and provisional title no later than 7th Week of Michaelmas Term. In 6th Week of Hilary Term a 250-word abstract and dissertation outline should be approved by the dissertation supervisor. In Week 2 of Trinity Term a draft first chapter of the dissertation should be reviewed and approved by the dissertation supervisor.
7. The supervisor should meet with the student regularly. Times should be fixed early in each term so as to ensure that a busy supervisor does not inadvertently find that meetings are less frequent than the student would like, and to give sufficient time for the student to discuss the work and for the supervisor to check that certain things have been done. Informal day-to-day contact should not be seen as a substitute for formal scheduled meetings. The supervisor should also be accessible to the student at other appropriate times when advice is needed. The supervisor should also request written work as appropriate. Such work should be returned with constructive criticism and in reasonable time.
8. The supervisor should tell the student from time to time how well, in the supervisor's opinion, work is progressing, and try to ensure that the student feels properly directed and able to communicate with the supervisor. It is essential that when problems arise, corrective action is clearly identified and full guidance and assistance are given to the student.
9. The supervisor is required to report in writing to the Graduate Studies Committee for the Dept of International Development (QEH) on the student's work three times a year, once at the end of each term. Each report should state the nature and extent of recent contact with the student, and, if there has been none, state why this is so. The report should also make clear whether the student is making satisfactory progress and, in this regard, the supervisor should bear in mind comments made by essay markers and special supervisors. Any student who has not satisfied his or her supervisor on at least one occasion in an academic year that he or she is making progress will be liable to have his or her name removed from the register. Supervisors are expected to communicate the contents of their reports to the students.
10. The supervisor should not be absent on leave unless appropriate temporary supervision has been arranged for the student.

7. WRITING AND REFERENCES

WRITING ESSAYS AND PREPARING PAPERS FOR CLASS WORK

Introduction

These notes are guidelines on preparing the essays which you are asked to give in the course of reading for the degree. They are plainly stated, so as to render them easy to follow. But they are not meant as dogmatic instructions to be followed unquestioningly. You may feel that you have worked essay writing into a fine art and that guidelines are redundant. Still, you may be stimulated by these guidelines to reconsider your approach, and those students less certain of the techniques of essay writing may find them helpful. There is no such thing as the perfect essay. What follows are suggestions on how to write a good essay.

When you are asked to write an essay, it is to help you learn and prepare you for the end-of-the-year examination. At the basis of an essay question, there usually is a problem. The problem may not have any solution, and the task may consist of explaining the nature of the problem or perhaps presenting several imperfect solutions with their criticisms. But essay writing is really about understanding problems.

When you write an essay, you are an author. Essay writing is an exercise in thinking. Always state what you think and back it up with good arguments. Do not just set out an assortment of the paraphrased opinions of the *cognoscenti*, without comment, acknowledgement or criticism.

Step One: Decide what the problem is all about

Underline the key words in the essay question and set out the relationship between them. Ask yourself simple questions such as: "What is?", "Why is?". "How does?", or even "Is/are"

E.g. If you were writing the essay entitled "What are the national political implications of regional trade agreements?" (or: "Discuss the national political implications of regional trade agreements"), you might underline national, political, implication and trade agreements and ask yourself: "what is meant by implications?" "Are there any?" "Why political as opposed to any other sort?" You might ask: "how do we define the term 'national'?" You might also ask yourself: "What is the point of the question?"

You would then set out the relationship like this:

Some of the national political implications of trade agreements are:

- domestic distributional consequences
- potential labour opposition
- lobbying by trade associations

If you were unable to do this, you would not be able to answer the question. It could be that you had not done the required reading or had not attended classes. There is no substitute for this. However, if you have read widely and attended classes and are still uncertain or confused about the terms being used, it is useful to consult the *Encyclopaedia of the Social Sciences* or even the *Shorter Oxford English Dictionary*.

[If you are giving a paper to fellow students in class work, then ask yourself: "What is interesting about the topic?". "What should they know about the topic?". Then formulate your answers as a simple question or questions: e.g. "What is the difference between detention and imprisonment?". "Does detention deter asylum seeking?". This helps to clear your mind and focuses your attention on what you need to explain. It also reminds you that you are explaining the topic to other people, as well as providing you with hints on how to set about explaining the topic.]

Step Two: Find the missing links

Very often the relationship between the key words is not simple and direct. There may be unstated assumptions, other factors than the plain and obvious, theoretical dimensions and so on which also need to be taken into account.

Thus when you are asked to “Assess the evidence that economic globalisation generates inequality”, the missing links would be that:

- There is evidence that globalisation reduces inequality;
- Some might argue that inequality has sources unrelated to globalisation of economic activity.

Step Three: State your major points

When you have located the missing links you should be able to state the major points of your essay in the form of short, linked statements. This is an essential part of preparing the explanation. Very often students (and lecturers) find they can explain something better the second time around. It may be that they were not sure what the major points were, or how they were linked, the first time. Usually, it is because they were not rigorous enough about isolating the major points and indicating how they were linked. When you know what the major points are and thus what you want to leave out, you can begin to plan your essay.

In planning your essay, you will find that each of the major points you want to make will form the focus of a major section. Typically, each major section will consist of the statement of the major point (the principle at issue); evidence (examples, illustrations, analogies, diagrams); qualifications (elaborations and important exceptions); and, finally, a restatement of the major point.

Step Four: Structure each section

- Express the point at issue in a simple, direct statement. Keep technical terms to a minimum, though some will be unavoidable, and avoid complex grammatical structures. Useful introductions to your major sections could be: “Now the next point is ...”, “A second feature is ...”. These serve as markers between sections and draw attention to the major points.
- Choose one or two apt examples or illustrations. They should be short and appropriate. Little point is served by dredging up vast chunks from your sources, unless you wish to work out theoretical implications arising from the texts at length. If you are discussing the distributional consequences of economic globalisation, do not digress into the ecological consequences of economic globalisation.
- Give any important qualifications. Again, it is more helpful to give “lead-ins” such as “Of course there are exceptions ...”, “Now there are problems / difficulties ...”. In writing up your essay you will naturally wish to select more elegant phrases and ring the changes but these act as clarifiers. Remember to give only the main elaborations and leave out vague cases which are not essential.
- Restate your major point. At the end of each section you should restate the point at issue in a slightly extended form and in different words. The use of alternative words increases the chances of being understood and enhances your own understanding. Often a change of words, or word order, brings impact to your meaning and opens up entirely new perspectives.

Step Five: Summarise the main points you have made

At the end of the essay or paper you should summarise the major points you have made and give a conclusion. Sometimes, this will be your own answer to the question posed.

So if you were asked “Did the International Monetary Fund’s policies make the Asian Financial Crisis deeper?”, you could conclude that they did, or did not, as the case may be. If you were asked, however

to “Compare and contrast competing arguments regarding the effectiveness of the International Monetary Fund during the Asian Financial Crisis”, you could be content with merely summarising what you have said.

Summarising your main points brings together your argument and makes a conclusion possible. Useful introductions to your summary might be: “So, we can assert that...”, “Our conclusion must be...”, “It seems that...”. The summary might also contain any final thoughts: for example, if you found it hard to answer the question posed yourself or to come to a conclusion about the title set, you might want to indicate a few reasons why. Diagrams are sometimes useful in a summary.

Step Six: Plan your introduction

Planning introductions and conclusions is what most students find hardest. In the case of the conclusion, it is most frequently because they are not sure of their stance on a topic or problem. In the case of the introduction, it usually is because they cannot make up their minds about what they want to say. Accordingly, it is easier to plan the start of the essay or paper after you have planned the major sections and their summary. The reason is that you need to know what your explanation will consist of before you can draw the attention of your readers or audience to what you are going to explain and the way you are going to tackle it. If you don't know what your major sections will be, clearly you cannot do this.

The main functions of an introduction are to indicate the essential features of the essay or paper and generate interest in what is being explained. The introduction is also a good place for specifying basic assumptions and indicating any theoretical slants which you wish to take up later. All of this will be important to gain and hold the attention of your reader or audience. Clear structure generates interest, understanding and favourable attitudes to the topic.

In most cases, the introduction will also contain a short essay plan.

Step Seven: Write your completed essay plan

Select a single large sheet of paper. Leave enough space for any extra thoughts which may occur to you as you write out the plan. Ideally, with good planning there ought not to be any, but there are always some. Your essay plan should look something like this:

Introduction:

Section One: major point, example, qualification, restatement;

Section Two: major point, example, qualification, restatement;

Section N: major point, example, qualification, restatement;

Summary / conclusion

[If you are giving a paper in class, do not write out every single word you intend to utter, even if you do feel rather nervous about the prospect. The main thing is to indicate the major points and the linkages between them clearly so that you do not miss any or get muddled. Be careful to avoid excessively long openings (or you may run out of time); asides and irrelevancies (or you may confuse people); and excessive qualifications or highly technical and complex sentences (or you will send them to sleep).]

