



*Homeward Bound, Sara Crake, 2017 © COMPAS*

**Oxford Department of International Development and  
School of Anthropology and Museum Ethnography**

# **MSC in Migration Studies**

# **COURSE HANDBOOK**

## **2018–2019**



## **MSC IN MIGRATION STUDIES 2018–2019**

### **COURSE HANDBOOK**

This handbook is specially prepared for students starting the MSc in Migration Studies course in Michaelmas Term 2018. The information in this handbook may be different from students starting in other years.

## DISCLAIMER

The [Examination Regulations](#) relating to this course are available online. If there is a conflict between information in this Handbook and the online Examination Regulations, then you should follow the Examination Regulations. If you have any concerns please contact [Humaira Erfan-Ahmed](#) at the Oxford Department of International Development.

The information in this Handbook is accurate as at September 2018, however it may be necessary for changes to be made in certain circumstances, as explained in the [University of Oxford's Graduate](#) web page. If such changes are made the department will upload a new electronic version of this handbook on [WebLearn](#), together with a list of the changes, and students will be informed.

This Handbook has been prepared by the Postgraduate Course Coordinator (in consultation with other staff members for the MSc Migration Studies), Humaira Erfan-Ahmed, and any constructive feedback on these notes are welcome and should be sent to [her](#).

## HOW TO USE THE HANDBOOK

The Course Handbook includes essential information that you will need in the course of your studies and you should read all the sections. You can, however, read sections in any order you wish.

For your benefit, each section (§) and sub-section in the Table of Content is hyperlinked so that when you click on it, you will be taken to that section immediately. To make it easier to read, the text of the Table of Contents does not use underlines to indicate hyperlinks. In other parts of the text, the following colour-coded links are used:

[Link](#) to an external website

 [Link](#) to a section within the Handbook

[Link](#) is an email link

### Common Abbreviations for Departments

COMPAS	Centre on Migration Policy and Society 58 Banbury Road
ISCA	Institute of Social and Cultural Anthropology 51-53 Banbury Road
ODID	Oxford Department of International Development
QEH	Queen Elizabeth House 3 Mansfield Road
RSC	Refugee Studies Centre QEH, 3 Mansfield Road
SAME	School of Anthropology and Museum of Ethnography 51-53 Banbury Road
SSL	Bodleian Social Science Library Manor Road Building, Manor Road

### Important and Useful Links

Web Link	Web Address
<a href="#">COMPAS</a>	<a href="https://www.compas.ox.ac.uk/">https://www.compas.ox.ac.uk/</a>
<a href="#">Education Committee</a>	<a href="http://www.admin.ox.ac.uk/edc/">http://www.admin.ox.ac.uk/edc/</a>
<a href="#">Examination Regulations</a>	<a href="http://www.admin.ox.ac.uk/examregs/2018-19/mosbcinmigrstud/studentview/">http://www.admin.ox.ac.uk/examregs/2018-19/mosbcinmigrstud/studentview/</a>
<a href="#">Examinations and Assessments</a>	<a href="https://www.ox.ac.uk/students/academic/exams?wssl=1">https://www.ox.ac.uk/students/academic/exams?wssl=1</a>
<a href="#">ISCA</a>	<a href="https://www.isca.ox.ac.uk/">https://www.isca.ox.ac.uk/</a>
<a href="#">ODID</a>	<a href="https://www.qeh.ox.ac.uk/">https://www.qeh.ox.ac.uk/</a>
<a href="#">ODID Intranet</a>	<a href="http://internal.qeh.ox.ac.uk/">http://internal.qeh.ox.ac.uk/</a>
<a href="#">Oxford Students Gateway</a>	<a href="https://www.ox.ac.uk/students?wssl=1">https://www.ox.ac.uk/students?wssl=1</a>
<a href="#">Oxford University Press</a>	<a href="https://global.oup.com/academic/authors/author-guidelines/reference-styles/author-date/?lang=en&amp;cc=gb">https://global.oup.com/academic/authors/author-guidelines/reference-styles/author-date/?lang=en&amp;cc=gb</a>
<a href="#">RSC</a>	<a href="https://www.rsc.ox.ac.uk/">https://www.rsc.ox.ac.uk/</a>
<a href="#">SAME</a>	<a href="https://www.anthro.ox.ac.uk/">https://www.anthro.ox.ac.uk/</a>
<a href="#">University Student Handbook</a>	<a href="http://www.proctors.ox.ac.uk/handbook/handbook/">http://www.proctors.ox.ac.uk/handbook/handbook/</a>
<a href="#">SSL</a>	<a href="https://www.bodleian.ox.ac.uk/ssl">https://www.bodleian.ox.ac.uk/ssl</a>

## Table of Contents

<b>How to Use the Handbook</b>	<b>i</b>
<b>§1. WELCOME AND INTRODUCTION</b>	<b>3</b>
Greetings from Course Director	3
Greetings from last year's cohort	5
Contact Details for Teaching and Administrative Staff	7
Teaching and Administrative Staff Roles	9
<b>§2. KEY DATES AND DEADLINES</b>	<b>10</b>
<b>§3. THE DEGREE</b>	<b>12</b>
Aims and Objectives of the Degree	12
Teaching Programme and Structure of the Degree	12
Course Structure and Classes	13
Options Courses	15
Typical Student Schedule	19
Tutorial Groups and Schedule of Essays	20
Study Trip	20
Seminar Series	21
<b>§4. THE DISSERTATION</b>	<b>21</b>
The Dissertation	21
Fieldwork	22
Ethical Review Procedures for Research in the Social Sciences	22
Dissertation Support Fund	23
Dissertation Supervision and Change of Topic	23
Dissertation: Proof-reading/Copy editing	24
Past Dissertations	25
<b>§5. SUPERVISION</b>	<b>25</b>
Responsibilities of the Student	26
Responsibilities of the Supervisor	27
Assessment of Essays	28
Feedback on Learning and Assessment	29
Graduate Supervision Reporting	30
<b>§6. WRITING ESSAYS, DISSERTATIONS AND USING REFERENCES</b>	<b>31</b>
Writing Essays	31
Writing Guidelines for the Dissertation	35
Referencing	38
Plagiarism	39
Format and Presentation of Submitted Work	39
Submission Process and Deadlines	39
Deadlines for Assessed Submission	40
<b>§7. EXAMINATION AND ASSESSMENT</b>	<b>40</b>
Examined Element	40
Entering Exams	41
Sitting the Written Examinations	41
Alternative Examination Arrangements	41

