

MSC IN GLOBAL GOVERNANCE & DIPLOMACY

Course Handbook 2016-17

Version 1



UNIVERSITY OF
OXFORD

OXFORD
DEPARTMENT OF
INTERNATIONAL
DEVELOPMENT



CONTENTS

| | | |
|---|--|----|
| 1. Welcome | Message from the Course Director | 4 |
| | Message from Class 2015-16 | 5 |
| | Program for Induction Week | 7 |
| | WebLearn, Web-links and Mailing lists..... | 8 |
| 2. Schedules | Timetable of Classes..... | 10 |
| | Typical Student Schedule | 11 |
| | Deadlines and Regular Events..... | 12 |
| | MSc GGD Options..... | 13 |
| 3. People | Degree Administration and Points of Contact | 15 |
| | Core Academic Staff | 17 |
| 4. The Degree | Structure of Degree | 20 |
| | Consultation and Feedback | 23 |
| 5. Dissertation, Academic Writing | Requirements for the Dissertation | 26 |
| | Guidance on Research Design Preparation..... | 27 |
| | Dissertation Support Fund | 28 |
| | Style for References and Bibliographies | 28 |
| | Ethical Review Procedures..... | 29 |
| | Fieldwork | 30 |
| | Writing Essays | 30 |
| | Guidance on Avoiding Plagiarism..... | 33 |
| 6. Supervision | Supervisory Arrangements | 35 |
| | Guidance for Students and Supervisors | 36 |
| | Graduate Supervision System (GSS)..... | 38 |
| 7. Examination | Exam Regulations | 40 |
| | Marking Scheme | 42 |
| | Exam Organization | 42 |
| | Complaints and Academic Appeals..... | 46 |
| 8. Student Issues | General Student Issues | 48 |
| | Opportunities for Skills Training and Development..... | 48 |
| | Student Handbook / Proctors Memorandum..... | 48 |
| | Paid Employment..... | 48 |
| | Equality and Diversity..... | 48 |
| | Welfare, Counselling Service..... | 49 |
| | Overseas Students, Visas | 50 |
| | Suspension of Status | 50 |
| 9. Departmental Facilities | | 51 |
| Appendix 1. Educational Aims of MSc GGD | | 56 |
| Appendix 2. Declaration of Authorship Form..... | | 58 |
| Appendix 3. Policy on Recording Lectures | | 59 |

This handbook applies to students starting the
Master of Science in Global Governance and Diplomacy
Course in Michaelmas term 2016

Version 1.0

The information in this handbook may be different for students starting in other years.

*The **Examination Regulations** relating to this course are available at*
(<https://www.admin.ox.ac.uk/examregs/>).

If there is a conflict between information in this handbook and the Examination Regulations, then you should follow the Examination Regulations. If you have any concerns, please contact the Graduate Course Coordinator of the MSc in GGD: Nora Novak nora.novak@geh.ox.ac.uk

The information in this handbook is accurate as at September 2016.

However, it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges.

If such changes are made, the department will publish a new version of this handbook together with a list of the changes and students will be informed.

This Handbook is designed to help you navigate your way through Oxford as a graduate student, concerning the M.Sc. course in Global Governance and Diplomacy (GGD), its content, organization and administration. It is also a guide to other sources of information. It has been prepared by the Graduate Course Coordinator of the MSc in GGD. Comments on, or criticisms of, these notes are welcome and should be sent to the Graduate Course Coordinator of the MSc in GGD: Nora Novak nora.novak@geh.ox.ac.uk.

1. WELCOME

Welcome from the Course Director

Welcome to Oxford's Department of International Development (ODID) at Queen Elizabeth House (QEH). Congratulations on your admission! The admissions process is highly selective, which means that each and every one of you is a high performer. We are honoured by your presence.

This *Handbook* is designed to help you navigate your way through Oxford as a graduate student. It will provide you with key information concerning the M.Sc. course, its content, organization, and administration. You will receive it in hard copy but can also find it on the Department's website.

During this nine-month course, you will move through a challenging, but rewarding, course of study. Your first task is to choose one of our two Foundation Courses: Global Governance or International Diplomacy. You will all receive training in qualitative and quantitative Research Methods, which meets guidelines set by the Economic and Social Research Council as preparation for doctoral studies in the social sciences. You will also choose two (single term) 'Option' courses, which are courses specifically designed for the MSc in Global Governance and Diplomacy; they contain content that spans numerous disciplines -- from political science to economics, and from sociology to law.

Among Oxford's great strengths is its system of individual supervision. At the outset, you will be assigned a *General Supervisor*, who can assist you in selecting courses that best suit your interests and career goals. Across the year, you should feel to meet with your supervisor and discuss any challenges, concerns, or problems that may arise out of your course study at Oxford. Your General Supervisor will also be your *Dissertation Supervisor*, or s/he will assist you in identifying another scholar at Oxford who can supervise your dissertation. All efforts will be made to assign you a Dissertation Supervisor whose research and/or professional experiences match your research aspirations.

Oxford's collegiate university makes a *College Adviser* available to you. If you have any *personal* matters of concern during your time at Oxford, you should reach out to your college adviser. Any academic concerns should be brought to the attention of your General Supervisor, or to me. If needs be, do not hesitate to come to my office hours (sign-up through WebLearn). If your concern can be dealt with by email, feel free to contact me at: john.gledhill@qeh.ox.ac.uk.

During Induction Week, you will need to identify four students among you, to be your *Student Representatives* for GGD. These individuals will be responsible for acting as a liaison between the student body and the staff on the programme. Please try to make sure, to the greatest extent possible, that the diverse nature of the student body is reflected in the diversity of the representatives. We would also welcome two student reps coming from each Foundation Course (Global Governance and International Diplomacy).

Enjoy the year. The Oxford experience is more than just study, classes, and preparation of your dissertation (although these will keep you very busy!). 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.

I hope that you will find your time at Oxford exciting and rewarding. With my colleagues, I look forward to working with such an extraordinary group of students.

Dr. John Gledhill

Course Director

Master of Science in Global Governance and Diplomacy

MESSAGE FROM THE CLASS OF 2015-16

Hello everyone!

Welcome to Oxford! Congratulations on getting accepted onto the Master of Science in Global Governance and Diplomacy (GGD), one of the most selective programmes at the University of Oxford. As the GGD Course Representatives for 2015/16, we thought it would be a good idea to share a few pieces of advice with you based on our own experiences of the course.

As you settle in and get familiar with the way things work at Oxford, you will undoubtedly find yourselves managing a variety of coursework requirements – readings, essays, supervision meetings, and exams. While it may look like a bit too much has been put on your plate at first, you'll soon become comfortable handling these demands. Your GGD professors have complete faith in your abilities and are there to support you throughout your journey here at Oxford. We would also like to emphasize that Oxford has a lot of welfare support and resources available for you to use, through your College as well as the department. We encourage you to acquaint yourself with these, and seek support whenever you feel the need.

When it comes to the GGD coursework, there are a few things worth keeping in mind:

Readings and Essays: The course modules have a number of assigned readings each week that you would want to complete prior to attending your seminars and lectures. We would however say this – it's not worth killing yourself over these. The readings serve an important purpose in facilitating class discussions and helping you write the termly essays, but remember they're NOT what the course is about. Give yourself an adequate amount of hours every week and prepare a study schedule to keep yourself on track, but do make sure you give yourself some well-deserved breaks. Do deep dives into what interests you most. Ask your course mates about a specific idea in an article. Email your professor if you don't agree at all with what you've just read. In short, do active reading.

One of the best ways to organize your readings is to make good notes that you can come back to during exam time. Pay attention to the presentations and save the hand-outs. Some classes will ask you to submit brief response papers to the readings, which may prove useful later in the year during exam revision. Seek help from your course-mates and exchange notes and summaries. Your peers are going to be an invaluable resource in terms of both support and long-term networking. We were very active in sharing all our preliminary work in the run up to the exams, which helped most people deal with the revision workload.

Our only word of advice regarding essays would be – take them seriously. Take time out to plan your essays in advance if you can, and use feedback from professors as well as peers to improve your work. Your essays will also come in handy in Trinity Term when you begin revising for your exams. In our experience, people who did well on essays tended to do well on exams, for whatever it's worth.

Dissertation: Start thinking about your dissertation as early as possible, but don't panic if you don't have something right away. You'll be assigned a General Supervisor who will most likely also work with you on your dissertation from the start of the year. In order to get the most out of supervision meetings with your supervisor, do your homework and do it well so you can ask them the right questions and seek guidance where necessary.

One of the things we did during our year was to actively seek feedback from our course-mates regarding our dissertation topics. It's a great excuse to meet up, have a few drinks, and bounce ideas off each other. Your aim is to come up with a manageable dissertation, which can project you in the best possible light. If you can, try to present your dissertation ideas at some of the various conferences Oxford has on offer.

There's also a good chance that there will be many seminars and talks related to your topic at the department, at your college, or across Oxford. Try and attend as many as you can. You might even have the chance to get to know the speaker! You'll also meet others who are interested in your topic and might turn out to be a great resource!

Exams: It's easy to get worried about these early on, but the trick is to just stay on top of your course readings and essays. The exams at Oxford are designed to assess what you know and not what you don't know. Having good notes in hand will save you a lot of time towards the end. We would advise you to not get yourself too deep into exam revision before the dissertation deadline. If your notes are well organized and comprehensive, exam revision should not take more than 3 – 4 weeks of hard work. The University gives you the option of attending mock exams as well, and you can use these to acquaint yourself with the entire process (just don't forget to carry your mortar board on the day of the exam!).

Oxford is an excellent place to make friends, learn, and find the things that interest you the most. Take advantage of the vast (and very ancient) libraries, and engage in a variety of different activities and conferences. We encourage you to associate yourself with as many societies as you can possibly manage. Do try and attend as many of the Friday plenary lectures as possible. They will be among the most interesting academic experiences. Coming to Oxford is as much about study as it is about challenging yourself in different ways. If you do that, we have no doubt this will be a great year.

At any point, if you've got any questions, reach out to Nora, she knows everything, she can fix anything.

Enjoy the Oxford Experience! Don't drink too much at the Christmas party.

All the very best!