Step Eight: Write down your essay

When you write down your essay, remember the virtues of the paragraph. Each paragraph should contain a point; new points should go into new paragraphs, unless they are simple one-liners (in which case, should they be in that particular place? Should they be in the essay at all?).

Not all major sections need the whole gamut of examples, qualifications and restatements, but never forget that what is straightforward and obvious to you when you write the essay may not be obvious to your reader.

If you need to put in a quotation, of course you will need to check the exact version. Get into the habit now of making quotations traceable to yourself and your reader. It must **always** be possible to trace the sources of your quotations. Some students keep apt quotations on index cards for ready reference. In any event, the requirement of proper referencing is not limited to direct quotations. You should always acknowledge ideas and opinions which are not your own and which are not sufficiently generalized to be mere commonplaces. Proper referencing enables your readers to give credit where it is due and not dismiss your brilliant, original perspectives as simple plagiarism. It will also help you when it comes to revisions.

Offer a full bibliography (or list of references), with every reference consisting of name of the author, date, full title, place of publication, and publisher. Only when you quote from readings contained in your course syllabus, it may sometimes not be necessary to give full bibliographical references. In such cases, a referral to the syllabus may be sufficient.

Useful Sources

On writing a Master thesis:

Phyllis Creme and Mary R. Lea (1997) *Writing at University: a guide for students*, Buckingham: Open University Press.

General Reference Books

Encyclopaedia of Social Sciences - for technical words or words in common use which have specific disciplinary meanings.

Shorter Oxford English Dictionary - which despite its name is very long and gives detailed meanings, as well as similar and opposites like Roget.

Adapted from Department of Anthropology and Sociology handout, SOAS, 1996

STYLE FOR REFERENCES AND BIBLIOGRAPHIES

We suggest that you use the Harvard referencing system. Clear referencing is important to enable the reader to trace any publication referred to in the text, including printed sources such as books, journal articles, conference proceedings, government publications or theses, and electronic sources such as URLs, e-journals, archived discussion list messages or references from a CD-ROM database. In the Harvard system, the author refers to (quotes from or cites) items in the text, rather than in footnotes (which should only be used for comments), and a full list of references (arranged in alphabetical order and by date) is provided at the end of the paper/dissertation. When making notes or preparing a paper, full bibliographic details should be noted down including the page number(s) from which the information is taken. For all electronic information, a note should also be made of the date on which the information was created or updated, when it was accessed and the database name, discussion list details or web address (URL).

Citations in the text

The source of all statements, quotes or conclusions taken from another author's work should be acknowledged, whether the work is directly quoted, paraphrased or summarised. It is not generally necessary to use page numbers unless quoting directly from an author's work, but it may be helpful to provide page numbers for ease of reference if referring to part of a book or large document. If an author's name is mentioned in the text, it should be followed by the year of publication, in round brackets. If not, insert both the name and year in round brackets after the reference.

Single author

Harrell-Bond (1986) reported that aid was imposed on refugees living in camps in Sudan, without taking sufficient account of their own needs and priorities.

or

A study of refugees in a Sudanese camp showed that their own priorities and needs were not sufficiently considered by aid workers (Harrell-Bond 1986).

Multiple authors

If there are two authors, cite the names in the order in which they appear in the source document, e.g. (Castles and Davidson 2000).

If there are more than two authors, the in-text citation shows only the surname of the first author, followed by '*et al.*' (meaning 'and others'). For example:

Held *et al.* (1999) have shown that globalisation is a multi-faceted process and those seeking to understand it should consider its impacts in the political, economic and cultural spheres of contemporary life.

or

Globalisation is a multi-faceted process and those seeking to understand it should consider its impacts in the political, economic and cultural spheres of contemporary life (Held *et al.* 1999).

Multiple sources

When referring to two or more texts by different authors, list them alphabetically and separate with a semi-colon:

Duffield is, of course, not the only observer to note these shifts, as other important recent contributions show (Chimni 1998; Helton 2001; International Migration Review; Loescher 2001a; UNHCR 2000; Zolberg and Benda 2001).

If reference is made to more than one work published by the same author in the same year, the sources are distinguished by adding a lower-case letter to the year of publication in both the in-text citations and the reference list. The order of sources is determined by the alphabetical order of the titles, ignoring words such as 'the', 'an' and 'a', e.g. (Hall 1999a; Hall 1999b).

No author

If a source has no author, or if the author is anonymous, use 'Anon.' in place of the author's name, followed by the year and page number:

This is a new development in legal procedures in the UK (Anon. 2002).

Articles from newspapers or periodicals can be listed under the name of the publication (e.g. *Guardian*, *Economist*) in place of the author's name if this is not provided – see below for further details.

Secondary referencing

Secondary references (to the work of one author which is cited by another author) should be avoided if at all possible. It is preferable to consult the original source document and refer to that directly. If it is not possible to locate the primary source, provide the details of the primary source and the secondary source which refers to it, e.g. (Colson 1971, cited in Indra 1999). Include both the primary and secondary sources in the end-of-text references list.

Law cases

In legal publications, details of cases are usually provided in footnotes. References are set out in a standardised format, very different from the Harvard system. In the text, citations can be presented either using only the name of the case, such as *Chahal*, or the full reference, e.g. *Attorney-General of Canada v. Ward* [1993] 103 DLR.

Personal communications and interviews

This includes letters, memos, conversations and personal e-mail (for electronic discussion lists see below). It is important to obtain permission for citing these. An in-text citation is required for such sources and this should take the form of: author's name; 'personal communication'; and date. They should also be included in the reference list.

This position - being critical of some parts of government policy whilst remaining instrumental in its implementation - has been described as 'twin-tracking' (Hall, personal communication, 22nd November 2006).

Interviews can be cited in a similar way: name; 'interview'; and date, or as follows:

When interviewed on 23rd May 2007, Mr Taylor confirmed that...

Websites

When reference is made to a specific online document or webpage, it should be cited following the author/date conventions set out above and included in the end-of-text list of references, e.g. (Bank for International Settlements 2006).

Direct quotations

When quoting directly in the text, single quotation marks should be used and the author's name, year of publication and page number(s) of the source (preceded by a colon) should be inserted in round brackets: (Jackson 1939: 10-15) not (Jackson, 1939 pp10-15). Commas and 'pp' are not needed and are not neat.

Short quotations of up to two lines can be included in the body of the text.

In this way, the introduction of carrier sanctions has been described as the 'privatisation of immigration control' (Yaansah 1987: 115).

Quotations longer than two lines are usually introduced by a colon and should be indented in a separate paragraph, without using quotation marks. The author's name, publication date and page number(s) are given at the end of the quotation.

As the social philosopher, Hannah Arendt once observed:

Authority always demands obedience...Yet, authority precludes the use of external means of coercion; where force is used authority itself has failed. Authority...is incompatible with persuasion, which presupposes equality and works through a process of argumentation. Where arguments are used authority is in abeyance....If authority is to be defined at all...it must be in contradistinction to both coercion and persuasion through arguments. (Arendt 1958, 143)

If part of the quotation is omitted, this can be indicated by using three dots, as above.

Any changes made to, or words inserted in the quotation should be indicated by the use of square brackets:

The expert knowledge of bureaucracies “not only reflects social reality” as defined by them, “but also constructs that reality ...[from]...the ability to use rules and deploy knowledge in order to change incentives and regulate behavior.” (Barnett and Finnemore: 30)

Listing references at the end of a text

A full list of all references cited in the text must be provided at the end of the paper. The references should be listed alphabetically by author's surname and then by date (earliest first). If an item has no author, it should be cited as 'Anon.' and ordered in the reference list by the first significant word of the title. Authors' surnames should be in **bold** font and capitalised, followed by the author's initials (not forenames) and the date of publication (in brackets). The format of the reference depends on the nature of the source (see examples below). Second and subsequent lines of each entry are indented three spaces, to highlight the alphabetical order, and the author's name is replaced by a line in cases where an author has multiple entries. If a source has editors, rather than authors, this should be indicated by the use of 'ed(s)'.

Books

If the book has several editions, give details of the edition after the book title.

Single author

HALL, R.B. (1999) *National Collective Identity: Social Constructs and International Systems*, New York: Columbia University Press.

Joint authors

List all the authors in the reference list in the order they appear on the title page:

PORTES, A. and **BACK, R.L.** (1985) *Refugee Resettlement in the US: Time for a New Focus*, Washington DC, New Transcentury Foundation.

Corporate author (e.g. government department or other organisation)

AMNESTY INTERNATIONAL (1997) *Refugees: Human rights have no borders*, London, Amnesty International Publications.