Conduct and Academic Dress	41
Mock Examinations/Examination Briefing	41
Importance of Answering the Question as Set	41
Examination Regulations	42
Examination Convention	42
Previous Examiners' Reports	42
Past Papers	42
Receiving your results	42
Best Dissertation Prize and Examiners' Prize	42
Deposit of Dissertations	42
Graduate/Degree Ceremony	43
Progression from MSc to DPhil	43
<b>§8. UNIVERSITY REGULATIONS AND GUIDELINES</b>	<b>43</b>
University Regulations and Policies	43
Residence Requirements	44
Overseas Students	44
Policy on Paid Employment, Internships or <i>Pro Bono</i> Work	44
Policies on Conflict Of Interest/Academic Integrity	44
<b>§9. COMPLAINTS, ACADEMIC APPEALS AND OTHER CONCERNS</b>	<b>44</b>
Complaint relating to Teaching or Other Provision	45
Academic Appeals	45
<b>§10. COMMITTEES AND STUDENT FEEDBACK</b>	<b>46</b>
Teaching Committee	46
Class Representatives	46
Student Committees	46
Course Evaluation and Surveys	47
<b>§11. SOURCES OF INFORMATION AND HELP</b>	<b>47</b>
The Department	47
The College	48
Counselling and Other Welfare Needs	48
<b>§12. LIBRARIES</b>	<b>49</b>
<b>§13. INFORMATION ABOUT THE DEPARTMENTS</b>	<b>50</b>
Oxford Department of International Development	50
School of Anthropology and Museum Ethnography	52
<b>§14. COMPUTING</b>	<b>55</b>
<b>§15. DISABILITY, COUNSELLING AND OTHER SPECIAL NEEDS</b>	<b>56</b>
<b>§16. CAREERS INFORMATION AND ADVICE</b>	<b>56</b>
<b>§17. EQUALITY AND DIVERSITY</b>	<b>57</b>
<b>§18. MIGRATION SOCIETIES AND NETWORKS</b>	<b>58</b>
Appendix 1: Good Practice in Citation and Avoiding Plagiarism	59
Appendix 2: Style for References and Bibliographies	61

## §1. INTRODUCTION

### CONTACT DETAILS FOR TEACHING AND ADMINISTRATIVE STAFF

#### Core teaching staff

##### Course Director:

Biao Xiang

Professor of Social Anthropology, ISCA/COMPAS  
and Fellow of St Hugh's College

*Office:* Room 12, 43 Banbury Road

*Hours:* Appointments by email

*Contact:* [biao.xiang@compas.ox.ac.uk](mailto:biao.xiang@compas.ox.ac.uk)

☎ (6)12372

*Teaching (Core):* Keywords: Migration and Social Theory  
(Convenor/Lecturer)

*Teaching (Option):* Reproduction Migration

*Research Interests:* Labour migration; transnational governance in  
East Asia; globalization, governance



##### Chair of Examiners:

Dr Ruben Andersson

Associate Professor of Migration and  
Development and  
Fellow of Wolfson

*Office:* Room 30.27, 2<sup>nd</sup> Floor, QEH

*Hours:* Tuesdays, 1100–1300 by appointment

*Contact:* [ruben.andersson@geh.ox.ac.uk](mailto:ruben.andersson@geh.ox.ac.uk); ☎ (2)71902

*Teaching (Core):* Paper II: Migration, Globalisation and Social  
Transformation (Convenor)

*Teaching (Option):* Migration, Development and Security

*Research Interests:* migration, borders and security with a focus on West Africa and  
southern Europe; irregular migration; humanitarianism; globalisa-  
tion; conflict and displacements



##### Chair of Admissions:

Dr Dace Dzenovska

Associate Professor, Anthropology of  
Migration, ISCA/COMPAS and Fellow of Kellogg

*Office:* 1<sup>st</sup> Floor, 43 Banbury Road

*Hours:* Wednesday afternoons (by appointment)

*Contact:* [dace.dzenovska@compas.ox.ac.uk](mailto:dace.dzenovska@compas.ox.ac.uk); ☎

(2)84945

*Teaching (Core):* Paper 1: The Politics of Movement: International  
Migration in the Social Sciences (Convenor)

*Teaching (Option):* Mobility, Nation and State

*Research Interests:* migration, postsocialist democratization and  
liberalisation, sovereignty, statehood, bordering nationalism,  
political imaginaries, Eastern Europe, former Soviet Union



Dr Emre Eren Korkmaz Departmental Lecturer, ODID  
*Office:* 2nd Floor, QEH, 3 Mansfield Road  
*Hours:* By appointment  
*Contact:* emre.korkmaz@qeh.ox.ac.uk; ☎ (2)81706  
*Teaching (Core):* Methods of Social Research  
*Teaching (Option):* New Technologies and People on the Move  
*Research Interests:* politics of labour migration; social struggles and solidarities of migrants and refugees; new technologies and people on the move