Alex, Arpita, Mariana and Tim

MSc GGD – Program for Induction Week – 2016

| MONDAY 3 RD OCTOBER | LOCATION | |
|-----------------------------------|---|---|
| 11:00 – 11:40 | Hall | Coffee |
| 11:15 – 11:40 | Seminar Room 1 | Collect <i>Course Handbook</i> , induction packs (Nora) |
| 11.45-12.15 | Seminar Room 3/ MRA - with MSc RFMS and MSc MS - | <i>Welcome to ODID</i> Professor Christopher Adam (Head of Department) |
| 12.15-12.45 | Seminar Room 3/ MRA - with MSc RFMS and MSc MS - | <i>ODID Departmental facilities</i> Ms. Dominique Attala (Graduate Student Administrator) |
| 14:00 – 15:00 | Seminar Room 1 | <i>General Introduction</i> Dr. John Gledhill (Course Director) |
| 15:00 – 15:30 | Seminar Room 1 | <i>Student Introductions</i> |
| 15:30 – 16:00 | Hall | Coffee |
| 16:00 – 16:30 | Seminar Room 1 | <i>Foundation Course in “Global Governance” Introductory Lecture</i> Dr. John Gledhill |
| 16:30 – 17:00 | Seminar Room 1 | <i>Foundation Course in “International Diplomacy” Introductory Lecture</i> Prof. Corneliu Bjola |

| TUESDAY | LOCATION | |
|---------------|----------------------|---|
| 9:45– 10.15 | Hall | Coffee |
| 10:15 – 11:00 | Seminar Room 3 | <i>“Research Methods” - Introductory Lectures</i> Dr. Tristen Naylor /Professor Xiaolan Fu |
| 11:00 – 12.30 | Seminar Room 3 | <i>Short introductions to optional courses</i> |
| From 14:00 | Supervisors’ offices | <i>One-on-one meetings with General Supervisors¹</i> |
| From 17:00 | Hall | <i>GGD party (?)</i> |

| THURSDAY | LOCATION | |
|---------------|--------------------|--|
| 15:00 – 15:30 | Seminar Room 3/MRA | <i>Introduction to Oxford University Computing Services (OUCS – IT staff) – optional for all courses</i> |

| FRIDAY | LOCATION | |
|---------------|---|---|
| 9.00 - 10.00 | Manor Road Bd. Lecture Theatre http://www.manor-road.ox.ac.uk/ | <i>Introduction to the Social Science Library; registration²; Library tour</i> Ms. Louise Clarke (SSL) |
| 11:00 – 11.30 | QEH courtyard | <i>Group photos</i> |

¹ Students will receive a schedule for their individual meetings with their supervisors on Monday 3rd Oct.

² You should have already applied for registration through your College. Please bring your University Card with you, if you have received it

WebLearn, web-links and mailing lists

1. WebLearn

WebLearn is the University's Virtual Learning Environment (VLE). Most course materials relating to the MSc Global Governance and Diplomacy course will be hosted here, along with a variety of other useful information and announcements. Please check regularly!

WebLearn is accessed using your Oxford *single sign-on*, at:

https://weblearn.ox.ac.uk/portal/site/:socsci:qeh:msc_ggd

2. Web-links

Links to other key sources of information on the University and departmental websites:

- **University of Oxford:** <http://www.ox.ac.uk>
- **Department of International Development:** <http://www.qeh.ox.ac.uk/> ;
- **Intranet:** internal.qeh.ox.ac.uk/
- **Examination regulations:** <http://www.admin.ox.ac.uk/examregs/>
- **MSc GGD exam conventions:** https://weblearn.ox.ac.uk/portal/site/:socsci:qeh:msc_ggd
- **Oxford students:** <http://www.ox.ac.uk/students>
- **Student Handbook:** <http://www.admin.ox.ac.uk/proctors/info/pam.>

3. Mailing Lists

All our email communication with you will be through your Oxford email address.

We do not add non-Oxford email addresses to this mailing list.

If you use another address, make sure your Oxford email is forwarded to your mailer.

It is your responsibility to read your Oxford email.

Anything emailed to you at your Oxford address will be deemed to have been read by you. Failure to do so will not be accepted as an excuse for any resulting problems.

Your Oxford email address will be included in the class mailing list:

qeh-mscggd@mailist.qeh.ox.ac.uk

This list will be used by the Course director, teaching faculty and the course coordinator to inform you of day-to-day developments and course news.

The list only contains the GGD students – to reach the faculty, please use their personal emails.

2. SCHEDULES

TIMETABLE OF CLASSES AND SELECTED OPTIONS

| Michaelmas 2016* 9 th October to 3 rd December | | | | |
|--|--|---|---|--|
| Mondays | Tuesdays | Wednesdays | Thursdays | Fridays |
| <p>11:00 – 13:00 Seminar Room 2 <i>Mandatory Course:</i> Research Methods in the Social Sciences Qualitative Methods Dr Tristen Naylor</p> | <p>10:00 – 12:00 <i>Week 5</i> IT Room Manor Road Research Methods in Social Sciences Introductory class for Quantitative Methods</p> | <p>09:00 – 11:00 Music room <i>Coaching Colloquium</i> Dr I. Manokha</p> <p>11:00 – 13:00 Seminar Room 2 <i>Foundation Course:</i> International Diplomacy Prof Corneliu Bjola</p> | <p>9:00-11:00 Seminar Room 2 <i>Option:</i> Nonviolent Resistance Movements Dr J. Gledhill</p> <p>12:00 – 14:00 <i>Week 6</i> Seminar Room 2 Research Methods Introductory class for Quantitative Methods</p> | <p>10:00 – 12:00 Seminar Room 1 <i>Foundation Course:</i> Global Governance Dr J. Gledhill</p> |
| <p>17:00 Seminar Room 1 <i>Public Speaker Series (Occasional)</i> Prof Corneliu Bjola</p> | <p>13:00 – 15:00 Seminar Room 2 <i>Option:</i> Global Political Economy Dr Ivan Manokha</p> <p>15:00 – 16:00 Seminar Room 2 <i>Option:</i> Diplomacy and International Law Prof Corneliu Bjola</p> | | <p>15:00 – 17:00 Islamic Studies Centre <i>Option:</i> Political Economy of Institutions & Development Dr A. Malik</p> | <p>15:30 Seminar Room 1 Plenary Lecture Series</p> |

* Students will be notified of any possible changes via the MSc GGD group email.

The Hilary Term schedule will be published by 8th week Michaelmas Term via email and WebLearn

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 ● Dissertation: Identify supervisor; choose topic Plenary lectures Public Speaker Seminars (Occasional) | <ul style="list-style-type: none"> ● Foundation Course (GG or ID) ● Research Methods Course ● Option Course II ● Dissertation: Decide title and develop outline Plenary lectures Public Speaker Seminars (Occasional) | <ul style="list-style-type: none"> ● Revision (Exam preparation) ● Dissertation: Complete research; Write-up Submit by noon Thursday TT06 ● Examinations (Foundation Course, Research 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 or deposit dissertation by the deadline may result in a penalty.

| | Dissertation Deadline | Examination Deadline |
|-----------------|--|---|
| Michaelmas Term | <p>Week 1, by Friday 12 noon:</p> <ul style="list-style-type: none"> ● Sign and return your <u>Turnitin declaration</u> to Course Coordinator. ● Forward proof of completing <u>anti-plagiarism course</u> to Course Coordinator <p>Week 5, by Friday 12 noon:</p> <ul style="list-style-type: none"> ● Compile and submit <u>research ethics form</u> (if relevant) to Student Administrator (Dominique Attala) <p>Week 7, by Friday 12 noon:</p> <ul style="list-style-type: none"> ● Develop <u>dissertation topic</u>; submit form – via WebLearn - to Course Coordinator | |
| Hilary Term | <p>Week 5, by Friday noon</p> <ul style="list-style-type: none"> ● Compile and submit <u>research ethics form</u> (if relevant) to Student Administrator (Dominique Attala) <p>Week 6, by Friday 12 noon:</p> <ul style="list-style-type: none"> ● submit 250-words <u>dissertation outline</u> via WebLearn and email Dissertation Supervisor’s approval to Course Coordinator ● Deadline to submit <u>dissertation support fund applications</u> (if relevant) - to Course Coordinator | <ul style="list-style-type: none"> ● Examination entry: register dissertation and intent to take examinations (Foundation Course, Research Methods, Option I, Option II) (you will receive an email invitation from Examination Schools to register) |
| Trinity Term | <p>Week 2, by Friday 12 noon:</p> <ul style="list-style-type: none"> ● Submit dissertation’s <u>final title</u> via WebLearn* ● Submit <u>draft dissertation chapter</u> to Dissertation Supervisor (and give/send copy of signed form to General Supervisor, if different) <p>Week 6, by Thursday 12 noon:</p> <ul style="list-style-type: none"> ● Submit two hard copies of <u>dissertation</u> to Examination Schools, plus soft copy to WebLearn | <p>Weeks 1 through 6:</p> <ul style="list-style-type: none"> ● Revision <p>Weeks 8-9</p> <ul style="list-style-type: none"> ● 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 |

* After submission, substantial changes to your dissertation title must be formally approved by the Chair of Examiners. If approved, you must notify the Course Coordinator of the change.

MSc GGD OPTIONS - 2016-17

| Options offered in Michaelmas Term | |
|---|-----------------|
| Nonviolent Resistance Movements (Dr. John Gledhill) | Core Option |
| Diplomacy and International Law (Prof. Corneliu Bjola) | Core Option |
| Global Political Economy (Dr. Ivan Manokha) | Core Option |
| Political Economy of Institutions and Development (Dr. Adeel Malik) | Core Option |
| Politics of the Poor (Dr. Indrajit Roy) | Non-core Option |
| Options offered Across Michaelmas and Hilary Term | |
| History & Politics of West Africa (Prof. Raufu Mustapha) | Non-core Option |
| Options offered in Hilary Term | |
| Diplomatic Management of International Crises (Prof. Corneliu Bjola) | Core Option |
| Peacebuilding and Statebuilding (Dr. John Gledhill) | Core Option |
| Pop Culture and Global Politics (Dr. Tristen Naylor) | Core Option |
| Surveillance and Human Rights (Dr. Ivan Manokha) | Core Option |
| Globalization and Labour (Dr. Ivan Manokha) | Core Option |
| Gender & Development (Prof. Masooda Bano) | Non-core Option |
| Power & Punishment: Creating Social Order in Africa (Prof. Jocelyn Alexander) | Non-core Option |
| Technology and Industrialization in Developing Countries (Prof. Xiaolan Fu) | Non-core Option |

Notes:

- Every student must choose at least one course designated as a core option.
- Non-core options are generally courses designed for the MPhil in Development Studies.
- GGD students can choose a non-core option *provided there is place for them*. Places are booked on a first-come-first-served basis, over induction week.
- Students will need to make sure that there is no clash within their individual timetables when they choose a *non-core option*.
- *Core option syllabi* are available on WebLearn:
https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/msc_ggd/page/home

3. PEOPLE

DEGREE ADMINISTRATION AND POINTS OF CONTACT

Course Director: Dr John Gledhill

The Course Director has overall responsibility for the organization of the degree and convenes the Teaching Committee and Student Consultative meetings. The Course Director is happy to discuss course-related matters, especially when you are unable to discuss them with your supervisor.