Edited book

HALL, R.B. and **BIERSTEKER, T.J.**, (eds.) (2002) *The Emergence of Private Authority in Global Governance*, Cambridge: Cambridge University Press.

Translated book

DURKHEIM, E. and **MAUS, M.** (1983) *Primitive Classification*, (trans. Needham), London, University of London.

Same author(s), multiple publications

JOLY, D. (1996) *Haven or Hell? Asylum Policies and Refugees in Europe*, Basingstoke, Macmillan.

____ (1997) *Refugees in Europe: The Hostile New Agenda*, London, Minority Rights Group.

Chapter in an edited volume

It is helpful to provide the page numbers or chapter number, in addition to the chapter title.

ZETTER, R.W. (1985) 'Refugees - Labelling and Access', 87-101 in Wood, G., (ed.) *Labelling in Development Policy*, London, Sage.

Articles

Journal Articles

RUDGE, P. (1998) 'Reconciling State Interests with International Responsibilities: Asylum in North America and Western Europe', *International Journal of Refugee Law* **10**(1/2): 7-20.

Newspaper and periodical articles

If an individual author can be identified:

LUCK, N. (1991) 'Tories Urge Clamp On Bogus Migrants', *Daily Express* May 28.

If no author can be identified:

GUARDIAN (1992) 'Labour Offers Deal over Asylum Bill', March 3.

If reference is made to an entire edition:

SUN (1992) April 4.

Papers

Conference papers

ARMSTRONG, S. and **BENNET, O.** (1999) 'Representing the Resettled: The Ethical issues raised by research and representation of the San.' Paper delivered at the conference *Displacement, Forced Settlement and Conservation*, St Anne's College, Oxford, 9th-11th September 1999.

Papers from published conference proceedings

JACOBSEN, K. (2003) 'Social science and forced migration: some methodological and ethical issues', 12-13 in NTNU IDP Network, *Researching Internal Displacement: State of the Art, Conference Report, 7-8 February 2003, Trondheim, Norway*.

Reports

BOYDEN, J. (2001) 'Conducting Research with War-Affected and Displaced Children: Ethics and Methods', 73-82 in *Filling Knowledge Gaps: a Research Agenda on the Impact of Armed Conflict on Children - Background Papers*, Florence, Istituto degli Innocenti, 2-4 July 2001.

Government publications

These are referenced as books, with the addition of the official reference number (where applicable) after the title.

HOME OFFICE (1998) *Fairer, Faster and Firmer – A Modern Approach to Immigration and Asylum*, Cm4018, London, Stationery Office.

Acts of Parliament

UNITED KINGDOM (2002) *Nationality, Immigration and Asylum Act 2002, Chapter 41*, London, HMSO.

Theses or dissertations

It is helpful to list the department, if known, for ease of reference.

ACKERMANN, L. (2002) 'Violence, exile and recovery: reintegration of Guatemalan refugees in the 1990s - a biographical approach', D.Phil. thesis, School of Geography and the Environment, University of Oxford.

STAMOU, E. (2000) 'Return 'home'? : repatriation, 'reintegration', 'aid and development': approaching the politics of time and space in Guatemala', Thesis for MA in Social Anthropology of Development, School of Oriental and African Studies, University of London.

Law cases

The format for citing cases can be found in legal publications or the *International Journal of Refugee Law*. It may be easiest to list these in a separate section at the end of the document, following the main list of references. In general, the name of the case is italicised, followed by the year (in square brackets), the legal citation reference and, sometimes, a reference to the Court, e.g. 'CA' for the Court of Appeal.

East African Asians v. United Kingdom [1973] 3 EHRR 76, EComHR

R. v. Secretary of State for the Home Department ex parte Q and others [2003] EWCA Civ 364

R. v. Chief Immigration Officer, ex parte Bibi [1976] 1 W.L.R. 979 at 984 (CA).

Personal communications

In addition to details of author and year, indicate the nature of the communication (i.e. letter, memo, conversation, personal email or other) and the date. The exact format will have to be modified depending on the information available, but the following are suggestions:

HARDWICK, N. (1999) Letter to author regarding changes to asylum support in the UK, 18 July 1999.

or

HARDWICK, N. (2001) 'The Refugee Council's response to the government's proposals for accommodating asylum-seekers', Memo to all Refugee Council staff, 3 March 2001.

Interviews

These can be referenced in a similar manner to personal communications. If the text refers to a number of interviews, it may be easiest to list them in a separate section, after the main list of references.

MOODLEY, R. (1990) Interview with author, September 1990.

Electronic sources

Website references

As far as possible, reference in a way consistent with the Harvard system. State the author's name, where possible; otherwise, list by the name of the website. Give the date the document was created or last updated, if available, and the date when the document was accessed, as the page may later be altered or may become unavailable. Some websites may not provide dates, in this case they should be referenced as 'n.d.' (not dated). Internet addresses are case-sensitive and punctuation is important. To avoid confusion with full stops and commas used in citation, the start and end of a URL (uniform resource locator or internet address) is marked by using < and >. If the URL is excessively long, it is sufficient to give details of the main site from which a particular page or document can be accessed.

IMMIGRATION ADVISORY SERVICE (2003) *Asylum* (online). Available from:

<<http://www.iasuk.org/advice/ViewADocument.asp?ID=92&CatID=16>> (Created 27 September 2001, last updated 1 September 2003, accessed 3 September 2003).

Documents on the internet

Cite as printed documents, adding the <url>, followed by the date of update (if available) and date of access in round brackets.

REFUGEE COUNCIL (2003) *Sri Lanka: internally displaced persons and safe returns*, London, The Refugee Council. Available from:

<http://www.refugeecouncil.org.uk/infocentre/country/coun003.htm#srilanka_idps> or

<http://www.refugeecouncil.org.uk/downloads/rc_reports/srilanka_idps.pdf> (accessed 4 September 2003).

Electronic journal articles

Cite as printed journal articles, indicating that the source is electronic by including ('online') after the title. If issue identification and page numbers are not available, include the date of issue in round brackets after the journal title. Provide the <URL> and details of when the document was accessed.

SHANDY, D. J. (2003) 'Transnational linkages between refugees and Africans in the diaspora' (online) *Forced Migration Review* 16: 7-8. Available from: <<http://www.fmreview.org/mags1.html>> (Accessed 23 March 2003).

Email discussion lists

Include: author/editor; year; title of message (from subject line of email); discussion list name and date of message in italics; medium in brackets (i.e. 'email discussion list'); and *either* 'available from': <email list address> *or* 'archived at': <URL>.

WILLCOX, M. (2003) 'Asylum-seekers, healthcare and detention', *Medact Refugee Health Network*, 15 August 2003, (email discussion list). Available from: <refugeenetwork@yahoo.com>

or

WILLCOX, M. (2003) 'Asylum-seekers, healthcare and detention', *Medact Refugee Health Network*, 15 August 2003, (email discussion list). Archived at: <<http://groups.yahoo.com/group/refugeenetwork/>>

CD-ROMs

In general, follow the citation guidelines for printed publications. If the item is from an encyclopaedia or general database, give details of the publisher of the CD-ROM and the edition.

ANON (1991) 'Roses, Wars of the', *Compton's multimedia encyclopedia*, Compton's Learning Company (Windows edition CD-ROM).

To refer to an article from a CD-ROM holding references from one publication, such as a newspaper, cite following the conventions for the printed source followed by ('CD-ROM').

PHILLIPS, M. (1991) 'A one way ticket to Kinshasha', *Guardian*, 17 May 1991 (CD-ROM).

If a CD-ROM holds references from many different journals, give the title of the CD-ROM followed by the unique identity of the reference, e.g. (Abstract from ABI/Inform CD-ROM, Item no. 89-4/770).

Video recordings

Provide details of the author or producer, title, format, publisher and date of broadcast.

ROBINSON, M. (1998) *When good men do nothing* (video recording), BBC 1, Panorama, 7 December 1998.

GUIDANCE ON RESEARCH DESIGN PREPARATION

MSc GGD students need to consult their thesis supervisor as early as possible on the research design of their dissertation. In addition to personal consultations, they may prepare an optional **research design essay**, to be discussed with their thesis supervisor (no more than five pages of text, excluding schedule of work and bibliography).

The essay consists of a plan for research and for writing a thesis. This may include the specification of a research question; a discussion of relevant scholarship and theoretical approaches; an outline of the theoretical argument; a discussion of case selection, data gathering and data analysis; and an account of how the analysis will address the research question posed, or how it will make a contribution to the topic; and a bibliography. It will be useful to include a projected schedule of work.