#### Teaching staff:

Marthe Achtnich	Postdoctoral Associate, ISCA and Fellow, Magdalen College
Will Allen	Research Officer, COMPAS
Mary Bosworth	Professor of Criminology and Director, Centre for Criminology
Jeff Crisp	Research Associate, RSC
Miriam Driessen	Leverhulme Early Career Fellow, SIAS
Ana Gutierrez Garza	Departmental Lecturer, ISCA
Marie Godin	Research Officer, ODID
Nandini Goptu	Associate Professor of South Asian Studies and Fellow, St Antony's College, ODID
Michael Keith	Director, COMPAS
Emre Korkmaz	British Academy Newton International Fellow, St Edmund Hall and Postdoctoral Research Fellow, ODID
Thomas Lacroix	Researcher, Maison Française, Oxford
Rob McNeil	Head of Media and Communications, Migration Observatory
Robtel Neajai Pailey	Leverhulme Early Career Fellow, ODID
Manolis Pratsinakis	ONASSIS Research Fellow, Department of Politics and International Relations
Laura Rival	Associate Professor of Anthropology and Development, ODID
Lilian Tsourdi	Departmental Lecturer in International Human Rights and Refugee Law, ODID
Tom Scott-Smith	Associate Professor of Refugee Studies and Forced Migration, RSC
Sarah Spencer, CBE	Senior Fellow, COMPAS
Olivier Sterck	Junior Research Fellow, RSC
Madeleine Sumption	Director, The Migration Observatory
Nicholas Van Hear	Senior Researcher and Deputy Director, COMPAS
Carlos Vargas-Silva	Senior Researcher, Migration Observatory/COMPAS

#### MSc Programme Coordinator

Humaira Erfan-Ahmed	Room 20.04	☎ (2)81833	<a href="mailto:humaira.erfan-ahmed@qeh.ox.ac.uk">humaira.erfan-ahmed@qeh.ox.ac.uk</a>
---------------------	------------	------------	----------------------------------------------------------------------------------------

#### Administrative Staff at ODID

Dominique Attala	Graduate Student Administrator	☎ (2)81806 Room 20.24	<a href="mailto:dominique.attala@qeh.ox.ac.uk">dominique.attala@qeh.ox.ac.uk</a>
Jo Boyce	Communications & Alumni Relations Officer	☎ (2)81853 MR/20/16	<a href="mailto:jo.boyce@qeh.ox.ac.uk">jo.boyce@qeh.ox.ac.uk</a>




Graham Bray	Departmental Administrator	☎ (2)81804	<a href="mailto:graham.bray@geh.ox.ac.uk">graham.bray@geh.ox.ac.uk</a>
Sue Garrett	Assistant to the Head of Department	☎ (2)81803	<a href="mailto:sue.garrett@geh.ox.ac.uk">sue.garrett@geh.ox.ac.uk</a>
Wendy Grist	Accounts Officer	☎ (2)81824	<a href="mailto:wendy.grist@geh.ox.ac.uk">wendy.grist@geh.ox.ac.uk</a>
Gary Jones	ODID Caretaker	☎ (2)81818	<a href="mailto:caretaker@geh.ox.ac.uk">caretaker@geh.ox.ac.uk</a>
Hamayun Minhas	ICT Officer	☎ (2)81821	<a href="mailto:hamayun.minhas@geh.ox.ac.uk">hamayun.minhas@geh.ox.ac.uk</a>
Penny Rogers	ODID Receptionist	☎ (2)81800	<a href="mailto:reception@geh.ox.ac.uk">reception@geh.ox.ac.uk</a>
Andrea Smith	MSc Refugee and Forced Migration and Travel Safety Officer	☎ (2)81701	<a href="mailto:andrea.smith@geh.ox.ac.uk">andrea.smith@geh.ox.ac.uk</a>

#### **Administrative Staff at School for Anthropology and Museum Ethnography**

Rosaleen Cunningham	Communications Manager, COMPAS	☎ (2)74566	<a href="mailto:rosaleen.cunningham@compas.ox.ac.uk">rosaleen.cunningham@compas.ox.ac.uk</a>
Vicky Dean	Graduate Studies Administrator	☎ (2)74670	<a href="mailto:vicky.dean@anthro.ox.ac.uk">vicky.dean@anthro.ox.ac.uk</a>
Nathan Grassi	Communications Officer	☎ (6)12375	<a href="mailto:nathan.grassi@anthro.ox.ac.uk">nathan.grassi@anthro.ox.ac.uk</a>
Iain Morley	Academic Coordinator	☎ (2)74703	<a href="mailto:iain.morley@anthro.ox.ac.uk">iain.morley@anthro.ox.ac.uk</a>
Gil Middleton	Head of Administration and Finance	☎ (2)74623	<a href="mailto:gil.middleton@anthro.ox.ac.uk">gil.middleton@anthro.ox.ac.uk</a>



#### **Teaching and administrative staff roles**

Course Director	The Course Director has overall responsibility for the organisation of the degree and convenes the Teaching Committee and Student Consultative Committee meetings. The Course Director is happy to discuss any course-related matters, especially if you are unable to discuss them with your supervisor.
Chair of Examiners	The Chair of Examiners has overall responsibility for the organisation of the examination, including appointing assessors. Students should <b>never</b> approach the Chair regarding matters relating to examination and/or assessments
Chair of Admissions	The Chair of Admissions has overall responsibility for the admissions process.
Convenor	The member of the core teaching staff responsible for the overall design and delivery of a course.
Lecturer	Those who give lectures and who may also provide tutorials linked directly to a lecture series.
Supervisor	The member of teaching staff, who oversees your overall academic progress throughout the year, as well as supervises your dissertation. You will be assigned to a supervisor at the beginning of the academic year. See  <a href="#">SUPERVISION</a> for more details on the supervision system.

Course Coordinator    The course coordinator should be your first port of call for all non-academic and procedural queries, including queries relating to examination and assessments (**do not** contact the Chair of Examiners). For contact details see above.