General Supervisor

A General Supervisor is assigned to each student at the beginning of the academic year. S/he will provide general advice, monitor progress, and typically also serve as your *dissertation supervisor*. Professor Bjola, Dr Gledhill, Dr Naylor, and Dr Manokha serve as general supervisors for the course. Every effort is made to match 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. See also Chapter 6.

Dissertation Supervisor

A member of teaching staff, normally one of those who teach the degree, will supervise your dissertation. 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 approach potential dissertation supervisors from outside their degree programme at Oxford without an 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.

Chair of Examiners: Dr John Gledhill

Queries relating to exams and dissertations should be directed to your supervisor (academic matters) or the Course Coordinator (non-academic and procedural matters) in the first instance. *Please do not contact the examiners under any circumstances.*

The **MSc GGD Examination Board** deals with all issues relevant to the examination of the degree. There are three nominated Examiners: two internal to the Department, and one external. Examiners' reports (both internal and external) are discussed and responded to by the degree teaching group and the Graduate Studies Committee as appropriate. The reports are available on WebLearn.

Course Providers

The **course providers** provide general guidance concerning essays, writing skills and presentations, as well as feedback on progress. The core group of teachers involved in the degree meet regularly as the MSc GGD Teaching Committee, to discuss student progress and teaching provision. They report to the Graduate Studies Committee of the Department of International Development.

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

Teaching Committee

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, policy, examination performance, staff and personnel, equipment, scheduling, publicity, and funding.

Joint Consultative Committee (JCC)

During induction week, students are asked to nominate four fellow MSc students to be their Student Representatives. Ideally, the student representative body should reflect a diversity of educational, cultural and ethnic background, gender, funding etc. Together with MSc GGD course providers, the student representatives constitute the Joint Consultative Committee (JCC).

JCC meetings are scheduled in Michaelmas and Hilary Terms, and may also be scheduled in Trinity Term. These meetings serve as a forum for discussing students' reactions to the course as well as other related issues – student representatives can put forward ideas from their fellow students and are expected to pass back any points of interest that are discussed in the meetings. The JCC also deals with student issues related to dissertations and examinations. The meetings are chaired by the Course Director.

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

MSc GGD student representatives are listed:

https://weblearn.ox.ac.uk/portal/site/:socsci:geh:msc_ggd

Graduate Studies Committee

Responsibility for the programme is vested in the **Graduate Studies Committee** of the Department of International Development, which reports to the Social Sciences Division. The Divisional board has formal responsibility for the maintenance of educational quality and standards in its broad subject area and exercises its responsibility through its Academic Committee, which scrutinises proposed course revisions, reports of examiners, and other questions of academic policy. The ODID Graduate Studies Committee meets twice per term. At the University level, the **Education Committee** is responsible for matters of academic policy. Their website is: <http://www.admin.ox.ac.uk/epsc/>.

Course Coordinator: Nora T. Novak

The Course Coordinator should be your first port of call for any non-academic and procedural queries. Queries relating to procedures concerning your exams and dissertations should also be directed to the Course Coordinator in the first instance. ☎ (2) 81829, Room 20.16.

Your College

All students are full-time, matriculated college members. The colleges have no formal role in graduate teaching, but all students have college advisors who can discuss both personal and academic matters.

Please note that the academic side of graduate education is the primary responsibility of the University and your department, with colleges in a secondary role.

Some colleges host a wide range of general seminar series in the field of politics, international relations, and area studies. They also have active cross-disciplinary, and cross-area postgraduate student discussion groups. These provide additional networks for informal learning and networking.

MSc GGD CORE ACADEMIC STAFF

| | |
|----------------------------|---|
| Dr John Gledhill | Associate Professor of Global Governance (<i>Course Director; Chair of Examiners</i>) |
| <i>Office Location:</i> | ODID, 3 Mansfield Road, Room 20.29 |
| <i>Courses Taught:</i> | Foundation course on “Global Governance” Option on “Nonviolent Resistance Movements” Option on “Peacebuilding and Statebuilding” |
| <i>Research Interests:</i> | Peace and conflict studies; peacekeeping; social mobilization and contentious politics; regime change and democratization; state formation, failure and reconstruction; transitional justice and collective remembrance |
| Prof Corneliu Bjola | Associate Professor of Diplomatic Studies |
| <i>Office Location:</i> | ODID, 3 Mansfield Road, Room 30.11 |
| <i>Courses Taught:</i> | Foundation Course on “International Diplomacy” Option on “Diplomatic Management of International Crises” Option on “Diplomacy and International Law” |
| <i>Research Interests:</i> | Digital diplomacy; secret/back-channel diplomacy; diplomatic crisis management; diplomatic ethics; negotiation breakthrough analysis; EU diplomacy |
| Prof Xiaolan Fu | Professor of Technology and International Development |
| <i>Office Location:</i> | ODID, 3 Mansfield Road, Room 30.20 |
| <i>Course Taught:</i> | Mandatory course on “Research Methods in the Social Sciences” (Quantitative) |
| <i>Research Interests:</i> | Industrialisation, technology and development; foreign direct investment and economic development in China; emerging Asian economies; innovation in US/EU |
| Dr Tristen Naylor | Departmental Lecturer in Diplomatic Studies |
| <i>Office Location:</i> | ODID, 3 Mansfield Road, Room 10.31 |
| <i>Courses Taught:</i> | Mandatory course on “Research Methods in the Social Sciences” (Quantitative) Option on “Pop Culture and Global Politics” Teaching for “Global Governance” |
| <i>Research Interests:</i> | Status in International Politics, International Society, Historical Sociology, Summitry, Diplomatic Culture, Great Powers, Meta-Cognition, Negotiation, Crisis Management, Club vs. Network Diplomacy |
| Dr Ivan Manokha | Departmental Lecturer in International Political Economy |
| <i>Office Location:</i> | ODID, 3 Mansfield Road, Frances Stewart wing |
| <i>Courses Taught:</i> | Option on “Global Political Economy” Option on “Surveillance and Human Rights” Option on “Globalization and Labour” |
| <i>Research Interests:</i> | Critical political economy; the history of economic thought; labour movements; the development of new surveillance techniques, particularly in the workplace |

Dr Adeel Malik Islamic Centre Lecturer in the Economies of Muslim Societies
Office Location: Oxford Centre for Islamic Studies, ☎ 618 508
Course Taught: Option on “Political Economy of Institutions and Development”
Research Interests: Development macroeconomics, growth and fluctuations, political economy of institutions and development

Academic Staff Offering Additional Options

Professor Masooda Bano Principal Investigator, Changing Structures of Islamic Authority
Dr Indrajit Roy ESRC Future Research Leader
Professor Raufu Mustapha Associate Professor of African Politics
Professor Jocelyn Alexander Professor of Commonwealth Studies

| Contact Details of Administrative Staff | | | |
|---|-------------------------------------|----------------------------|--|
| <i>Oxford Department of International Development, Queen Elizabeth House, 3 Mansfield Road, OX1 3TB</i> | | | |
| <i>Ms. Nora T. Novak</i> | MSc GGD Course Coordinator | ☎ (2) 81829, Room 20.16 | nora.novak@geh.ox.ac.uk |
| <i>Ms. Dominique Attala</i> | Graduate Student Administrator | ☎ (2) 81806 Room 20.24 | dominique.attala@geh.ox.ac.uk |
| <i>Ms. Penny Rogers</i> | ODID Receptionist | ☎ (2) 81800 | reception@geh.ox.ac.uk |
| <i>Mr. Gary Jones</i> | ODID Caretaker | ☎ (2) 81818 | caretaker@geh.ox.ac.uk |
| <i>Dr. Lindsay Rudge</i> | Departmental Administrator | ☎ (2)81804 | lindsay.rudge@geh.ox.ac.uk |
| <i>Ms. Luci Cummings</i> | HR Officer & Assistant to Dr. Rudge | ☎ (2) 81805 | lucienne.cummings@geh.ox.ac.uk |
| <i>Mr. Hamayun Minhas</i> | ICT Officer | ☎ (2) 81821 | hamayun.minhas@geh.ox.ac.uk |
| <i>Ms. Sue Garrett</i> | Assistant to the Head of Department | ☎ (2) 81803 | sue.garrett@geh.ox.ac.uk |
| <i>Ms. Wendy Grist</i> | Accounts Officer | ☎ (2)81824 | wendy.grist@geh.ox.ac.uk |

Social Sciences Library Staff

Subject Consultant for International Development **Sarah Rhodes** sarah.rhodes@bodleian.ox.ac.uk
 Subject Consultant for Politics & IR **Jo Gardner** jo.gardner@bodleian.ox.ac.uk
 Social Sciences data management queries **John Southall** john.southall@bodleian.ox.ac.uk

Note: For the office location of staff, see the *departmental Intranet* (<http://internal.geh.ox.ac.uk/>).

4. THE DEGREE

AIMS AND OBJECTIVES

The MSc in GGD is a nine-month course designed to provide high quality graduate training in debates about the institutions and processes of global governance and diplomacy. It aims to prepare students for careers in diplomacy and/or regional and transnational institutions of governance such as international and nongovernmental organizations, and private sector firms interacting with these institutions. It also prepares students for, and develops the necessary skills for, doctoral research in related disciplines. See also Appendix 1.

STRUCTURE OF THE DEGREE

Oxford University operates a three-term academic year (Michaelmas, Hilary, and Trinity Term). Every term officially consists of eight weeks. Introductory meetings take place in Induction Week (the week before Michaelmas Term). Most of the examinations, as well as all the exam marking and *viva voce* examinations, take place in late Trinity Term, and in the weeks immediately following Trinity Term.