1. **Research problem:** You should state your research problem as succinctly and clearly as you can. It is often helpful to frame your problem around a paradox (or 'puzzle'). Ideally, you should formulate an explicit question that you will answer. The introduction should also include a justification for why your question it is important to address your research problem.
2. **Preliminary literature review:** The research problem must be put into the context of existing literature. It may be that the existing literature has a gap, or that accepted findings are controversial or open to doubt, or that you think that the dominant theoretical framework(s) should be questioned, or that there is a continuing conflict between two or more 'camps', etc. You should concisely outline the existing literature and explain how your research project 'fits' and will make a contribution. The account of existing scholarship and research will be very brief at this stage (no more than a page of text).
3. **Theory:** In the next section, you develop the initial arguments and theoretical framework of your project. Following from the previous section, you should discuss how your project relates to existing theoretical approaches in the literature and how these are further developed and/or applied in your research. Eventually, you may find it helpful to specify causal relationships in terms of dependent and independent variable(s). You may also want to formulate some testable hypotheses. In this section, you can also outline your key assumptions.
4. **Case selection and data gathering:** Thereafter, you should discuss your case selection and describe the kind of data which will be necessary for an adequate examination of your research question and explain how such data will be obtained. Why have you chosen a specific case or set of cases? To what extent does your case selection allow you to make inferences to other cases? How will you obtain the relevant data? ['Data' can cover a wide range of material including historical or archival documents, data about organisations, bureaucracies and individuals, interview data and observational data whether from participant observation or non-participant observation, etc. Existing statistics and survey data are also potential sources.]
5. **Method of analysis:** In this section, you describe the method(s) of analysis which will be applied in order to examine your research question. You should be clear about the relevance of your method to your theory and hypotheses.
6. **Conclusion:** How will the method you propose bear on your research question in such a way as to make a meaningful contribution to the field you have described in your literature review.
7. **Bibliography:** List of cited works.
8. **Schedule of work:** show to your supervisor that you have a reasonable prospect of completing your work in the allocated time.

Note: Depending on the specificities of your project, the length and order of sections will vary. In some cases the scheme will hardly apply, for example if you work on political theory.

8. STUDY REQUIREMENTS

STUDY REQUIREMENTS

Residence Requirements

MSc candidates are required to keep statutory residence and pursue their studies in Oxford for no less than three terms after admission.

The *Examination Regulations* (“Grey Book”) state that:

“... student members who are reading any other degree of the University shall reside, for the period prescribed for that degree, within twenty-five miles from Carfax” (Carfax is the crossroad at the centre of Oxford where St. Aldates Street becomes Cornmarket Street).

This applies to graduate students reading for the MSc in Global Governance and Diplomacy. Anyone leaving Oxford for an extended period of time must seek permission from the Proctors who may authorize it in special circumstances. By the same token, anyone wishing to live further than 25 miles from Carfax will need to apply in writing to the Proctors.

Extension of Deadline for Submission of Dissertation

In very exceptional circumstances (usually because of illness), it may be possible to request a short extension of time to hand in your dissertation. Contact your College Tutor who will send the application to the Proctors for consideration. If the Proctors accept the request, they will forward it to the Chair of Examiners for the MSc in Global Governance and Diplomacy. Please see the Regulations for the Conduct of University Examinations in the *Examination Regulations* for further information.

For **Formal Regulations** and detailed information on course requirements, examination, thesis submission, supervision and other issues, please see the *Examination Regulations* (“Grey Book”) where you will find rubrics such as the following.

- Regulation of residence in the university
- Examination entry
- Candidates with special examination needs
- Acute illness and other urgent issues affecting examinations
- Religious festivals and holidays coinciding with examinations
- Dictation of papers, use of word-processors, calculators, computers, etc
- Withdrawal from examinations and non-appearance
- Specific regulations pertaining to the degree of MSc by Coursework:

NB! The latest edition of the “Grey Book” will be available for consultation in your College.

9. POLICIES

Oxford Department of International Development, Queen Elizabeth House

SAFETY FOR STAFF, STUDENTS AND VISITORS

This guidance note is intended to assist you to work in our Department in safety. Please read it carefully and retain for future reference.

The role of the University

The University has a duty in law to ensure, as far as is practicable, the safety of its employees at work by maintaining safe plant, safe systems of work, and safe premises. It must also ensure the safety, while on its premises, of all persons lawfully there.

The role of the individual

All members of staff and all other persons entering University buildings or grounds are responsible for exercising care in relation to themselves and others who may be affected by their actions.

You must ensure that your actions do not harm others around you and you must not interfere with anything provided for your safety. It is a condition of your working in this Department that you undertake to comply with any reasonable instruction either written or verbal given by a member of staff to ensure your own safety and that of others.

Basic information on safety organisation in Mansfield Road.

1. *Accident reporting*

All accidents and dangerous incidents which take place on these premises must be reported immediately either to the Administrator/Acting Departmental Safety Officer:

Ms Julia Knight, Room 20.26, first floor, Mansfield Road, (81804) or to her assistant **Luci Cummings** (81805) or reception who will pass the information on to the most appropriate person.

2. *Accident records*

All accidents and dangerous incidents which take place on these premises must be recorded on the University's standard report form. A supply of these is kept in Reception. Normally this form will be filled in for you by a member of staff to whom you will need to give details of the accident or incident. Staff working in the International Migration Institute offices in the old Indian Institute should complete the report form held on those premises.

3. *First Aid boxes*

These boxes contain information on emergency accident treatment in Oxford, as well as standard supplies of first aid dressings. They are located as follows:

Mansfield Road:

- Reception
- Main kitchen, ground floor, main building
- Photocopying room, first floor, main building
- Small kitchen, second floor, main building
- Ground floor, East Wing, outside offices of Young Lives Research Project

- First floor, East Wing, open area, Refugee Studies Centre

International Migration Institute:

Staff and students working in the James Martin Suite in the Old Indian Institute should check with the James Martin administrator as to the location of First Aid boxes in this area.

First Aiders

Certified first aiders in the Department:

Rachel Crawford, main building (81821)

Appointed persons/emergency aid:

Marina Kujic, main building, room 20.23 (81827)

Sue Chen, main building, room 20.23 (81819)

Dawn Chatty, RSC, east wing, room 30.28, (81715)

Kate Prudden, Young Lives, east wing room 10.21 (81751)

Gary Jones, main building, room 10.22 (81818)

Valpy FitzGerald, main building, room 20.18 (81802)

4. *Fire precautions and escape*

A fire drill is held every Michaelmas Term in QEH. Guidance on procedures in the event of fire is contained in the blue fire notices which are posted on many of the walls around the buildings. Please read them and note especially the assembly point which is **the front of the building on the corner of Mansfield Road and Jowett Walk**

Familiarise yourself with the location of fire fighting equipment, alarm points and escape routes. If in doubt, ask a member of staff.

In the event that you detect smoke or fire, sound the fire alarm, and phone the fire brigade by dialing 999 from any phone. The University Security Services are alerted by the fire alarm and should attend when the alarm goes off. They can also be contacted on 89999.

If you are able to do so, after contacting the emergency services as above, please alert the University Security Services on **89999**.

The fire alarm is tested weekly on Friday mornings at approximately 7.30 – 8.00 am.

5. *Smoking*

The University has a no smoking policy. Smoking is not permitted anywhere in the department's buildings.

6. *Security out of office hours*

In the case of **fire**, follow the procedure outlined at 4. above. Should there be a major incident **other than fire** on departmental premises out of working hours which you consider essential to deal with immediately and not wait for the following day, the University Security Services should be contacted either **89999** or **72939 (Operational Enquiries)** The Security Services has a list of keyholders of the Department.

7. *Personal safety alarms*

Those who work alone or at night may like the assurance of a personal safety alarm. These can

be purchased for a modest price from the Student Union shop, Thomas Hull House, New Inn Hall Street, opposite the Westgate Centre, which is open Mondays-Fridays, 9.00 am - 5.00 pm in term-time.

8. *Further information on safety*

A more detailed statement of safety policy in the Department and the University is to be found in the 'Red Book', a copy of which is kept in the Administrator's Office. University policy statements are also available from the Safety Office website at:
<http://www.admin.ox.ac.uk/safety/notes.shtml> .

Advice can be had from the Acting Departmental Safety Officer:

Ms Julia Knight, Room 20.26, first floor, Mansfield Road, tel: 81804

9. *Testing of electrical equipment*

Individuals bringing their own electrical equipment for use in the Department must inform the Administrator of the equipment they wish to use, have it logged and provide satisfactory evidence that it has been tested for safety within the past 12 months. If such evidence cannot be provided arrangements will be made to have the equipment tested at the individual's expense.