## §2. KEY DATES AND DEADLINES 2018–2019

**MICHAELMAS** (Sunday, 7 October–Saturday, 1 December)

- Week 0** Elect three class representatives and a Social Secretary and let the Course Coordinator have a note of their names by **Friday, 5 October**
- Week 1** Submit Avoiding Plagiarism 1 Post-Test results and ‘Use of *Turnitin*’ to Course Coordinator by **12 noon, Friday, 12 October**
- Week 5** There will be an ‘Options Fair’ for you to select your options on **Friday, 9 November**
- Week 5-8** Submit a draft plan of research proposal and present it in research methods tutorial for formative feedback from Course Convener and fellow students (list of tutorial groups and presentation schedule will be published on WebLearn by Week 1)
- Week 6** Sign up for **two** option courses for Hilary Term by **Friday, 16 November**
- Week 6** Submit a CUREC form for ethics approval (and travel insurance form if applicable) for any fieldwork research planned during Christmas Vacation, by **Friday, 16 November**. (See  [TRAVEL, FIELDWORK AND RESEARCH ETHICS](#).)
- Week 6** Submit draft *Dissertation Topic Form (First Draft)* to Course Coordinator via WebLearn (as preparation for Dissertation workshops in Week 7) ( [FORMS](#)) by **Friday, 16 November**.
- Week 7** Release of the Politics of Movement: International Migration in the Social Sciences Assessed Essay questions
- Week 7** Dissertation Workshops, **Friday, 23 November 2018**
- Week 7** GSR Report via Student Gateway
- Week 8** Study trip planning meeting, **Tuesday, 27 November 2018**


**HILARY** (Sunday, 13 January–Saturday, 9 March)

- Week 1** Two soft-bound copies of International Migration in the Social Sciences Essay to be submitted to Examination Schools and electronically (via WebLearn) by **12 noon on Tuesday, 15 January**
- Week 2** Final *Dissertation Topic Approval Form*, approved in writing by your supervisor, to the Course Coordinator (for submission to the Chair of Examiners) by **12 noon, Friday, 25 January**
- Week 4** Deadline for submission of application to the Dissertation Support Fund, **Friday, 8 February**
- Week 4–5** Study trip planning and admin meeting (TBA)
- Week 6** Submit CUREC form for ethics approval (and travel insurance form if applicable) for any fieldwork research planned for Easter Vacation or early Trinity, by **Friday, 22 February 2019**. (See  [TRAVEL, FIELDWORK AND RESEARCH ETHICS](#).)
- Vacation** Study Trip will take place around **14–15 March**

**TRINITY** (Sunday, 28 April–Saturday, 22 June)

<b>Week 0</b>	Methods in Social Research Portfolio to be submitted to Examination Schools (2 bound copies) and electronically (via WebLearn) by <b>12 noon, Tuesday, 23 April</b>
<b>Week 1</b>	Two, three-hour written examinations during the week commencing 29 April 2019†:  Paper 2: Migration, Globalisation and Social Transformation ( <b>1 May</b> ) Paper 3: Thematic and Regional Electives ( <b>29 April</b> )  †Please note that there is a slight possibility this may change. Dates will be confirmed at least 5 weeks beforehand. See the Student Gateway for further details.
<b>Week 2</b>	Dissertation Workshops ( <b>Wednesday, 8 May 2019</b> (TBC))
<b>Week 5</b>	Full draft of dissertation to be submitted to your dissertation supervisor by <b>12 noon, Friday 31 May</b>  It will be to your advantage in improving the dissertation to submit earlier.
<b>Week 7</b>	GSR Report via Student Gateway
<b>Week 8</b>	Dissertation to be submitted to Examination Schools (3 bound copies) and electronically (via WebLearn) by <b>12 noon, Thursday, 20 June</b>
<b>Week 10</b>	Final Exam Board where students' marks and awards are agreed, <b>Friday, 5 July</b>
<b>Week 11</b>	Final results published on eVision, week commencing <b>Monday, 8 July</b>
<b>July</b>	Student graduation ceremonies – organised and scheduled by Colleges (dates may be different for each college)

**IMPORTANT NOTES:**

*Late Submission(s):* If you think you will not be able to submit your assignment(s) on time, please contact the Senior Tutor of your College to apply for an extension. Late submission without approval may incur academic penalties (see  [SUPERVISION](#)). Under no circumstances should an academic member of staff be contacted with regard to formal extension requests for assessed elements as this could undermine the impartial assessment process. However, students may discuss any pending issues with their supervisors.

## §3. THE DEGREE

### AIMS AND OBJECTIVES OF THE DEGREE

The MSc MS aims to provide a broad, theoretical understanding of human mobility and the role of both internal and international migration in economic and political processes, social change and globalisation, as well as an overview of the major debates and literature on contemporary migration from different disciplinary perspectives. You will gain skills in critical analysis and research, and should develop an ability to contribute new perspectives to the study of migration. You should also gain an understanding of the dilemmas facing policy-makers at both national and international level, an understanding of the value of critical perspective for both academic and policy work, as well as the ability to help transfer theoretical knowledge to policy-oriented research.

### TEACHING PROGRAMME AND STRUCTURE OF THE DEGREE

#### *Teaching programme and lecture lists*

The University of Oxford has a three-term academic year as follows:

Michaelmas	Sunday 7 October to Saturday 1 December (Week 0: Monday, 1 Oct.)
Hilary	Sunday 13 January to Saturday 9 March (Week 0: Monday, 5 Jan.)
Trinity	Sunday 28 April to Saturday 22 June (Week 0: Monday, 22 Apr.)

Each term consists of eight weeks, numbered from Week 1-8. In addition, in Michaelmas Term, Nought Week (Week 0) is a time when introductory meetings take place.

#### *Attending Lectures and Seminars External to the Migration Studies Course*

As members of the University, you may attend most lectures and seminars offered by the University. Occasionally special lectures may require advance permission to attend; both the lecturer and the college in which the lecture is taking place have the right to refuse admission. Lecture lists are available from the University Offices in Wellington Square during Week 0 of each term, or they can be accessed [here](#).