The MSc in GGD is a three-term, nine-month course. There are four class-based elements: one Foundation Course, chosen from a choice of two possibilities; a mandatory two-term course on Research Methods; and two Options. The programme ends with four, three-hour written **end-of-year examinations**. Students are also required to write a **dissertation**, in order to be awarded the Degree of Master of Science in Global Governance and Diplomacy.

1. **Foundation Courses:** Students choose one – and only one – of the following two Foundation Courses.

- **Global Governance:** a two term course consisting of 16 two-hour lectures / seminars and student essays, as assigned.

The course is taught by Dr John Gledhill and Dr Tristen Naylor. It examines the sources, mechanisms, processes, and practices of global governance at the subnational, national, international, and public and private transnational levels. At the national, subnational and transnational levels, the focus is on the challenges of globalisation; at the international and supranational levels, the focus is on regional integration, international organisations, international regimes, and multilateralism. The course examines the role of various types of public and private actors such as states, international organizations, regional organisations, nongovernmental organisations (NGOs), civil society organisations (CSOs), transnational corporations (TNCs), business associations, and trans-governmental networks - across areas such as finance, trade, development, environmental protection, and human rights. The course assesses the effectiveness, accountability, and legitimacy of governance arrangements.

- **International Diplomacy:** a two term course consisting of 16 two-hour lectures / seminars and occasional student essays, as assigned.

The course is taught by Professor Corneliu Bjola. It provides substantive knowledge and theoretical background about the institutions and processes of international diplomacy. It adopts an interdisciplinary approach to the study of diplomacy, which blends historical investigations, legal analyses, conceptual thinking, normative reflections and case study discussions. The course reviews important themes of diplomatic thought and discusses their relevance for the current practice of diplomacy; it examines the legal, organisational, communicational and cognitive underpinnings of diplomatic practice; it studies processes and mechanisms of international negotiation, mediation, and public diplomacy; and it focuses on how diplomacy is conducted in international and regional bodies.

2. **Research Methods:** a mandatory, two-term course on research methods in the social sciences. The course makes students familiar with common research methodologies and methods. The course is team-taught by Dr Tristen Naylor, who focuses on qualitative research methods, and Professor Xiaolan Fu, whose teaching focuses on quantitative research methods. Part I in Michaelmas Term attends to qualitative methods and provides an introduction to the philosophy of science and qualitative methods. It includes, but is not limited to, the topics of concept formation, causal analysis, single and comparative case study methods, case selection, qualitative interviewing, historical and ethnographic methods, and genealogy. Part II in Hilary Term attends to quantitative methods and covers common statistical approaches and instruments.
3. **Options:** Students must choose two Options, each consisting of eight two-hour lectures or seminars, during Michaelmas and/or Hilary Term. The Options list is finalised and made available to students in Week Nought, Michaelmas Term (induction week). Option choices should span Michaelmas and Hilary Term.
 - Options specifically tailored to the thematic structure of the degree are offered by Professor Bjola, Dr Gledhill, Dr Manokha, and Dr Naylor, at the Department of International Development, as well as by Dr Malik at the Oxford Centre for Islamic Studies. These are the *core options*.
 - Other options listed in the “schedules” section of the handbook are available to students with special academic interests. *Students must choose at least one option from the list of “core options” created for the degree, and no more than one “non-core” option.*
4. **Dissertation:** All students research, prepare, and deliver a 10,000-12,000 word dissertation, under the direction of a supervisor who is assigned in consultation with the Course Director. Dissertation topics are developed by the students in association with their dissertation supervisors. Topics can fall within any area for which supervision is available within the Oxford Department of International Development and, occasionally, at other departments of the University of Oxford.

Detailed syllabus information and updated timetables are available on the GGD course Weblearn pages: https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/msc_ggd

Note: Oxford is not modular

Unlike many other universities, Oxford does not offer *modular* degrees. *Courses that are not listed above as part of the degree cannot ordinarily count towards your final result.*

In addition to the mandatory elements listed, students may benefit from the following offerings.

- **Plenary Lectures.** Starting from Michaelmas Term, a series of Plenary Lectures is offered to all GGD students by the core teaching faculty of the programme.

The Plenary Lectures present issues of general concern to the students of the MSc in Global Governance and Diplomacy, including but not limited to “big issues” about world politics. The lectures often draw on the lecturers’ own research experience. Although the exact format is at the discretion of the lecturer, it is most typically a one-hour lecture by a GGD staff member, followed by another hour of discussion.

The Plenary Lectures are important events for the GGD student community and there is a strong expectation for everyone to attend. Although, or precisely because, there is no examination on the lectures they are likely to be one of the most appealing parts of the degree.

Details of the lecture series are provided during induction week.

- **Public Speaker Seminar series**

The GGD Public Speaker Series brings reputable diplomatic practitioners and academic scholars for a conversation with students and fellows of the MSc in Global Governance and Diplomacy. It

is designed to allow GGD students and fellows to interact with experienced professionals and to discuss new perspectives on current diplomatic events and global governance challenges. Lectures last about 45-60 minutes (followed by 30-45 minutes of Q&A) and are followed by a small reception. For more information see: <http://www.geh.ox.ac.uk/events-1/special-events/ggd-public-speaker-series>

○ **Coaching Colloquium**

The MSc in Global Governance is proud of the diversity and high calibre of its student body. However, the specificities of academic life at Oxford can sometimes lead to challenges. Therefore, we offer a *Coaching Colloquium* as a kind of “open surgery”, where students can come along with practical academic concerns, whatever they are, and discuss them in a friendly atmosphere. Participation in the coaching colloquium is voluntary. Please see the syllabus (available on WebLearn) for further details.

Academic Events outside the MSc in GGD

The University’s rich lecture/seminar programs provide ample opportunity for Masters’ students to mingle with active researchers and other students. Weekly research seminars focusing on aspects of Politics, International Relations, Development Studies, Law and Economics are held at the Department of international Development, and throughout the University. Students are generally welcomed at lectures by speakers, workshops (and some conferences). Some seminars specifically provide opportunity for informal contacts at inclusive post-seminar drinks or meals. All of these activities enable students to enhance their learning.

As University members, you are entitled to attend most lectures held at the University. ***But 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 can be found on the University’s website: <http://www.ox.ac.uk/events-list>

Auditing Classes

If you are particularly interested in following a course that forms part of another Masters’ degree offered by ODID, then approach your *General Supervisor* for permission to do this. This is called ‘*auditing*’ a course: it will not count towards your final degree, and is entirely at the lecturer’s discretion. Usually, when you audit a course, you should be prepared to attend and contribute to all the classes and to do any written work or class presentations that the course requires. In other words, you should treat the audited course as seriously as if it were part of the MSc in GGD.

Please bear in mind that the MSc in GGD is an intensive 9-month course, and you should make sure that you can stay on top of your required work for the course before attempting to audit another class.

If you are interested in auditing a class, you should be prepared for:

- Refusals: many lecturers tailor their teaching to the cohort of students on their own degree, or wish to limit the number of participants; the GGD Course Director or your supervisor may also have legitimate objections.
- Timetabling clashes: some degrees may offer their options courses at a time when you have a compulsory class in your own degree.

FHEQ level and credit rating

- The Framework for Higher Education Qualifications (FHEQ) level for the MSc is 7. For details see the University’s website: www.admin.ox.ac.uk/edc/policiesandguidance/awardsframework/

CONSULTATION AND FEEDBACK

Feedback on learning and assessment

Feedback on formative assessment and other informal feedback

Formative assessment does not contribute to the overall outcome of your degree and has a developmental purpose designed to help you learn more effectively.

In addition to informal feedback provided during classes and other interactions with teaching staff, all students on taught Masters programmes can expect to receive formal written feedback on at least one designated piece of formative assessment during their first term or very early in their second term. The purpose of this feedback is to:

- provide guidance to those for whom extended pieces of writing are unfamiliar forms of assessment;
- indicate areas of strength and weakness in relation to the assessment task;
- provide students with an indication of the expectations and standards towards which they are working.

Students are expected to prepare various *practice essays* in their foundation- and option courses 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 (available on WebLearn).

ODID students studying for the MSc in Global Governance and Diplomacy will receive formal written feedback on their practice essays during Michaelmas or early Hilary Term.

Feedback on summative assessment

Summative assessment contributes to your degree result and is used to evaluate formally the extent to which you have succeeded in meeting the published assessment criteria for your programme of study.

The purpose of feedback on summative assessment e.g. theses and dissertations, is to provide a critical review of the work and suggestions for improvements and future development of the research topic to enable students to develop their work for doctoral study, if appropriate. Students will receive formal written feedback on their dissertation submitted in the final term of their course via email by the end of August.

Other information about assessment standards

Students are advised to read the internal and external examiners' reports for recent past cohorts (WebLearn, https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/msc_ggd) which can provide valuable insights and contribute to students' preparations for examinations and other forms of assessment.

Graduate Supervision System (GSS) Reporting

At the end of each term, your supervisor is required to write a report on your progress, which is available to you, to the Course Director and to your College, through the Graduate Supervision System (GSS) on the University intranet.

Before your supervisor writes their report, the GSS will prompt *you* to write your own brief self-assessment. You are *strongly encouraged* to respond to the GSS prompts: these self-assessments will often be useful to you, by getting you to take stock of what you have learned (and still need to learn), as well as to your supervisor. See also chapter 6.

Student Feedback on the Course

Students are invited to give regular feedback on the course. Changes to the style and format of the course are planned based on student feedback and considerations of its justification and feasibility.

- **Joint Consultative Committee (JCC)** – see chapter 3
- **Feedback questionnaire** - Students are encouraged to provide anonymous feedback for each element of the course – they are invited after Michaelmas and Hilary terms to fill out an online questionnaire. These are processed by the Course coordinator and passed back to the Course director and the Course providers. The results are discussed at the termly Teaching Committee meetings.
- **Student Barometer** - Students at the University of Oxford are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the *Student Barometer*. Previous results can be viewed by students and staff at: <http://www.i-graduate.org/services/student-barometer/> The Department of International Development's Graduate Studies Committee (GSC) – attended by the Course Directors – follows up on any major issues highlighted by the Student Barometer.