Revised August 2009

University Code of Practice relating to Harassment
(Issued by Council on 12 December 1991)

PRINCIPLES AND DEFINITION

1. Harassment is an unacceptable form of behaviour. The University is committed to protecting members, staff, and any other person for whom the University has a special responsibility from any form of harassment which might inhibit them from pursuing their work or studies, or from making proper use of university facilities. Complaints of harassment will be taken seriously and may lead to disciplinary proceedings.
2. For the purposes of this code, harassment may be broadly understood to consist of unwarranted behaviour towards another person, so as to disrupt the work or reduce the quality of life of that person, by such means as single or successive acts of bullying, verbally or physically abusing, or ill-treating him or her, or otherwise creating or maintaining a hostile or offensive studying, working, or social environment for him or her. Harassment relating to another's sex, sexual orientation, religion, or race are among the forms of harassment covered by this code. Unacceptable forms of behaviour may include unwelcome sexual advances, unwelcome requests for sexual favours, offensive physical contact or verbal behaviour of a sexual nature or other hostile or offensive acts or expressions relating to people's sex, sexual orientation, religion, or race. The abuse of a position of authority, as for example that of a tutor or supervisor, is an aggravating feature of harassment. Those protected by this code may appropriately seek advice in relation to harassment even if the conduct in question is not sufficiently serious to warrant the institution of disciplinary proceedings.
3. Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for harassment, and may be regarded as an aggravating feature.

Note on confidentiality

It is essential that all those involved in a complaints procedure (including complainants) observe the strictest confidentiality consistent with operating that procedure; an accusation of harassment is potentially defamatory.

4. Advice may be sought or complaints pursued through any appropriate channel. In addition to other officers, the following people have been specially appointed to give advice in this connection and to answer questions (whether or not amounting to a complaint):
 - (a) departmental or faculty 'Confidential Advisers', appointed by heads of department or the equivalent. Their names will be publicized within the institution;
 - (b) members of the 'Advisory Panel' serving the whole University. The Advisory Panel consists of senior members appointed by the Proctors with special expertise or interest in relevant aspects of staff and student welfare. Members of the panel may be approached on a number specially designated for this purpose (☎ (2)70760);
 - (c) special college advisers or advisory panels where colleges have established these.

Any of these may be approached in the first instance; those approached will direct inquirers elsewhere, if that seems most likely to meet the inquirer's needs.

5. University advisers (whether Confidential Advisers or members of the Advisory Panel) will discuss the range of options available to inquirers on an entirely confidential basis. Where there is a complaint of harassment, an adviser will normally seek to resolve the problem informally in the first instance, unless it is appropriate to proceed otherwise, and the inquirer so wishes. Subject to obtaining the consent of the complainant, an adviser may discuss the question with the person against whom the complaint is made, or with any other relevant parties. In particular, where necessary, for example on account of the gravity of the allegation or because of the intractability of the problem, the adviser may, with the consent of the complainant, involve the head of department (or equivalent authority). College advisers will be guided by college rules, but are likely to proceed on a similar basis.
6. It is emphasized that the role of advisers is advisory and not disciplinary. All disciplinary matters lie in the hands of the relevant disciplinary bodies.

DISCIPLINE

7. If a complaint is not resolved on an informal basis under the procedure set out in para. 5, and if the complainant consents, the matter may be referred to the relevant disciplinary body, which will determine whether there is a *prima facie* case under the relevant disciplinary provision and, if appropriate, set in motion disciplinary procedures. In respect of members of the University subject to the jurisdiction of the Visitation Board, the relevant procedures are those described under Tit. VIII, Sect. 1 of the University's Statutes. The disciplinary procedures which apply to non-academic staff are set out in the *Handbook for Non-Academic Staff*. Complaints against junior members falling within the scope of the University's regulation on harassment shall be dealt with in accordance with the procedures contained in Tit. XIII of the University's Statutes (also set out in the *Proctors' Memorandum*). Colleges may have their own forms of disciplinary provision.

8. It may be that a complaint either against a member of staff or against a junior member could potentially be heard by more than one disciplinary body. When the person complained against is employed both by the University and by a college, it may be appropriate for the same matter to provide a basis for two separate disciplinary hearings. When the person complained against is a junior member, a complainant will be expected to choose which disciplinary procedure to pursue. If a complainant has previously brought or is in the process of bringing a complaint against the same person, founded wholly or in part upon the same matter, before any other disciplinary body, he or she is responsible for revealing that fact when seeking to institute disciplinary proceedings. It is also incumbent on a disciplinary body to attempt to ascertain, for example by direct inquiry of the complainant, or by consulting other relevant authorities, whether any such other complaint has been instituted; if so, that body must consider whether it is appropriate for the proceedings which are before it to continue.

INSTITUTIONAL ARRANGEMENTS

9. The appointment of Confidential Advisers within each department or faculty is the responsibility of the head of department, or equivalent, who must designate two such advisers, one of each sex, return the names of those appointed to the Equal Opportunities Officer (or such other officer as may be designated by the Registrar from time to time), and ensure that the Code of Practice and the names of the Confidential Advisers are adequately publicized within the department or faculty. Confidential Advisers will receive general advice and information bulletins from the Advisory Panel; they will be expected to make annual returns to the panel as the number and general character of complaints they have dealt with. They may refer inquirers to members of the panel, or themselves seek advice either about University provision on harassment in general or about possible ways of handling individual cases.

10. The appointment of members of the Advisory Panel is the responsibility of the Proctors. Members of the panel will give advice on request both to those troubled by harassment, and to other advisers. The panel is responsible for supporting, co-ordinating, and monitoring the effectiveness of the University's arrangements for dealing with harassment. Members of the panel may be contacted on a number specially designated for this purpose (☎ (2)70760).

11. The provisions of this code supplement and do not supersede or override college arrangements.

12. Nothing in this code shall detract from the position and jurisdiction of the Proctors or the right of free access to them by any junior and senior members of the University.

Note: each college also operates its own code of practice relating to harassment, details of which can be obtained from the college.

IT REGULATIONS

ICTC Regulations 1 of 2002

REGULATIONS RELATING TO THE USE OF INFORMATION TECHNOLOGY FACILITIES

Made by the ICTC on 6 June 2002

Approved by Council on 24 July 2002

Amended on 2 October 2003 and 23 October 2003

1. In these regulations, unless the context requires otherwise, 'college' means any college, society, or Permanent Private Hall or any other institution designated by Council by regulation as being permitted to present candidates for matriculation.
2. University IT and network facilities are provided for use in accordance with the following policy set by Council:
 - (i) The University provides computer facilities and access to its computer networks only for purposes directly connected with the work of the University and the colleges and with the normal academic activities of their members.
 - (ii) Individuals have no right to use university facilities for any other purpose.
 - (iii) The University reserves the right to exercise control over all activities employing its computer facilities, including examining the content of users' data, such as e-mail, where that is necessary:
 - (a) for the proper regulation of the University's facilities;
 - (b) in connection with properly authorised investigations in relation to breaches or alleged breaches of provisions in the University's statutes and regulations, including these regulations; or
 - (c) to meet legal requirements.
 - (iv) Such action will be undertaken only in accordance with these regulations.
3. These regulations govern all use of university IT and network facilities, whether accessed by university property or otherwise.
4. Use is subject at all times to such monitoring as may be necessary for the proper management of the network, or as may be specifically authorised in accordance with these regulations.
5. (i) Persons may make use of university facilities only with proper authorisation.
 - (ii) 'Proper authorisation' in this context means prior authorisation by the appropriate officer, who shall be the Director of Oxford University Computing Services ('OUCS') or his or her nominated deputy in the case of services under the supervision of OUCS, or the nominated college or departmental officer in the case of services provided by a college or department.
 - (iii) Any authorisation is subject to compliance with the University's statutes and regulations, including these regulations, and will be considered to be terminated by any breach or attempted breach of these regulations.
6. (i) Authorisation will be specific to an individual.
 - (ii) Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other person.
7. Users are not permitted to use university IT or network facilities for any of the following:
 - (i) any unlawful activity;
 - (ii) the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material, except in the case of the use of the facilities for properly supervised research purposes when that use is lawful and when the user has obtained prior written authority for the particular activity from the head of his or her department or the chairman of his or her faculty board (or, if the user is the head of a department or the chairman of a faculty board, from the

head of his or her division);

(iii) the creation, transmission, or display of material which is designed or likely to harass another person in breach of the University's Code of Practice on Harassment;

(iv) the creation or transmission of defamatory material about any individual or organisation;

(v) the sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent;

(vi) the sending of any message appearing to originate from another person, or otherwise attempting to impersonate another person;

(vii) the transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;

(viii) the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;

(ix) private profit, except to the extent authorised under the user's conditions of employment or other agreement with the University or a college; or commercial purposes without specific authorisation;

(x) gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service;

(xi) the deliberate or reckless undertaking of activities such as may result in any of the following:

(a) the waste of staff effort or network resources, including time on any system accessible via the university network;

(b) the corruption or disruption of other users' data;

(c) the violation of the privacy of other users;

(d) the disruption of the work of other users;

(e) the introduction or transmission of a virus into the network;

(xi) activities not directly connected with employment, study, or research in the University or the colleges (excluding reasonable and limited use for social and recreational purposes where not in breach of these regulations or otherwise forbidden) without proper authorisation.