#### *Auditing Classes*

If you are particularly interested in following a course which forms part of another master's degree offered by ODID or SAME – and this will normally be one of the options courses on offer, not the core courses – you should approach the course lecturer directly 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. However, 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 Migration Studies.

But **please bear in mind** that the MSc in Migration Studies is an intensive nine-month course, and you should make sure you are keeping on top of your required work for your own course **before** attempting to audit another class. You should also be prepared for:

- Refusals: many lecturers tailor their teaching to the cohort of students on a particular degree, or wish to limit the number of participants; and
- Timetabling clashes: some programmes offer their options courses in Michaelmas term, when it is not realistic to audit other courses in light of the heavy demands of your own degree, or at a time when you have a compulsory class or tutorial.

To find out about the other Master degrees on offer, consult [ODID](#) and [SAME](#).



### *Oxford is not modular*

You will find a description of how the MSc in Migration Studies is structured and taught below. Unlike many other universities, Oxford does not offer modular degrees, that is, degrees that consist of courses chosen by students from a broad field. Courses which are not outlined below as part of the degree cannot count towards your final result.

### *Attendance*

You must attend all the classes and tutorials, which form part of the MSc in Migration Studies (see [Residence Requirements](#) below).

### *Submission of Work*

You must submit all written work on time and within the prescribed word length. This includes both formative and summative submissions. Formative assessments provide useful feedback on your progress; summative submissions, such as the IMSS Assessed Essay, the Methods in Social Research Portfolio and the Dissertation, count towards your final result. (For details on how and when to submit your written work, see, for deadlines  [KEY DATES AND DEADLINES](#) above and  [FORMAT AND PRESENTATION OF WORK](#).)

## **Course structure and classes**

Paper I (The Politics of Movement: International Migration in the Social Sciences) and Paper II (Migration, Globalisation and Social Transformation) are designed to be complementary. While the course conveners have been careful to avoid significant overlaps, the two papers are strongly connected, reinforcing each other in approaching migration issues from different angles. Taken together, the lectures and readings on both papers will give students a solid theoretical and empirical insight into migration processes.

### *The Politics of Movement: International Migration in the Social Sciences (Paper I)*

[Taught in Michaelmas Term]

Assessed by submission of an essay

The aim of the paper is to provide a multidisciplinary narrative about the history and politics of global mobility and migration beyond the canon of migration studies. The course will begin with a discussion of different ways of producing knowledge about mobility and migration, following which it will contextualize mobility and migration historically, economically, and politically. Subsequently, the course will examine ways of moving and staying, modes of governing and facilitating migration, as well as the themes of integration, dwelling, identity, and social movements. The course is grounded in anthropology, but also draws on history, communications studies, sociology, economics, geography, and political theory. It will provide insight into themes that students will be able to explore in greater depth through options courses in Hilary Term.

### *Migration, Globalisation and Social Transformation (Paper II)*

[Taught in Michaelmas and Hilary Terms]

Assessed by a three-hour written examination

This paper introduces you to the main migration theories, discusses their strengths and weaknesses, and explores whether and how theories can be integrated. The paper shows how an improved theoretical understanding of migration questions conventional migration categories and distinctions, for instance between 'internal' and 'international', 'forced' and 'voluntary' and 'permanent' and 'temporary' migration, which often do not reflect migrants' experiences and ignores their agency. An improved theoretical understanding of migration processes also enables a more realistic assessment of what migration policies can and

cannot achieve.

### *Thematic and Regional Electives (Paper III) [Options Courses]*

[Taught in Hilary Term]

Assessed by a three-hour written examination

Information on the individual *Options Courses* will be provided below.

### *Methods in Social Research (Paper IV)*


[Taught in Michaelmas and Hilary Terms]

Assessed by submission of a research portfolio

The course aims to familiarise you with common qualitative and quantitative research methods in migration studies. It will train you to be both a critical consumer and producer of social scientific data by increasing your understanding of the choices involved in conducting research and the consequences of these choices. The materials covered in the course will also support you in developing the methodology for your dissertation.

### *Keywords: Migration and Social Theory*

[Taught in Michaelmas and Hilary Terms]

Unassessed (*but see*  below)

Keywords are concepts that function as organising principles or 'binding words' of particular ways of thinking and acting (Williams 1977). In addition to facilitating meaning-making, they are nodal points through which states govern and through which people make claims against the state. In this seminar-style course, we will engage with selected keywords in order to think critically about how migration is understood and governed by scholars, policy makers, and the public. The purpose of this course is to enable students to develop a critical understanding of the institutionalized vocabulary within which politics of migration are located, as well as to think about keywords as sites of social and political change.

 **Keywords, while not examined, feeds into other examined elements.**

### *Tutorials*

[during Michaelmas and Hilary Terms]

In addition to the compulsory classes, you will also have six one-hour tutorials in Weeks 3-8 of Michaelmas and two in either Weeks 3 and 5 or Weeks 4 and 6 of Hilary (depending on which tutorial group you are in). Four are linked to Paper I (IMSS) and four to Paper II (MGST). They are taught by the lecturers from these courses, in tutorial groups of around 5-6 students.

You have to submit 1,500-word tutorial essays linked to three of the six tutorials during Michaelmas and one in Hilary. However, regardless of whether you write an essay for a particular week, you are expected to prepare in **full for each tutorial**, by reading the assigned materials, following the lecturers' instructions, and giving proper thought on the essay question, and come to the class ready to discuss.

### *Student-Led Series*

[during Michaelmas and Hilary Terms]

The purpose of this series is to allow students to diversify their perspectives on migration by engaging with 'migration outside the classroom'. We will need student volunteers to run the series together with other volunteer organisers from the MSc Refugee and Forced Migration Studies, giving students a chance to interact across the two degrees while also playing a part in the Oxford Migration and Mobility Network. The Series will run in Michaelmas and Hilary and can involve inviting, for instance, performers; writers; DPhil candidates at Oxford; and policymakers – anything related to migration. A budget will be available for the organisers.