5. DISSERTATION AND ACADEMIC WRITING

FORMAL REQUIREMENTS FOR THE DISSERTATION

The successful completion of the Master of Science Degree requires the submission of a dissertation by *noon on Thursday of sixth week Trinity Term*. For the other dissertation deadlines, please see the overview in the section on “Schedules”.

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.

The dissertation constitutes 25% of marks toward the degree.

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

The dissertation:

- must be presented in **size 12** font (preferably Times New Roman);
- must be **double spaced**, on only **one side** of A4 paper;
- must have a **bibliography** that consists only of references cited in the text;
- must include the word count at the end of the text (between 10,000 and 12,000)
- **The word limit is inclusive of everything (footnotes, endnotes, tables, graphs, figures, data, appendices etc.) except for the cover page, abstract, content list, and list of references cited.** To limit the 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 Coordinator. Where students exceed the word limit of the dissertation, they will be penalised one point for each 100 words over the limit for the first to 500th word over the limit. From there, they will be penalised 5 mark points off their reconciled mark for every 500 words over the limit.
- must be **bound**

If you provide a **quantitative** analysis, you should submit your **data and coding for potential replication** by assessors. You must anonymize that data and provide it directly on a USB stick to the course coordinator, who will keep it on file. Should assessor wish to look at your replication data, s/he will be able to access it, upon request. You should indicate in the dissertation (either in the references section or through a footnote) that you have left the data on file with the course coordinator.

DELIVERY OF YOUR DISSERTATION

Two copies of the Dissertation must be delivered to Examination Schools. Both must be anonymized, i.e. authorship must be identified only by **candidate number** (see sample cover sheet on WebLearn).

The *Authorship Declaration Form* (form available on WebLearn) must be put in a *separate small envelope*, and included in a larger envelope, *with the two dissertation copies*. The larger envelope should show only your candidate number as identification and should be addressed to the attention of ‘*Chair of the Examiners for the MSc in GGD, Examination Schools, High Street, Oxford*’, no later than 12:00 noon on Thursday of Week 6 in Trinity Term. **It is essential that this deadline is strictly complied with. Penalties can be imposed for non-observance.**

In addition, by the same deadline, you must submit an **electronic copy** of your dissertation via WebLearn, where it will be screened using the online plagiarism checker, *Turnitin*; the word-count will be also checked.

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

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 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 that 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 organizations, 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. **Reflection on ethics:** This section should discuss whether there are any ethical concerns associated with the project (e.g. associated with interviewing), and whether ethical approval will be needed.
7. **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.
8. **Bibliography:** List of cited works.
9. **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.

DISSERTATION SUPPORT FUND

A Dissertation Support Fund is available to support students in the preparation of their dissertations. Students can apply for funds and amounts up to around £250 may be awarded. Primary fieldwork is generally discouraged (given the tight timetable of the course), as discussed in detail below. The money may be used for travel and fees directly related to the dissertation, for example:

- Consulting archives or library collections outside Oxford.
- Meeting experts and academics in institutions outside Oxford.
- Participating in workshops or conferences related to the theme of the dissertation.
- Technical support in the preparation of the dissertation.

Application forms are available from WebLearn. You may submit your application to the course coordinator at any time until the final deadline on **Friday, Week 6 of Hilary term**.

STYLE FOR REFERENCES AND BIBLIOGRAPHIES

Clear referencing is important for three reasons. First, it enables the reader to trace any publication referred to in the text, including printed sources such as books, journal articles, conference proceedings, government publications, theses, and electronic sources such as URLs, e-journals, archived discussion list messages, or references from a CD-ROM database. Second, it refers the reader to the evidence you are using to support your claim, whether this is a past study or a historical document. Third, it is in your interest to acknowledge the source of all statements, quotes, or conclusions taken from another author's work (regardless of whether you directly quote, paraphrase, or summarise the work) as *failure to do so may lead to allegations of plagiarism*.

When taking notes or preparing a paper, you should always note down full bibliographic details including the page number(s) from which information is taken. For electronic information, you should take a note of the date on which the information was originally created or last updated, when you accessed it, the name of the database, details of the discussion list, and/or web address (URL).

For your academic writing, we suggest that you use a system based on in-text references. When using in-text referencing style, 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. A typical in-text reference contains author and year, usually in round brackets. When you refer to a specific passage or quote directly from a text, you should also provide the page number.

Common in-text referencing styles are Chicago B³ the Harvard referencing system, and APA style. Both of these styles are available on free reference management software such as [Zotero](#), or commercial software such as Endnote. We recommend using software to organize your references.

Alternatively, you may directly type down your references into the text. If you do so, you may find a detailed guide to the Harvard referencing system on WebLearn:

<https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/mscggd>

Alternatively, you may refer to the *Chicago Manual of Style* for guidance, and/or look at a journal using in-text references for inspiration. The most important thing is that you make consistent use of an in-text referencing style.

A practical advantage of using in-text citation style is that the references listed in the bibliographical section at the end of your dissertation will not count towards the word limit of 12,000 words.

³ Chicago A is a referencing style relying on full references in footnotes. We do not recommend it.

ETHICAL REVIEW PROCEDURES FOR RESEARCH

If you plan to write your dissertation based on your own research that involves human participants or is based on personal data, you need research ethics approval before the research can start.

You need ethics approval if...

- Your research requires human subjects to participate directly by, for example,
 - Answering questions about themselves or their opinions - whether as members of the public or in elite interviews.
 - Performing tasks, or being observed - such as completing an online survey, participating in an experiment in a computer lab, reading words aloud for linguistic analysis.
- *OR* your research involves data (collected by you or others) about identified or identifiable people.

Why is ethics scrutiny and approval important?

- It is part of the responsible conduct of research.
- It demonstrates that your research has been conducted according to the highest ethical standards. It is important to protect the dignity, rights and welfare of all those involved in the research (whether they are participants, researchers or third parties)
- It is a University requirement.
- It is now the expectation - and in some cases formal requirement - of funding bodies.

What you need to do:

Under the University's policy, you must obtain ethical approval before your research project begins.

1. **Discuss your research plans with your supervisor!**
2. Complete a CUREC 1A checklist. If this shows a CUREC 2 form is required, complete this too.
3. Obtain signatures from your supervisor.
4. Give the forms to the Course coordinator.
5. **Make sure you attach a list of your interview questions/questionnaire/consent form /information sheet (if applicable)!**
6. In case your research takes you overseas, you will need to fill in the relevant travel forms too.
7. Please indicate the dates you have in mind for your research to take place.
8. Please submit your signed forms at least 3 weeks before the end of Michaelmas or Hilary Term!
For CUREC2 form, please leave 6 weeks for approval!

You may find details of the procedure and application forms on the **Central University Research Ethics Committee (CUREC)** website - <http://www.admin.ox.ac.uk/curec/>

More information on WebLearn: <https://weblearn.ox.ac.uk/portal/site/:socsci:geh:ethics>

FIELDWORK FOR DISSERTATION RESEARCH

For nine-month Master's programmes in the Department of International Development (including MSc GGD), students are neither expected nor encouraged to complete original fieldwork. Such research requires specialist training and supervision, and students on terminal Master's programmes do not ordinarily have the time to take that training, or complete a meaningful amount of time in the field. As such, students will not ordinarily conduct fieldwork.

In unusual circumstances, a student may have a very clear academic reason for why his/her dissertation could not be completed effectively without fieldwork. Where that is the case, the student should discuss his/her reasons with their dissertation and/or general supervisor as early as possible. Where the supervisor believes that an exception can be made, the student will then be required to undertake one or more specialist training sessions in fieldwork. Various courses are offered around the University, and students must produce evidence of having completed one such course before approval will be considered. S/he will also need to complete a travel risk assessment before approval will be granted.

Given complications associated with fieldwork, students who are considering conducting interviews for their research should, in the first instance, consider Skype or telephone interviews.

WRITING ESSAYS AND PREPARING PAPERS FOR CLASS WORK

Introduction

These notes are guidelines on preparing the essays that you are asked to submit 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. Also, 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 merely suggestions on how to write a good essay.

Essays are designed to help you learn and prepare you for the end-of-the-year examinations. At the basis of an essay question, there usually is a problem. The problem may, or may not, have a clear 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 an 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, implications 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, then ask yourself: “What is interesting about the topic?”, and “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 beyond 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 presentation 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).]

See <http://www.admin.ox.ac.uk/edc/goodpractice/develop/>

AVOIDING PLAGIARISM

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 references. You will need to exercise judgement in determining when a 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.

Online Course on Avoiding Plagiarism

On starting the MSc course, you will be required to show that you have read and understood the University’s guidelines on academic good practice, which are available at:

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

with related links on the right of the page.

You then have to take the online course **Avoiding Plagiarism 1**. This involves an *online pre- and post-test*. The actual on-line course is at <https://weblearn.ox.ac.uk/portal/hierarchy/skills/plag>, and you will need your single sign-on details to get into that part of WebLearn.

Once you have completed the post-test successfully, the system will automatically send an e-mail confirming your results to your University e-mail address.

Please forward this email to your course coordinator by **Friday Week 1 MT**.

Good Practice in Citation, and the Avoidance of Plagiarism

In their **Essential Information for Students**, the University’s Proctors and Assessors 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.

Finally, please take note of the following:

“.....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>

6. SUPERVISION

SUPERVISION ARRANGEMENTS

General/Dissertation Supervisor

Students are assigned **General Supervisors** upon commencing the MSc GGD 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. The general supervisor is expected to discuss the student's title for the Dissertation, and to serve as **Dissertation Supervisor** if research interests and competences 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.

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!** Scholars external to the degree will be the ultimate judges of whether they have appropriate expertise and, as importantly, time, to provide supervision.

In case you intend to seek advice by email or in person from members of the department who are not directly involved in your teaching, again, please ask your supervisor's advice first.

Deadlines and Workflow

There are certain dates by which you need to agree with your Dissertation supervisor the topic, title, and outline of your dissertation. On the deadlines and submission rules, see the section on "schedules". Electronic versions of the forms are available on WebLearn.

General Supervisors prepare a report once per term on student progress (GSS report). The report is made available to the Course Director, the Director Graduate Studies at ODID, as well as to the Senior Tutor and the Advisor at the student's college. Whenever indicated, areas of concern may be brought to the MSc GGD Teaching Committee or the ODID 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.

Please Note:

If you have any issues with supervision, please raise these as soon as possible, so that we may address them promptly. You may find details of whom to contact in next chapter, under complaints and appeals.