8. Software and computer-readable datasets made available on the university network may be used only subject to the relevant licensing conditions, and, where applicable, to the Code of Conduct published by the Combined Higher Education Software Team ('CHEST').

9. Users shall treat as confidential any information which may become available to them through the use of such facilities and which is not clearly intended for unrestricted dissemination; such information shall not be copied, modified, disseminated, or used either in whole or in part without the permission of the person or body entitled to give it.

10. (i) No user may use IT facilities to hold or process data relating to a living individual save in accordance with the provisions of current data protection legislation (which in most cases will require the prior consent of the individual or individuals whose data are to be processed).

(ii) Any person wishing to use IT facilities for such processing is required to inform the University Data Protection Officer in advance and to comply with any guidance given concerning the manner in which the processing may be carried out.

11. Any person responsible for the administration of any university or college computer or network system, or otherwise having access to data on such a system, shall comply with the provisions of the 'Statement of IT Security and Privacy Policy', as published by the ICT Committee from time to time.

12. Users shall at all times endeavour to comply with guidance issued from time to time by OUCS to assist with the management and efficient use of the network.

13. Connection of computers, whether college, departmental, or privately owned, to the university network is subject to the following additional conditions:

(i) (a) Computers connected to the university network may use only network identifiers which follow the University's naming convention, and are registered with OUCS.

(b) In particular all such names must be within the domain .ox.ac.uk.

(c) Any exception to this must be authorised by the Director of OUCS, and may be subject to payment of a licence fee.

(ii) (a) The administrators of computers connected to the university network are responsible for ensuring their security against unauthorised access, participation in 'denial of service' attacks, etc.

(b) The University may temporarily bar access to any computer or sub-network that appears to pose a danger to the security or integrity of any system or network, either within or outside Oxford, or which, through a security breach, may bring disrepute to the University.

(iii) (a) Providers of any service must take all reasonable steps to ensure that that service does not cause an excessive amount of traffic on the University's internal network or its external network links.

(b) The University may bar access at any time to computers which appear to cause unreasonable consumption of network resources.

(iv) (a) Hosting Web pages on computers connected to the university network is permitted subject to the knowledge and consent of the department or college responsible for the local resources, but providers of any such Web pages must endeavour to comply with guidelines published by OUCS or other relevant authorities.

(b) It is not permitted to offer commercial services through Web pages supported through the university network, or to provide 'home-page' facilities for any commercial organisation, except with the permission of the Director of OUCS; this permission may require the payment of a licence fee.

(v) Participation in distributed file-sharing networks is not permitted, except in the case of the use of the facilities for properly authorised academic purposes when that use is lawful and when the user:

(a) in the case of services under the supervision of OUCS, has demonstrated to the satisfaction of the Director of OUCS or his or her nominated deputy that the user has obtained prior written authority for the particular activity from the head of his or her department or the chairman of his or her faculty board; or

(b) in the case of services provided by a college or department, has demonstrated to the satisfaction of the nominated college or departmental officer that the user has obtained prior written authority for the particular activity from the head of that college or department.

(vi) (a) No computer connected to the university network may be used to give any person who is not a member or employee of the University or its colleges access to any network services outside the department or college where that computer is situated.

(b) Certain exceptions may be made, for example, for members of other UK universities, official visitors to a department or college, or those paying a licence fee.

(c) Areas of doubt should be discussed with the Registration Manager at OUCS.

14. (i) If a user is thought to be in breach of any of the University's statutes or regulations, including these regulations, he or she shall be reported to the appropriate officer who may recommend to the appropriate university or college authority that proceedings be instituted under either or both of university and college disciplinary procedures.

(ii) Access to facilities may be withdrawn under section 46 of Statute XI pending a determination, or may be made subject to such conditions as the Proctors or the Registrar (as the case may be) shall think proper in the

circumstances.

Examining Users' Data

15. All staff of an IT facility who are given privileged access to information available through that facility must respect the privacy and security of any information, not clearly intended for unrestricted dissemination, that becomes known to them by any means, deliberate or accidental.

16. (i) System Administrators (i.e. those responsible for the management, operation, or maintenance of computer systems) have the right to access users' files and examine network traffic, but only if necessary in pursuit of their role as System Administrators.

(ii) They must endeavour to avoid specifically examining the contents of users' files without proper authorisation.

17. (i) If it is necessary for a System Administrator to inspect the contents of a user's files, the procedure set out in paragraphs (2)-(5) below must be followed.

(ii) Normally, the user's permission should be sought.

(iii) Should such access be necessary without seeking the user's permission, it should, wherever possible, be approved by an appropriate authority prior to inspection.

(iv) If it has not been possible to obtain prior permission, any access should be reported to the user or to an appropriate authority as soon as possible.

(v) For the purposes of these regulations 'appropriate authority' is defined as follows:

(a) in the case of any university-owned system, whether central or departmental: if the files belong to a student member, the Proctors; if the files belong to any member of the University other than a student member, the Registrar or his or her nominee; or, if the files belong to an employee who is not a member of the University, the head of the department, college, or other unit to which the employee is responsible, or the head's delegated representative;

(b) in the case of a departmental system, either those named in (a) above, or, in all circumstances, the head of department or his or her delegated representative;

(c) in the case of a college system, the head of the college or his or her delegated representative.

WD196-052

16.01.04

Addendum

The use of Skype on the University Network contravenes the ICTC regulations. The regulations are made by ICTC, not by OUCS, so if you wish to challenge them, the appropriate route is through the subcommittee groups of ICTC listed at: <http://www.ox.ac.uk/it/groups/>

10. FACILITIES

UNIVERSITY OF OXFORD
Social Sciences Division

**OXFORD DEPARTMENT OF INTERNATIONAL
DEVELOPMENT**
Queen Elizabeth House



MSc in Global Governance and Diplomacy

INFORMATION ABOUT DEPARTMENTAL FACILITIES

Introduction

Welcome to the Oxford Department of International Development, Queen Elizabeth House. We hope you have an enjoyable and successful time in the department. These notes are to provide you with information on how the department works. If after reading them you still have queries about aspects of departmental functions, please do not hesitate to ask questions of the members of staff listed below.

The Oxford Department of International Development comprises over 100 staff – academics, researchers and support staff – and some 200 students. In addition to the MSc in Global Governance and Diplomacy, the department's student body consists of those undertaking the MPhil in Development Studies, the MSc in Refugee and Forced Migration, the MSc in Economics for Development, the MSc in Migration Studies, and those working for a research degree.

As well as academics working on individual research, the department hosts six research groups: the Refugee Studies Centre (RSC), the International Migration Institute (IMI), the Oxford Poverty and Human Development Initiative (OPHI), Young Lives, the Programme for Management and Technology for Development (PTMD) and the International Growth Centre (IGC).

Visiting research fellows also work here under a variety of schemes to undertake reading and research into aspects of development. At any one time the department has up to ten fellows associated with it.

The department is located at 3 Mansfield Road. Development studies and forced migration library holdings are housed in the Social Science Library in Manor Road, which is five minutes' walk away.

Further information about the department can be found on <http://www.qeh.ox.ac.uk>

People

Listed below are the names and internal telephone numbers of administrative and support staff based in the department with whom you are likely to come into contact in the course of your degree studies here.

MSc in Global Gov. and Diplomacy Coordinator	Jo Boyce (81853)
Graduate Student Administrator	Dominique Attala (81806)
Main Reception	Penny Rogers (81800)
Assistant to the Head of Department	Denise Watt (81803)
Administrator	Julia Knight (81804)
Assistant to the Administrator	Luci Cummings (81805)
Accounts Officer	Wendy Grist (81824)
IT Officer	Rachel Crawford (81821)
Caretaker	Gary Jones (81818)

Administrative offices

The core administrative staff are based on the first floor of the old building adjacent to the graduate student administrative office (20.24). Office hours are Monday to Friday 9.00 am to 5.15 pm. A message can be left on general enquiries voice mail ((2)81800) out of office hours. The MSc in Global Governance and Diplomacy Student Coordinator's office is room (20.16) on the first floor at Mansfield Road.

Opening hours

The main Mansfield Road building is open and reception staffed from Monday to Friday 9.00 a.m. to 5.15 p.m. Access is unavailable after this time.