## **Options courses**

In addition to the Core Courses, you **must** choose **two** options in Michaelmas from a list of available courses. These are taught during Hilary Term and assessed by a three-hour written examination at the beginning of Trinity Term.

Your first options course **must** be from the list of Migration Studies ‘home’ options (Pool A). Your second options course may come from either the home pool; the pool offered by the MSc in Refugee and Forced Migration Studies (Pool B); or from the Anthropology home pool (Pool C). Please note that **ALL** options courses will be **assessed by examination** alone. This applies also to options chosen from the Anthropology (Pool C) where students are taught alongside other students from other degrees who are assessed by submission. The availability of any particular options course will be dependent on numbers. More information about the Migration Studies home options is available below.

The three pools of available options courses are expected to be as follows (though changes are still possible at time of writing):

Pool A: Migration Studies Home Options	Lecturer
Intersectionalities: Gender, Sexuality, Race and Mobility	Ana Gutierrez Garza
Migration, Development, Security	Ruben Andersson
Mobility, Nation, and the State	Dace Dzenovska
New Technologies and People on the Move	Emre Korkmaz
Reproduction Migration in the Asia Pacific	Biao Xiang
Transnationalism and Diasporas	Manolis Pratsinakis, Marie Godin, Nicholas Van Hear
Economics of Migration: Who Wins, Who Loses and Why	TBC

Pool B: Refugee and Forced Migration Home	Lecturer
Coercive Landscapes	Ali Ali
Dispossession and Displacement in the Modern Middle East	Dawn Chatty
Gender and Forced Migration	Catherine Briddick
Refugee Economies: Forced Displacement and Development	Naohiko Omata
UNHCR and World Politics	Gil Loescher
Writing and Representing Refugee Lives	Tom Western
Responses to Displacement	Cory Rodgers

Pool C: Anthropology Home Options
You will find a list of possible Anthropology options in the <a href="#">Graduate Course Information</a> (under ‘Options’ tab). This link will take you to all the options that are available to students following the Anthropology degree(s). Please note that students should choose only those options that are available to MSc Migration Studies will be duly marked next to the course description.

All Migration Studies home options will have a maximum of 10–15 places each available and students on the MSc in Migration Studies will have priority for these places. Places will be allocated on a first come, first served basis. You may find that your first choice is not available



and you will have to sign up for another course from the Migration Studies home options pool.

Please note the following about your choice of options:

- Anthropology options are at the discretion of the course director and the course lecturer in question; not all anthropology options are open to MSc in Migration Studies students; and we cannot guarantee that all options combinations are possible because of timetabling clashes.
- Just as you have priority on courses from the Migration Studies home options pool, students on the MSc in Refugee and Forced Migration Studies have priority for places on their home options; you will only be allowed to take one of these options if places remain after the MSc RFMS students have made their choices.
- There are a maximum of 12-15 places available on each of courses in the RFMS pool.
- It is possible a course could be cancelled if not enough people sign up for it.

We will be holding an Options Fair (see  [KEY DATES AND DEADLINES](#) above), when

- we will confirm final titles and course descriptions for all options pools;
- those lecturers offering options in 2018-19 will outline their courses; and
- you will be given full information about how to register for your preferred two options courses in Hilary.

### **Pool A: Migration Studies Home Options Course Descriptions**

#### **Intersectionalities: Gender, Sexuality, Race, and Mobility (Ana Gutierrez Garza)**

This option course considers the relationship between migration and gender. We will examine how gender informs the migration process, produces new relationships and how women and men navigate their lives as migrants. The aim is to provide a critical understanding of the connections that exist between the feminisation of migration and its intersections with class, race, and sexuality. It begins by providing students with a theoretical grounding in the literature on gender and migration and the ways in which the state, work, family as well as intersectional identities shape gender. It explores the links that exist between these analytical categories through an anthropological analysis of intimate labour markets, legal statuses, middle-class migrations, love and romance, queer migrations and masculinities. The course will engage with postcolonial, queer and race studies in order to approach the study of gender and migration in a critical way. Adopting a comparative approach, this course will draw on ethnographic examples from various regions in the developed and the developing world.

#### **Migration, Development and Security (Ruben Andersson)**

This option course considers the relationship between development and migration, two fields that have become increasingly interlinked in complex ways in the policy sphere, and gives students a conceptual and empirical grounding in this area. The aim is to provide a critical understanding of how migration and development intersect from both a 'top-down' and 'bottom-up' perspective: in other words, it treats 'development' on the one hand as a discourse and agenda driven by states and powerful international actors, and on the other as a historical process of social transformation. Additionally, the course will pay particular

attention to how concerns with (in)security broadly understood have increasingly come to interact with the migration and development fields at a time of mass forced displacement, transnational conflict and reinforced borders.

### **Mobility, Nation, and the State (Dace Dzenovska)**

Whether desired or dreaded, free or forced, mobility is an increasingly common feature of everyday life for the privileged and the disadvantaged alike. It is also subject to practices of governance and intense political struggles. Mobility, its governance, and associated political struggles occur in a transnational and reterritorialized world, where a variety of actors move and act upon movement across scales and territories. Nevertheless, the nation and the state remain meaningful territorial and political entities. For example, as of yet, there is no other way to organise democratic governance, but through the nation-state framework.

This course will analyse the nation as political community that aspires to govern itself and the state as a nodal point of power in a reterritorialized world. It will investigate mobility-related political tensions of the current historical moment – for example, the tension between the unbounding of nations and the assertion of territorial sovereignty, or the tension between the recognition of multiplicity of identities and the re-assertion of various communities of value. The course will engage with different theories and ethnographies of sovereignty, nation, and the state, as well as consider whether and how practices of mobility open possibilities for imagining alternative political forms and futures. Firmly grounded in anthropology, the course will draw upon insights from other disciplines and fields of study, such as history, political theory, cultural studies, and geography.