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 Department 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 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 Department 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 (during term-time) unless appropriate temporary supervision has been arranged for the student.

GRADUATE SUPERVISION SYSTEM (GSS): GUIDANCE FOR STUDENTS

At the end of each term, your supervisor will submit a report on your academic progress via the university's online Graduate Supervision System (GSS).

Within this system (and before your supervisor), you have the opportunity to contribute to your termly reports by reviewing and commenting on your own progress. You are strongly encouraged to take the opportunity to do so. To access GSS, please visit <http://www.gss.ox.ac.uk/> and use your Oxford Single Sign-On username and password to log in.

Students are asked to report in weeks 6 and 7 of term. Once you have completed your sections of the online form, it is released to your supervisor(s) for completion, and will also be visible to your Director of Graduate Studies and to your College Advisor. Later on, when the supervisor's sections are completed, you will be able to view their report, as will the relevant Director of Graduate Studies and your college advisor.⁴

When reporting, you may for example

- Assess your own progress during the current term, measuring it against the timetable and requirements of the MSc.
- Briefly describe which subject-specific research skills and more general personal/professional skills you have acquired or developed during the current term.
- Reflect on your need, if any, to acquire further skills that are necessary for you to successfully complete the degree.
- Report and comment on difficulties (if any) with your attendance at classes that form part of the MSc programme.
- Report and comment on your participation in any other academic events and activities inside and outside the department.

When you have flagged any problems in your report, you should also personally discuss them with your supervisor. The reviews are an excellent opportunity for you to receive feedback on your progress, for identifying areas where further work is required, for reviewing your progress against an agreed timetable, and for agreeing plans for the next term ahead.

Note: Should you have any complaints about the supervision you are receiving, you should first raise this with the Course Director, and then the Director of Graduate Studies. The supervision reporting system is a mechanism for feedback and not a mechanism for complaints.

⁴ Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place. College Advisors are a source of support and advice to students

7. EXAMINATION

EXAMINATION REGULATIONS

For all **Formal Regulations** and detailed information on course requirements, examination, thesis submission, supervision and other issues, please see the **Examination Regulations** 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

The most up to date version is published online at: <https://www.admin.ox.ac.uk/examregs/>

Of particular use are the sections on *Regulations for the Conduct of University Examinations* and the general regulations at the beginning of the section on the *Degree of Master of Science by Coursework*, especially the section on the MSc in Global Governance.

The following is taken from the relevant section of the *Examination Regulations* on the MSc in GGD.

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 topic 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 Thursday 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.

REGULATIONS AND CONDUCT

Examination Conventions are the formal record of the specific assessment standards for the course to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, re-sits, *viva voce* examinations, penalties for late submission, and penalties for over-length work.

The *Examination Conventions* relating to this course are available at:

https://weblearn.ox.ac.uk/portal/site/:socsci:geh:msc_ggd

If there is a conflict between information in this Handbook and the Examination Conventions then you should follow the Examination Conventions. Any modifications to this document will be communicated to students via group email not less than one whole term before the examination takes place.

Appointment and Role of Examiners

There are three Examiners for the MSc in Global Governance and Diplomacy – two internal to the University and one external. One of the two internal examiners acts as Chair of Examiners. The examiners are assisted by a number of Assessors appointed by the Chair of Examiners.

The **external examiner** acts as an impartial external arbiter of academic standards and monitors the standard of the course, the standard of achievement of the students, the procedures for assessment and for the fair conduct of examinations and assessment. The external examiner for MSc GGD in 2016-17 is Professor Inderjeet Parmar (City University London). The internal and external examiners are required to produce reports after the examinations for consideration by the Graduate Studies Committee of the Department of International Development and the Office of the Vice Chancellor. In the Michaelmas term following the examinations, the Examiners' reports are discussed by the Teaching Committee of the MSc GGD and the Graduate Studies Committee of the Department of International Development. Any issues arising out of the report are then addressed. Last year's examiners' report is available on WebLearn:

https://weblearn.ox.ac.uk/portal/site/:socsci:geh:msc_ggd

Note: *Students must never contact the examiners directly.* If you are unhappy with an aspect of your assessment you may make a complaint or appeal – see at the end of this chapter.

Proctors

The proper conduct of all examinations in the University comes under the jurisdiction of the **Proctors**. There are two Proctors and one so-called "Assessor", who are University officers. The **Junior Proctor** normally handles matters relating to graduate students. The Proctors are elected annually from senior academic staff, to enforce the statutes, customs and privileges of the University. They are responsible for making sure that 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. ***It is to the Proctors that all applications for dispensation, complaints and appeals must be made, with the advice and support of your college.***

Note on Protecting the Anonymity of Student Identity in Examinations

As you will write you exams by 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.

MARKING SCHEME

Please find the marking scheme reproduced below. You may also find it in the Examination Conventions governing the regulation of the examination procedure.

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 |
| 0-44 | Fail | Outright fail: inadequate coverage and inadequate analysis |

EXAM ORGANIZATION

Relative Weight of Components

The final mark for the degree is made up of five marks, weighted as follows:

- i) The final mark for the Foundation Course examination (25%)
- ii) The dissertation (25%)
- iii) The final mark for Research Methods examination (25%)
- iv) The marks for each of the two Optional papers (12.5% for each option)

Examination Entry

You will receive an email invitation from Student Self Service to complete your examination entry by a given date. Entries that are completed late will be subject to a late entry fee. For examination entry and alternative examination arrangements please see: www.ox.ac.uk/students/academic/exams

Examination Timetable

MSc GGD examinations are typically scheduled during weeks 8 and 9 in Trinity term, with a possible viva in Week 11. The final examination timetables are published on the University webpage, <http://www.ox.ac.uk/students/exams/timetables/>, no later than five weeks before the first exam.

Sitting your Examinations

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 *Option Courses*.

The examinations are usually (but not necessarily always) held in Examination Schools—a nineteenth century building on the High Street purpose-built for the holding of examinations.

You may use a calculator for your Research Methods paper but there is a limited list of permitted types: https://weblearn.ox.ac.uk/portal/site/:socsci:geh:msc_ggd

Information on (a) the standards of conduct expected in examinations and (b) what to do if you would like examiners to be aware of any factors that may have affected your performance before or during an examination (such as illness, accident or bereavement) are available on the Oxford Students website www.ox.ac.uk/students/academic/exams/guidance

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). You should wear the appropriate gown, a mortar board or soft-cap, and your preferred items from the following list:

1. One of the following:
 - Dark suit with dark socks; or
 - Dark skirt with black tights or stockings; or
 - Dark trousers with dark socks
2. Dark coat, if required
3. Black shoes;
4. Plain white collared shirt or blouse;
5. White bow tie, black bow tie, black full-length tie, or black ribbon

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/proctors/info/pam/>

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 end of the examination process 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 part of the examination or to the examination as a whole. Students are advised 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 (typically in the first half of July).

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. First, candidates who receive less than the pass mark on any one element (exam papers or dissertation) may be called for a *viva* at the discretion of the Examiners. Second, the same applies to students who are on the borderline between Pass and Distinction. In the case of a borderline, the final mark is never reduced as a result of the *viva*, but it may be increased.

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.

Arrangements in Cases of Illness and Disability

Candidates requiring special arrangements for the examinations for reasons of illness or disability must make prior application through their respective colleges to the Proctors.

The Proctors' rules concerning arrangements in cases of illness and disability are detailed in the Examination Regulations and in the Proctors' and Assessor's Memorandum: Essential Information for Students available on-line: <http://www.admin.ox.ac.uk/proctors/info/pam>. Subject to the provisions given in these notes, a candidate who fails to appear at the time and place appointed for any part of his or her examination shall be deemed to have withdrawn from the examination.

Extensions

In very exceptional circumstances, (usually because of illness) it may be possible to request a short extension of time to hand in the dissertation. Candidates must contact their College Tutor who will send the application to the Proctors for consideration.

Failure and Provisions for Resubmission of Dissertation and Re-sits

Failure in one (or more) component of the final examination results in failure of the degree. The Examiners may permit candidates to re-sit the examination of the failed component(s) in Trinity Term of the following academic year. In the case of a failed dissertation, the dissertation must be resubmitted in Trinity Term of the following year. A resubmission or re-sit may also take place in Trinity Term of the second academic year after the year of study, but only one resubmission or re-sit is permitted.

Mock Exam and Exam Orientation at Examination Schools

Every term there is an opportunity to sit a Mock Exam at Examination Schools. This will be a fully invigilated 3-hour examination, designed to mirror true examination conditions as much as possible and will be followed by a Question and Answer Session. These sessions are designed to give you a realistic example of what to expect when you come to sit your formal examinations, such as viewing the location, what to expect on the day and wearing *sub fusc*.

A shorter "Exam Orientation Session" is also regularly organized at Examination Schools. Attendees will have the opportunity to experience what happens on arrival for an examination and to hear the rules and regulations regarding the examination, such as what students can/cannot take into an exam room and exam conduct. Students will have an opportunity to ask questions to both invigilators and exam staff. The sessions are approximately 60-minutes in duration.

For either event students need to sign up on WebLearn, preferably well in advance. For more information, see: <https://www.ox.ac.uk/students/academic/exams/mocks?wssl=1>

Past Exam Papers

Past exam papers are available at: <https://weblearn.ox.ac.uk/portal/site/:oxam>

Assessment of Dissertations and Essays

Markers in Oxford expect balanced and appropriately referenced work, which develops an argument, engages in its analysis, and reaches 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*. This important document will be sent to the candidates by the Chair of Examiners in Hilary term, and will be posted on WebLearn.

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 methods and design? How appropriate are the analytical techniques? Is the reasoning clear? Is there 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 presentation (format, illustration, bibliography, etc.) of an acceptable and consistent standard?

Prizes

The Examiners may, at their discretion, award prize(s) - *MSc GGD Outstanding Academic Achievement Award* - each year, for the best academic achievement obtained. Dissertation and examination results will be considered.

Receiving Your Results

You will receive an automatic email once your final examination results are available. You should then be able to check them with your single log-in at <http://www.ox.ac.uk/students/exams/results/>. There you will find all your assessment results and final classification. **Results are generally available by mid-July.**

Please note: you will be able to see the final result for each component of the course (dissertation and the four written papers) but no further breakdown i.e. marks on individual questions.