Teaching Rooms

The main seminar rooms in the department are the Seminar Room 1 (ground floor, old building), Seminar Room 2 (first floor, old building), and Seminar Room 3 (lower ground floor, new extension). There are also two seminar/meeting rooms, one in the Frances Stewart wing and one on the lower ground floor of the new extension, available in addition to these. Details of the day's programme of lectures and seminars for all courses will be available at Reception. If you are unsure where a lecture is being held, please check in Reception.

Smoking is not allowed anywhere in the department.

Please ensure that mobile phones are switched off during lectures and seminars.

General Facilities

There are **noticeboards** in reception which cover information about University seminars and courses, health and safety and general what's-on-in-Oxford.

Telephones in the public areas of the department can be used for calls within the University and Colleges at no cost. Emergency calls (999) can also be made on these phones.

There is a code-operated photocopier in reception. Students who have work to present at a formal seminar which requires multiple copying may use this machine; please remember to enter the number of copies generated in the book on reception. Please ask a member of reception staff to set the machine for you. If you need to back, collate, staple etc. please *ask* how the machine works. All users must be aware of copyright legislation covering the use of photocopiers. *Please read the notices by the machines. A notice regarding copyright legislation is also provided in the induction pack.* Please remember to make a note of the copies generated in the record book in reception.

The main fax machine is in reception ((2)81801).

Common Room and Catering

The department's main common room (main hall) for students and staff is located on the ground floor. The room is available during working hours for relaxation and there is a selection of papers to read.

The department has a kitchen run by Will Pouget, who operates the Vaults and Alpha Bar in the Covered Market, supplying mainly organic snacks and light lunches from 12.00 to 1.30 pm, Monday – Friday in term time. A fair trade coffee machine is also available in the kitchen area. The main seating area for consumers is in the area adjoining the kitchen, but people are welcome to use the common room and courtyard.

Manor Road also has a catering facility and a common room which is available to students during the building's open hours.

Parking

Car parks are for permit holding University staff only and are patrolled by the University's Security Service staff who have the authority to clamp parked cars not displaying a permit.

There are public bicycle racks in Mansfield Road and Jowett Walk. You are strongly advised to secure your bike with a strong lock. Please do not leave your bike in the racks over long holiday periods.

Addresses

It is important that your MSc Student Coordinator is kept informed of any change of address.

Safety and Security

The departmental guidance note **Safety for Staff, Students and Visitors** can be found on WebLearn at: <https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/safety>. Read it carefully and if you have any queries please refer to the Administrator or the Safety

Officer. A fire drill will be held in Michaelmas Term. Please ensure that you understand the procedures by reading the blue notices posted around the building. If the drill is not carried out satisfactorily we are obliged to repeat it.

All students, whether or not they use a computer in the department, should read the **DSE (Display Screen Equipment)** notes carefully (see <https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/safety/page/resources> for departmental notes on DSE use and <http://www.admin.ox.ac.uk/safety/ups0809.shtml> for the University's policy statement on the use of DSE). The department has staff who can advise on workstation layout. Please refer to the IT officer if you would like advice.

The department's insurance cannot accept liability for loss of personal possessions. It is important that belongings are not left unattended in seminar and lecture rooms. If your class leaves a room for a short break do not leave any valuables in the room, particularly cash or cards. CCTV is in operation in various parts of the department.

Safety in Fieldwork and Travel Insurance

There are extensive guidance notes and information regarding safety in fieldwork on WebLearn (<https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/safety/page/resources>). **These must be read before any fieldwork is contemplated.** When you know in which countries you wish to undertake your fieldwork you will need to complete a questionnaire **and** undertake a risk assessment which must be approved and signed off by your Supervisor. Information about travel and medical insurance can also be found in the same document. Please read this carefully and complete the appropriate forms at least two weeks in advance of travel in case there are queries with the Insurance section.

Library Services

The extensive Development Studies holdings are housed in the Social Science Library at Manor Road, the Social Sciences building, five minutes' walk from Mansfield Road. Mark Janes is the Development Studies specialist. The Refugee Studies Library is also based in the SSL. The librarian is Sarah Rhodes.

See the Social Science Library webpages (<http://www.ssl.ox.ac.uk/>) for more information.

Occupational Health Service

The Service provides travel advice, immunisations and antimalarial prophylaxis to University staff and certain students travelling in the course of their work, for example, undertaking research abroad, attending conferences or going on field trips. There is a travel clinic on Monday afternoons in the University Occupational Health Service at 10 Parks Road. Telephone: 01865 (2)82676, or e-mail enquiries@uohs.ox.ac.uk.

Book well in advance so that courses of immunisation can be completed in good time (at least six weeks before your departure date). Bring a completed travel appointment request form (see Jo Boyce for more information on this form). This service does not extend to families or other accompanying persons. It does not extend to travel on College business. Advice for non-University business should be obtained from your G.P. More information on vaccinations and preparation for travel abroad are available from the Occupational Health website at: <http://www.admin.ox.ac.uk/uohs/at-work/travel/>

Computing Room

There are two hot desking areas at Mansfield Road:

Room 10.09 (ground floor, Frances Stewart Wing) – this is a quiet study area with 11 computers and 2 network printers. This area is open between 9 am and 5.15 pm, although it is normally possible to stay later.

Outside the lower ground floor seminar rooms (in the new extension). This area is open between 9 am and 5.15 pm, although it is normally possible to stay later. The doors between the new extension and the main building lock at 8 pm; however, exit is always possible using the green button.

In order to use the computers, students will require a username and password. To obtain a username/password, please send an email to the ODID IT Support Officer at: it-support@qeh.ox.ac.uk

Although the department does not normally charge for printing, all print usage is monitored and the department reserves the right to make a charge where printing is regarded as excessive.

Wireless

The department is linked to the Oxford Wireless LAN (OWL). Full details of OWL and how to connect to it are available at: <http://www.oucs.ox.ac.uk/network/wireless/>

Within Mansfield Road, wireless access is available in the following locations:

Seminar Rooms 1 and 2
The Main Hall
Frances Stewart Wing
New extension

Computing Facilities

IT at Oxford

You will find a useful introduction to IT at Oxford at <http://welcometoit.ox.ac.uk/>. This site provides information on the various resources available throughout the University, and how to obtain access to them. The University's Computer Usage Rules and Etiquette can be found at <http://www.ict.ox.ac.uk/oxford/rules/>. A copy of the University's Rules for Computer Use can be found in this pack.

Oxford University Computing Service (OUCS)

The University's Computing Service is located 15 minutes' walk away in Banbury Road. It offers a wide range of services, including a large variety of courses which are open to all students. Further details may be found at <http://www.oucs.ox.ac.uk/> or via the department's Noticeboard page, in various information leaflets available from OUCS and displayed on ODID Foyer noticeboards. In order to use these services you will be required to identify yourself by your University card, giving the card's barcode number

where necessary.

Email

The main central email server at Oxford is called Nexus. Nexus is one of the systems run by OUCS (Oxford University Computing Services).

All new members of the University are automatically pre-registered for a Nexus account for when they arrive in Oxford. Most Oxford users have an email address relating to their college, e.g. chris.jones@sant.ox.ac.uk. Graduate and staff users also get an email address relating to their department, e.g. chris.jones@qeh.ox.ac.uk.

Once your Nexus account is set up and available for use, you can try it out. Connecting via Nexus's web-based Webmail interface is simplest way to get started. All you need is Nexus's internet address which is <https://nexus.ox.ac.uk/> - you can type this into your web-browser's address box just like any other web address.

WebLearn

All course materials (lecture lists, reading lists, etc) are now held on WebLearn.

WebLearn (<http://www.weblearn.ox.ac.uk/>) is a web-based virtual learning environment (VLE), which can be used to support and enhance teaching and learning. WebLearn is based on an open source Collaborative Learning Environment called Sakai. Sakai is used in many of the world's leading Universities such as Cambridge, Yale, UCB, Stanford, ANU and MIT.

In order to access the site you will require a username and password. Your username is your Oxford Username (*i.e.* the same as your Webmail username/password) (see Webauth (<https://webauth.ox.ac.uk/>) for more details about University of Oxford Authentication)

Harassment

The University's Code of Practice relating to Harassment is available at: <http://www.admin.ox.ac.uk/eop/har/policy.shtml>. The department has two advisors who are ready to advise in complete confidence on any problems that may arise from alleged or apparent breaches of the Code. The advisors are:

Ms Julia Knight ((2)81804) julia.knight@qeh.ox.ac.uk

Professor Chris Adam ((2)81816) christopher.adam@economics.ox.ac.uk

Disability

If you have any concerns or need advice please refer to your supervisor or the M.Sc Student Co-ordinator, Jo Boyce. The University's Disability Office website is at: <http://www.admin.ox.ac.uk/eop/disab/>. **The department's Disabilities and Special Needs Committee usually meets twice a year. Issues to be raised should be forwarded to the secretary Luci Cummings (tel: 81805, email: lucienne.cummings@qeh.ox.ac.uk) who will refer to the Chair if immediate action is required.**

Language Centre

The University's Language Centre is located at 12 Woodstock Road. It provides resources for members of the University who need foreign languages for their study or interest. There may be a charge. For more information see the website:

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

Careers Service

The University's Careers Service is situated at 56 Banbury Road Oxford. The Careers Service exists to enable current and recent Oxford University students to make and implement well-informed decisions about their careers. More information regarding this is available from their website at: <http://www.careers.ox.ac.uk/>.