### **New Technologies and People on the Move (Emre Korkmaz)**

The course aims to analyse the impact and actual/potential consequences of the new technological revolution over the people on the move. While governments, international agencies, NGOs and corporations benefit from big data, mobile phone data, block-chain and artificial intelligence to conduct projects and implement policies to support/empower, control/manipulate the movements of people; refugees and immigrants use social media and various software applications for their survival strategies. New technologies are also effectively used for humanitarian aids and responses such as cash support or disaster preventions.

The course will elaborate on these new developments from a critical perspective and discuss the positive and negative consequences. Such an approach will also include a critical approach towards the technological revolution, and its consequences will be debated for migrants, refugees, diasporas, humanitarian response and how authorities aim to exploit the technological progress to increase surveillance and control over the people on the move.

### **Reproduction Migration in the Asia Pacific (Biao Xiang)**

This option course explore how biological and social reproduction – activities that maintain and reproduce human life on a daily and generational basis – is becoming a main driving force of migration. Reproduction migrations (RM) include the migrations of domestic helpers, students, retirees, medical patients, marriage partners (especially of the commercially brokered transnational unions, which differ from conventional family reunion migration), ‘birth tourism’ (would-be parents move a country to give birth in order for the new born to gain certain legal status), and investment migrants who move for the access to high-quality education, care and retirement life.

RM is encouraged by policy makers firstly because of the shortage of reproductive labour in the receiving country. Some nations have to rely on foreigners in order to reproduce

themselves. RM is encouraged also because reproduction activities, for instance commercialized education, care and entertainment, are becoming a new engine of growth. Advanced countries are remaking themselves from centres of production into global hubs of reproduction. The reproduction of life, instead of the production of goods, may shape the world division of labour in the twenty-first century.

Please note this option course will run from Weeks 1–9 in Hilary Term.

**Transnationalism and Diasporas** (Manolis Pratsinakis, Marie Godin and Nicholas van Hear,)

The course is an introduction to contemporary approaches to diaspora and transnationalism in migration studies, with an emphasis on the cultural, social, economic and political aspects of transnational mobility and diasporic formations in an interconnected, post-colonial world. The course takes as its point of departure the lived experiences of migrants, refugees and other diasporic people, and asks how they make sense of mobility and displacement and construct senses of belonging. We will discuss the challenges of conceptualising, interpreting and contextualising new forms of transnational mobility and diasporic formations, but also ask if they really are new phenomena. This leads to a critical re-assessment of such concepts as place, space and context, and to reflections on methodological nationalism in social science research on migration and mobility. The course is structured around key topics such as, identity and belonging; gender; state diaspora relations and diaspora politics; diaspora mobilisation; memory and home-making; and urban diversity, among others. Adopting a historically sensitive lens, the course draws on ethnographic examples and case studies from across the world.

**The Economics of Migration: Who Wins, Who Loses and Why** (TBC)


This option provides an introduction to approaches used in economics to examine the pros and cons of international migration. Topics covered include migration and return decisions, the integration of migrants into the host labour market, their economic behaviour and the effects of migration on the labour market. The course will also feature the effects of migration on housing markets, trade flows, public finances and public attitudes in sending and receiving countries. The discussion will put particular emphasis on the link between theory and empirical evidence, as well as the relevance for policy purposes. Please note that you **do not** need a background in economics to take this option. On the other hand, capacity for imagination is essential.

## Distribution of classes and assessments by term

Michaelmas (MT)	Hilary (HT)	Trinity (TT)
<p><b>Classes/Supervision (Weeks 1-8)</b></p> <ul style="list-style-type: none"> <li>• <i>Core course:</i> The Politics of Movement: International Migration in Social Sciences (IMSS)</li> <li>• <i>Core course:</i> Migration, Globalisation and Social Transformation I</li> <li>• <i>Core course:</i> Methods in Social Research</li> <li>• <i>Core course: Class:</i> Keywords I</li> <li>• Student-Led Sessions</li> <li>• <i>Core Course: Dissertation:</i> identify topic and provisional title; preliminary literature review</li> </ul>	<p><b>Classes/Supervision (Weeks 1-8)</b></p> <ul style="list-style-type: none"> <li>• <i>Core course:</i> Migration, Globalisation and Social Transformation II</li> <li>• <i>Core course:</i> Methods in Social Research II</li> <li>• <i>Options course 1</i></li> <li>• <i>Options course 2</i></li> <li>• <i>Core Course: Class:</i> Keywords II</li> <li>• Creative Approaches to Migration Series</li> <li>• <i>Core Course: Dissertation:</i> confirm topic and title; develop abstract; start work</li> <li>• Student-Led Sessions</li> </ul> <p><b>Assessment</b></p> <p><b>Submission</b></p> <p>Politics of Movement: Introduction to Migration in the Social Sciences 5,000-word essay (<b>Tuesday Week 1</b>)</p>	<p><b>Classes/Supervision</b></p> <ul style="list-style-type: none"> <li>• <i>Dissertation:</i> complete work and write up</li> </ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>• <b>Submission</b> Methods in Social Research 6,000-word portfolio (<b>Tuesday Week 0</b>)</li> <li>• <b>Examinations:</b> 2 x 3-hour written papers (<b>Week 1 anticipated</b>)</li> <li>• <b>Submission:</b> Dissertation (<b>Thursday Week 8</b>)</li> </ul>
<p><b>Vacation</b></p> <ul style="list-style-type: none"> <li>• Courses: catch up on reading</li> <li>• Dissertation: literature review</li> </ul>	<p><b>Vacation</b></p> <ul style="list-style-type: none"> <li>• Optional study visit (Wk 9)</li> <li>• Research Methods portfolio</li> <li>• Courses: exam revision</li> <li>• Dissertation: continue work</li> </ul>	

Core courses feed directly into assessed elements and attendance is compulsory. Attendance at the student-led sessions is strongly recommended.