Graduation

Degrees are technically not conferred at the end of the course, but either at a degree ceremony (in person) or *in absentia*. Degree ceremonies are typically **arranged via your college**. For more information, see: <http://www.ox.ac.uk/students/graduation/>

COMPLAINTS AND ACADEMIC APPEALS

Complaints and academic appeals within the Department of International Development

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

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

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the OUSU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint. General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department's committees.

Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the Director of Graduate Studies (Professor Cathryn Costello) as appropriate. Complaints about departmental facilities should be made to the Departmental Administrator (Dr. Lindsay Rudge). If you feel unable to approach one of those individuals, you may contact the Head of Department (Professor Christopher Adam). The officer concerned will attempt to resolve your concern/complaint informally.

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

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

Academic appeals

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

If you have any concerns about your assessment process or outcome it is advisable to discuss these first with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns.

Queries must not be raised directly with the examiners.

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

8. STUDENT ISSUES

Please talk to us!

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; and when necessary the Student Counselling Service (see below). Students are always encouraged to approach departmental staff with any problem they might encounter, and especially with academic problems.

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.

Every college has their own systems of support for students, so please refer to your College Handbook or website for more information on whom to contact and what support is available.

Enquiries about financial problems, personal hardship, fees etc. are normally best addressed to Colleges.

Opportunities for Skills Training and Development

A wide range of information and training materials are available to help you develop your academic skills (including time management, research and library skills, referencing, revision skills and academic writing) through Oxford's student website <http://www.ox.ac.uk/students/academic/guidance/skills/>

Proctors' and Assessor's Memorandum

Each student should receive a copy of the *Student Handbook* ("Proctors' and Assessors' Memorandum") from their college. You may also find it on <http://www.admin.ox.ac.uk/proctors/info/pam/>. The Student Handbook is a useful source of information not only on examinations, general conduct, but also on welfare, safety, disciplinary procedures, complaints, support services, residence requirements etc.

Paid Employment

ODID requires students who wish to take up paid employment to seek advice from their supervisors *before* taking up any such employment. Supervisors must be consulted on a termly basis to monitor that a proper balance is maintained between paid employment and academic course work.

See www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork

Equality and Diversity at Oxford

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

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

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations

between people with and without the 'protected characteristics' of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation. Visit our website for further details or contact us directly for advice:

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

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

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

There is range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit:

www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres/

Student Welfare and Support Services

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

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

www.ox.ac.uk/students/shw/counselling

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

OUSU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: ousu.org/get-involved/campaigns

There is a wide range of student clubs and societies to get involved in - for more details visit:

www.ox.ac.uk/students/life/clubs

Student Counselling

The Counselling Service is there to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realizing your full academic and personal potential. They offer a confidential service. The Service is available for free to all matriculated undergraduate and graduate members of the University. See www.ox.ac.uk/students/welfare/counselling

The Counselling Service is not designed as an emergency service. Anyone who feels in a state of crisis should contact a doctor. College doctors can be contacted outside surgery hours as they have on-call arrangements.

To request an appointment please contact the Counselling Service in person, by phone or email. After you have made this initial contact, you will be sent a pre-appointment form to complete.

The service aims to see you as soon as possible after you have returned your completed pre-appointment form. Waiting times can be longer in busy periods, and they would therefore encourage you to request an appointment as soon as you know you are likely to want one.

Student Welfare & Support Services, University Counselling Service

3 Worcester Street, Oxford, OX1 2BX

☎: 01865 270300

Email: counselling@admin.ox.ac.uk

Health Care

Most colleges have their own college nurse and doctor. For more information on accessing medical advice and guidance for staying healthy while studying at the University please see:

<http://www.ox.ac.uk/students/welfare/health>

Residence Requirement

MSc students are required to keep statutory residence in Oxford **for all 8 weeks of all 3 terms**. Anyone leaving Oxford for an extended period during term must *seek permission from the Proctors* who may authorize it in special circumstances.

Overseas Students: Tier 4 Visa Obligations

See also www.ox.ac.uk/students/international_students/visaduring/legal/

If you are here on a Tier 4 student visa, you have the responsibility to ensure that you comply with the conditions of that visa. Not complying is a criminal offence and can lead to removal from the UK and refusal of future visas for a period of 1-10 years.

Your responsibility includes making sure you do not stay beyond the expiry date as stated on your visa, unless you have made a renewal application. You must also adhere to the work conditions of your visa.

Please make sure to co-operate with the University in fulfilling its Tier 4 duties so that it maintains its status as a Highly Trusted Sponsor enabling international students to study at Oxford.

The University also has obligations as your sponsor. Among other points, ***it must monitor your attendance and keep a record of it***. In order to not discriminate between visa nationals and other students, the whole group will be asked to sign an attendance sheet once a week during term.

Suspension of Status and Reinstatement

You may apply to the Graduate Studies Committee for suspension of status for a specified period. If the application is approved, you will not be required to pay fees during the period of suspension and will resume your former status at the end of the period. When a student suspends, the clock stops, and the student returns from suspension at the point when they departed. Normally students do not have access to University/College facilities (including libraries) whilst suspended as it is assumed they are not studying (though e-mail access is commonly retained to allow the student to keep in touch with his/her supervisor(s) etc.). Suspension of status can only be granted while a student still has status available to return to. For more information, see <http://www.ox.ac.uk/students/academic/guidance/graduate/status>

Policies and Regulations

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

Information Security Policy

Please see WebLearn: https://weblearn.ox.ac.uk/portal/site/:socsci:geh:msc_ggd

Policy and Procedure - Conflict of Interest

Please see WebLearn: https://weblearn.ox.ac.uk/portal/site/:socsci:geh:msc_ggd



9. INFORMATION ABOUT DEPARTMENTAL FACILITIES

MSc in Global Governance and Diplomacy

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, Technology and Management Centre for Development (TMCD) 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.geh.ox.ac.uk>

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 5.00 pm. A message can be left on general enquiries voice mail ((2)81800) out of office hours. The MSc in Global Governance and Diplomacy Course 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 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 additional seminar/meeting rooms, the Music Room on the ground floor in the Frances Stewart wing, and Meeting Room A on the lower ground floor of the new extension.

Smoking is not allowed anywhere in the department!

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

General Facilities

There are **notice boards** 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.

Students are **not** able to use the **photocopier** in Reception. Students who have work to present at a formal seminar which requires multiple copying should ask their course coordinator who will make the copies. Please ensure that you give enough time for this and do not leave it to the last minute! 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 this booklet*

Common Room and Catering

The department's 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. Please check the Manor Road Building website (<http://www.manor-road.ox.ac.uk/>) for opening times.

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.

Safety and Security

The departmental guidance note **Safety for Staff, Students and Visitors** can be found in the *Departmental Policies and Health and Safety Information* section on Weblearn at: weblearn.ox.ac.uk/portal/site/:socsci:qeh:staffinfo. Please 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.

The Thames Valley Police Student Safety website can be found at: <http://www.thamesvalley.police.uk/crprev/crprev-student.htm>. The contact number for non-emergency enquiries is 101.

All students, whether or not they use a computer in the department, should read the **DSE (Display Screen Equipment)** notes carefully (see weblearn.ox.ac.uk/portal/site/:socsci:qeh:staffinfo for departmental notes on DSE use and <http://www.admin.ox.ac.uk/safety/policy-statements/s8-09/> 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 ICT 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.

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 the MSc Student Coordinator 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/>

Library Services

The extensive Development Studies collections are housed in the Bodleian Social Science Library (SSL) at Manor Road, the Social Science building, five minutes' walk from Mansfield Road. All library holdings are searchable through the online catalogue SOLO <http://solo.bodleian.ox.ac.uk>. Many course readings are also available through the SSL e-readings link via Weblearn. The Library has access to a comprehensive collection of electronic journal titles via OU e-journals and databases through OxLIP+ (Oxford Libraries Information Platform). As members of the University, students can also use the main University Library, the Bodleian, and other libraries within the Bodleian Libraries system such as Law, Radcliffe Science and Anthropology.

Students will be provided with a library induction session at the beginning of Michaelmas Term, and a search skills session for online resources at the start of Hilary Term in preparation for dissertation writing. The Libguide for International Development also provides useful links for subject-specific resources (<http://libguides.bodleian.ox.ac.uk/development>). Sarah Rhodes, Subject Consultant for International Development, is based in the SSL and available for individual research appointments on request (sarah.rhodes@bodleian.ox.ac.uk). Social Sciences data management queries can be addressed to John Southall (john.southall@bodleian.ox.ac.uk). The SSL website can be found at www.bodleian.ox.ac.uk/ssl.

Computing Areas

There are two hot-desking areas at Mansfield Road:

- Room 10.09 (ground floor, Frances Stewart Wing) – this is a quiet study area with 12 computers and 2 network printers. This area is open between 9 am and 5.15 pm, although it is possible to stay later.
- Outside the lower ground floor seminar rooms (in the new extension) with 8 computers and 2 network printers. This area is open between 9 am and 5.15 pm, although it is 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 ICT 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 all public areas.

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.

- *IT Services*

The University's IT Services 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.it.ox.ac.uk/> or via the department's Noticeboard page, in various information leaflets available from IT Services and displayed on ODID Foyer notice boards. 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 the University's IT 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.

Useful Information for Students

The University of Oxford link directs you to the University's home page where a current students link <http://www.ox.ac.uk/students> 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 Nora Novak or your supervisor who will help.

ODID Intranet: <http://internal.geh.ox.ac.uk/>

WebLearn: <https://weblearn.ox.ac.uk/portal/site/:socsci:geh>

WebLearn is a web-based virtual learning environment (VLE). Course materials (lecture lists, reading lists, etc.) and lots of other useful information are now held on WebLearn.

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 Nexus username/password) (see Webauth (<https://webauth.ox.ac.uk/>) for more details about University of Oxford Authentication)

Harassment

The University's policy relating to Harassment is available at:

<http://www.admin.ox.ac.uk/eop/harassmentadvice/>

The department is currently in the process of appointing two advisors who will advise in complete confidence on any problems that may arise from alleged or apparent breaches of the Code. The names of these advisors will be announced as soon as possible after the start of Michaelmas Term.