Cycling in Oxford

Oxfordshire County Council provides a website offering comprehensive information on cycling in Oxford (e.g. regulations, safety, details of cycle lanes/routes). The website is at <http://www.oxfordshire.gov.uk/cyclemaps>

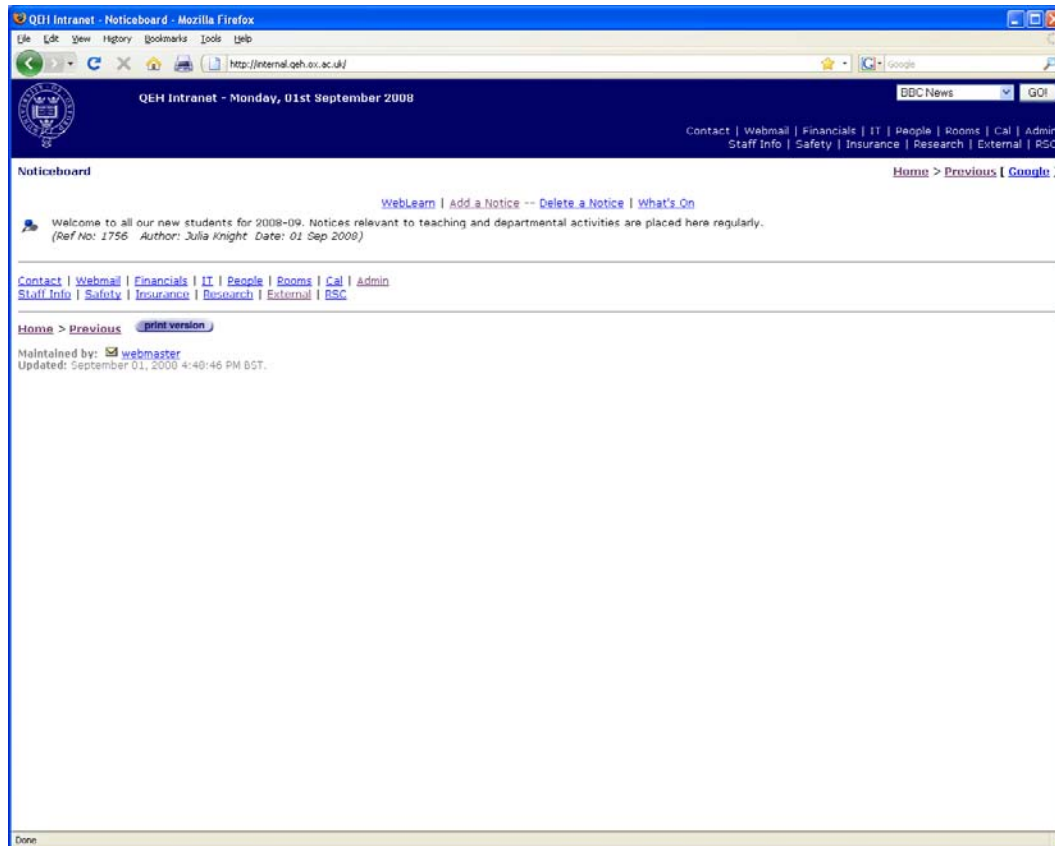
Useful Information for Students

The drop down list on the department's Noticeboard page has links to many useful sites, mainly in the University but some outside. The University of Oxford link directs you to the University's home page where a Current Students link <http://www.ox.ac.uk/students/index.html> leads to a wide range of information including Careers Service, Language Centre, IT, student organisations, study information, funding information and publications. If you cannot find what you require please ask Jo Boyce or your supervisor who will help.

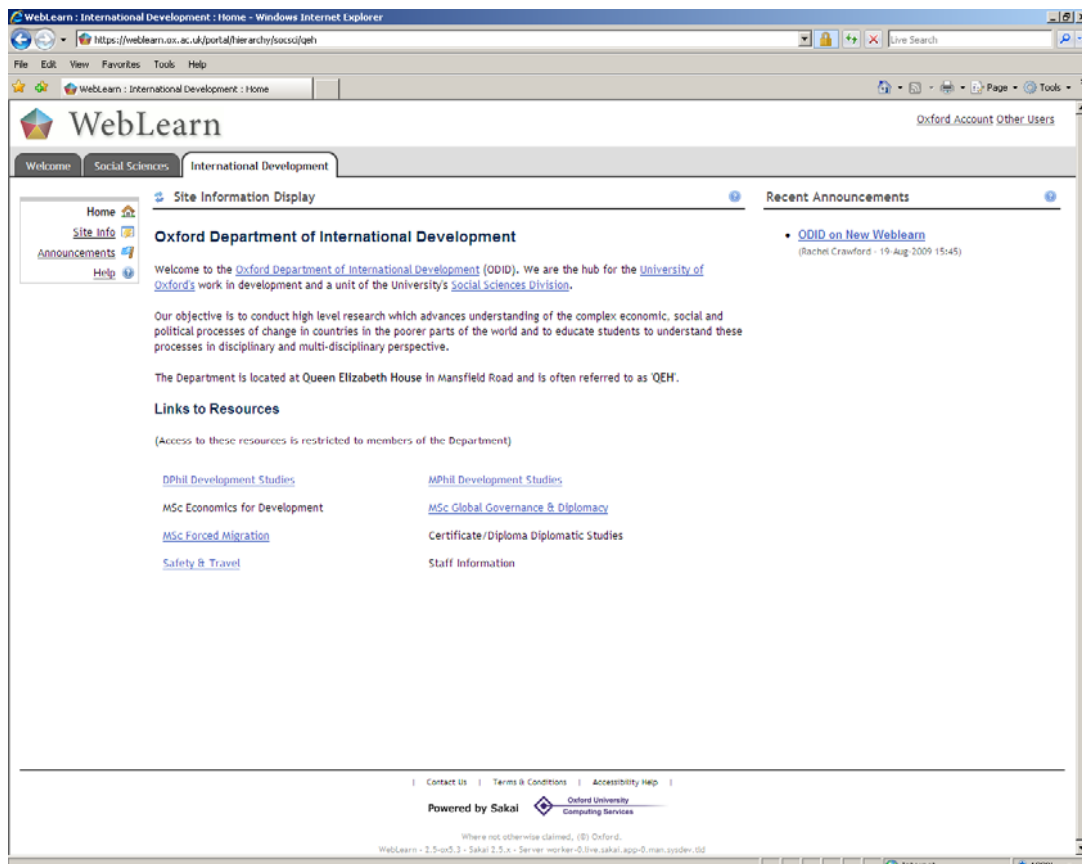
We all wish you a happy and productive time in the Department.

The ODID Intranet

The Noticeboard page:



The main Departmental WebLearn page:



Safety and insurance page, showing safety in fieldwork information (WebLearn):

The screenshot shows a web browser window displaying the WebLearn interface. The page title is 'WebLearn: Safety & Travel: Resources'. The main content area is titled 'Resources' and shows a list of items under the location 'Safety & Travel Resources'. The items are as follows:

Title	Access	Created By	Modified	Size
Safety & Travel Resources				
Safety in Fieldwork Information for Staff	Entire site		19-Aug-2009 16:09	5 Items
Safety in Fieldwork Information for Students	Entire site		19-Aug-2009 16:09	6 Items
Aide-memoire Safety (new staff).pdf	Entire site		26-Aug-2009 16:00	21.3 KB
DSE Sept 09.pdf	Entire site		08-Sep-2009 16:04	31.9 KB
Safety (Staff-Students-Visitors) (Aug 09).pdf	Entire site		08-Sep-2009 16:14	47.6 KB
Statement H+S Org Jan 09.pdf	Entire site		19-Aug-2009 16:09	1.5 MB

At the bottom of the page, there is a footer with the text 'Powered by Sakai' and 'Oxford University Computing Services'. Below this, it says 'Where not otherwise claimed, (©) Oxford.' and 'WebLearn - 2.5-005.3 - Sakai 2.9.4 - Server version: 0.100.sakai.app-0.man.system.net'.