Disability

If you have any concerns or need advice please refer to your supervisor or the MSc Course Coordinator, Nora Novak. The University's Disability Office website is at:

<http://www.admin.ox.ac.uk/eop/disab/>. Issues to be raised with the department's Disabilities and Special Needs Committee should be forwarded to the secretary (Jane Ashford tel.: 81733, email: jane.ashford@geh.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/cms/public-site/cycling>. There are also some useful resources on the University's travel page at <http://www.admin.ox.ac.uk/estates/ourservices/travel/bike/>.

IMPORTANT NOTE

Students' Addresses

It is important that Dominique Attala (Graduate Student Administrator at ODID) and the Social Sciences Division Graduate Studies Assistant (2)14861 based at Hayes House, 74 George Street are kept informed of any change of address.

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

APPENDIX 1

Educational aims of the *Master of Science in Global Governance and Diplomacy* programme

The MSc GGD is a nine-month course designed to provide high quality graduate training in debates about the institutions and processes of global governance and diplomacy. The degree aims to prepare students for careers in diplomacy and/or regional and transnational institutions of governance such as international and nongovernmental organisations, and private sector firms interacting with these institutions.

Educational aims

- To increase students' familiarity with key issues and theoretical debates attending the institutions and processes of global governance and diplomacy.
- To develop the capacity to define a workable research project and execute it successfully.
- To develop critical analysis, problem solving skills, and research skills, integrating these into practical policy-making insights.
- To acquire competence in relevant research methods in the social sciences.
- To enhance general skills in critical analysis of academic texts, academic research and writing, editing, oral presentation of material, and capacity to participate effectively in negotiation.
- To prepare students for, and develop the necessary skills for, doctoral research in related disciplines.

The overall design and staffing of the degree enables students to achieve the level required by the Quality Assurance Agency (QAA) for Masters courses, including originality in the application of knowledge, and understanding of how the boundaries of knowledge are advanced through research. The degree aims to enable students to deal with complex issues systematically and creatively so that they can apply them both in academic and other employment contexts.

Most students pursue the program as a terminal degree for their professional preparation. They typically seek training for employment in the profession of diplomacy and/or careers in regional and international organisations, nongovernmental organisations, and private sector firms interfacing with these institutions. A subset of the graduates from the MSc in GGD goes on to further education, including doctoral studies.

Programme outcomes

A. Students develop a knowledge and understanding of:

- Key concepts in global governance, including but not limited to international economics, international politics/international relations, and the processes and institutions of multilateralism and transnational relations.
- Substantive knowledge and theoretical background about the institutions and processes of international diplomacy.
- Research methods and strategies that are of relevance to the study of transnational processes.
- The critical analysis of sources and an ability to present findings effectively, verbally and in sustained writing exercises.
- Framing and executing a workable research topic

Teaching and Learning Methods and Strategies

- Lectures and seminars on core concepts of global governance and diplomacy
- Lectures and seminars on specific aspects of global governance and diplomacy
- Lectures and seminars on research methods in the social sciences
- One-on-one dissertation discussions with individual dissertation supervisors

Teaching methods are a combination of lectures and participatory seminars. The lectures are designed to introduce students to theory, methodology, key readings and ideas. In some sessions, students themselves are responsible for the presentation of basic material.

We expect written practice essays and student presentations during seminars. Feedback is provided so that the students have a sense of the standard that they are achieving.

The 10,000 to 12,000 word dissertation is the main vehicle for students to frame and execute a research exercise, and also to deepen their knowledge of key ideas.

Students have separate dissertation supervisory sessions, usually at least once a month during term. Emphasis is on developing a research topic, ensuring adequate research design and familiarity with the literature (including discussion of sources and practical issues such as the timing of work, taking of notes or recording of material, planning of research – including any travel - and writing). Students are requested to indicate their general area of intended research before their arrival and make contact with their dissertation supervisor during Michaelmas Term so that they can focus on their research area from the outset. We need to retain flexibility here, however, as students sometimes develop new interests during the course.

B. Skills and other attributes

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

I. Intellectual skills

- Sound understanding of the key analytical and conceptual tools and research methodologies used in international political economy, politics, development studies, and other areas of social science with emphasis on applications to the processes and institutions of global governance and diplomacy.
- Ability to apply principles and insights to current practice, and where appropriate to propose new hypotheses
- Ability to evaluate the appropriateness of different approaches to problem solving
- Ability to critically analyse primary and secondary data
- Common research techniques.

Preparation for a doctoral level research project

Assessment

- To assess a student's understanding of key analytical and conceptual tools, as well as their application to the processes and institutions of global governance and diplomacy: rigorous examinations in a foundation course and two seminar options.
- To assess a student's ability to apply their insights to current practice and to generate new hypotheses, to evaluate the appropriateness of different approaches to problem solving, and to critically analyse primary and secondary data: formal assessment of a 10,000 to 12,000 word dissertation.
- To ensure that students obtain an introduction to appropriate research techniques and preparation for a more extended doctoral project, should the student pursue doctoral research upon completion of the MSc: rigorous examination in qualitative and quantitative research methods.

II. Practical skills (applicability variable dependent upon choice of Foundation Course)

- Theoretical background, analytical understanding, and substantive knowledge on the institutions and processes of global governance.
- Theoretical background, analytical understanding, and substantive knowledge on the institutions and processes of international diplomacy.
- Formal presentation skills, using appropriate technical equipment

Development of an independent capacity to learn and frame research.

III. Transferable skills

[Essentially what is sought are those skills which are learnt or gained during the course of a degree programme, and which are of value and utility beyond the course itself, especially in a working context, e.g. use of information technology, independent learning, critical analysis.]

- Ability to use initiative to apply the understanding of core and key principles in this field of study
- Ability to evaluate appropriateness of different approaches to solving problems
- Use of concepts and frameworks
- Ability to present and argue a case
- Ability to use and criticise evidence
- Ability to use appropriate information technology to improved communication when compiling data.
- Ability to integrate flows of complex data and to propose and execute practical relevant policy action.
- Ability to make decisions in complex and unpredictable situations, to take responsibility for decisions taken, and to communicate effectively to specialist and non-specialist audience
- Ability to undertake independent learning for continued professional development

These programme outcomes are consistent with the QAA 'level descriptors' and Masters' level outcomes as described in the *Framework for higher education qualifications in England, Wales and Northern Ireland*.

For students intending to go on to doctoral study, the dissertation and the research methods course provide a foundation

APPENDIX 2. Master of Science in Global Governance and Diplomacy
DECLARATION OF AUTHORSHIP

Name (in capitals):

Candidate number:

College (in capitals):

Supervisor

Title of dissertation (in capitals):

Word count: _____

Please tick to confirm the following:

I have read and understood the University's disciplinary regulations concerning conduct in examinations and, in particular, the regulations on plagiarism (*The University Student Handbook* Section 8.8; available at <https://www.ox.ac.uk/students/academic/student-handbook>).

I have read and understood the Education Committee's information and guidance on academic good practice and plagiarism at <https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>

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

It has not been submitted, either partially or in full, either for this Honour School or qualification or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this)⁵, or for a qualification at any other institution.

I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.

I have clearly indicated the presence of all paraphrased material with appropriate references.

I have acknowledged appropriately any assistance I have received in addition to that provided by my [tutor/supervisor/adviser].

I have not copied from the work of any other candidate.

I have not used the services of any agency providing specimen, model or ghostwritten work in the preparation of this thesis/dissertation/extended essay/assignment/project/other submitted work. (See also section 2.4 of Statute XI on University Discipline under which members of the University are prohibited from providing material of this nature for candidates in examinations at this University or elsewhere: <http://www.admin.ox.ac.uk/statutes/352-051a.shtml>).

I confirm that the hard copies I am submitting are identical to the electronic copy submitted to *Turnitin* for screening.

I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission in hand-written format is permitted.

I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

Candidate's signature:

Date:

APPENDIX 3. - POLICY ON THE RECORDING OF LECTURES AND OTHER FORMAL TEACHING SESSIONS BY STUDENTS

⁵ Where a dissertation/thesis builds upon preparatory work previously submitted (such as a Research Design Essay or Research Proposal etc.), this is permissible

Introduction

1. The University recognises that there are a number of reasons why students might wish to record lectures or other formal teaching sessions (such as seminars and classes) in order to support their learning. The University also recognises that in most cases copyright in lectures resides with the University or with the academic responsible for the lecture or formal teaching session, and that academics and students may have concerns about privacy and data protection. This policy sets out the circumstances in which such recordings may take place; the respective roles and responsibilities of those involved in such recordings; and the implications of breaches of this policy.
2. For the purposes of this policy, the term 'recording' refers to any audio or visual recording of a lecture or other formal teaching session, made with any type of audio or visual recorder.

Permission to record a lecture or other formal teaching session

3. Students who have been given permission to record lectures or other formal teaching sessions as a reasonable adjustment on disability-related grounds do not need to ask for permission to record from individual academics. Students who believe they have disability-related grounds for recording should contact the University's Disability Advisory Service (<http://www.ox.ac.uk/students/welfare/disability/study> or disability@admin.ox.ac.uk) for further information on the process for obtaining such permission.
4. Students may request permission to record any lectures or other formal teaching sessions. All such requests should be made in writing (including by email) prior to the lecture course or equivalent, to the academic responsible. Subject to paragraph 3 above, the decision on whether to grant permission is at the discretion of the academic. Students may only record lectures where the academic responsible for the session has given their consent prior to the start of the lecture in writing (e.g. by email), and recordings of lectures may not be made by students unless this consent has been given. Retrospective requests are not permissible under this policy and covert recording of lectures will be treated as a disciplinary offence.
5. Students granted permission in writing to record a formal teaching session other than a lecture should ask the session leader to check at the start of the session that there are no objections from others present to a recording being made.
6. Where recordings are made available routinely by departments and faculties, students may not make personal recordings unless they have been given permission to record as a reasonable adjustment.

Use of recordings

7. Recordings of lectures or other formal teaching sessions may only be made for the personal and private use of the student.
8. Students may not
 - (a) pass such recordings to any other person (except for the purposes of transcription, in which case they can be passed to one person only);
 - (b) publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publication).
9. Students may store recordings of lectures for the duration of their programme of study. Once they have completed the programme of study, students should destroy all recordings of lectures or other formal teaching sessions.

Implementation

10. Where a student breaches this policy, the University will regard this as a disciplinary offence. All such breaches will be dealt with in accordance with Statute XI (<http://www.admin.ox.ac.uk/statutes/352-051a.shtml>).