## Tutorial Groups and Schedule of Essays

Students are split into small tutorial groups. The tutorial groups meet on Wednesdays and Thursdays in Weeks 4-8 of Michaelmas Term and, in Hilary, on Thursdays and Fridays in Weeks 2 and 6 (a different schedule applies for Week 3 in MT – please see your ( [TIMETABLE](#)). You **must** attend **all** meetings of your group, and have done the reading in preparation for each meeting – regardless of whether you will be submitting an essay that week. Meetings usually take place in Anthropology premises.

In Michaelmas, four of your tutorial group meetings (Weeks 4, 6, 7, and 8) are linked to themes from Paper I (Politics of Movement: International Migration in the Social Sciences); and two (Weeks 3 and 5) to themes from Paper II (Migration, Globalisation and Social Transformation). Both Hilary tutorial group meetings are linked to themes from Paper II.

Please submit an electronic copy of your essay and *Short Essay Self-Assessment* form (available on WebLearn in MS Word format by the stated deadline. These should be uploaded to the appropriate place in WebLearn. You should **ALSO** email your essay to **ALL** other members of your tutorial group.

In addition to attending all our tutorial group meetings, you must write essays according to the following table:

### **MICHAELMAS** (all deadlines: by **10am Mondays**)

3 essays (2 essays linked to Paper I; 1 linked to Paper II)

<b>Week 1</b>	Sign up
<b>Week 3</b>	Paper II essay (Causes of migration) [Ruben Andersson]
<b>Week 4</b>	Paper I essay (Globalisation and migration) [Nicholas Van Hear]
<b>Week 5</b>	Paper II essay (Development and Change) [Ruben Andersson]
<b>Week 6</b>	Paper I essay (Infrastructures) [Biao Xiang]
<b>Week 7</b>	Paper I essay (Migration and work) [Emre Korkmaz]
<b>Week 8</b>	Paper I essay (Class, identity, politics) [Dace Dzenovska]

### **HILARY** (all deadlines: by 10am Mondays)

1 essay linked to Paper II

<b>Week 1</b>	Sign up
<b>Week 2</b>	Paper II essay ('Refugees are not Migrants') [Jeff Crisp]
<b>Week 6</b>	Paper II essay (Migration, (dual) citizenship and its discontents in Africa) [Robtel Neajai Pailey]


You must submit your essay via WebLearn by **10.00 am** on the **Monday in the week of your tutorial**. Please check if your lecturer also requires a hard copy of your essay to be submitted via their pigeon hole. Your essay should be sent by email to all members of your tutorial group.

Details of essay topics and due dates will be circulated at a later date.

## Study Trip

The study trip is meant to provide students with first-hand exposure to the policy world related to migration. You will need to carry out preliminary research about the organisations that we will visit, identify questions to explore during trip, for instance through discussions with staff of the organisations, and reflect on the tour collectively at a group discussion at the end.

This study visit is open only to students on the MSc in Migration Studies and is contingent on student interest. We would look for volunteers from among you to arrange logistics, to take responsibility for organising rapporteurs for each meeting.

We will hold an initial planning meeting in **Week 8** of Michaelmas term ( [KEY DATES AND DEADLINES](#) above) and will set up a sign-up on WebLearn for you to express interest shortly before this.


## Seminar Series


In addition to classes and tutorials, you are also warmly encouraged to attend and participate in migration research seminars at ISCA and COMPAS which run each term. They feature invited speakers and are an excellent introduction to cutting-edge migration research. See the [COMPAS website](#) for more information. Details of these talks will be circulated separately.

## §4. THE DISSERTATION

Your dissertation should be an original contribution to the field, but not necessarily a work of primary research. It should be no longer than 15,000 words including footnotes, but excluding bibliography, appendices, list of abbreviations, short abstract and table of contents. Students awarded a distinction on the dissertation are usually encouraged to edit their work for submission for publication in the COMPAS Working Paper series.


In **Michaelmas Term**, students will be encouraged to discuss possible topics and approaches to their dissertation with their supervisor and to undertake a preliminary literature review. In **Week 7**, a dissertation workshop will be held, for which you will have submitted a Dissertation Topic Form (First Draft) the week before. This sheet will help formulate your thoughts on your dissertation topic, research questions, evidence bases and preliminary bibliography. At the workshop, you will be divided into smaller discussion groups, each group led by a member of teaching staff. You will be asked to give a brief presentation of your ideas for your dissertation topic.

In **Hilary Term**, students will need submit their final *Dissertation Topic Approval Form* in Week 2 ( [KEY DATES AND DEADLINES](#)). For the rest of the term, you should start more detailed work on the literature review and framing your dissertation.

In **Trinity Term**, a second Dissertation Workshop will be held in Week 2. This is a more informal workshop where you can discuss problems and issues with your dissertation with teaching staff and fellow students. In Week 5 (or earlier) a full draft of your dissertation should be submitted to your dissertation supervisor. The earlier the supervisor can see your full draft, the more advantageous for you, as you would have more time to make the revisions. The dissertation will need to be submitted by Thursday of Week 8. (See  [KEY DATES AND DEADLINES](#).)

### *Fieldwork*

Primary fieldwork is generally discouraged due to the time constraints of the course. Please make sure you discuss the possibility of carrying out limited primary fieldwork/interviews with your supervisor to see if the subject of your dissertation would benefit from such inputs.

If your supervisor agrees that your dissertation would benefit from limited primary fieldwork/interview research, you will need to obtain ethical approval from the University **before** this is undertaken. Your supervisor will need to read and sign off your application which should then be submitted to the Departmental Research Ethics Committee (DREC) at ODID for approval. **NB:** Approval can take up to 4 weeks to come through so please make sure you apply by the **end of Week 6** in Michaelmas Term at the latest for any projects planned for Hilary Term. (See  [KEY DATES AND DEADLINES](#) above.)

If your supervisor approves a limited amount of primary fieldwork, you must apply in good time for University travel insurance. This will involve completing a High-Risk Safety in Fieldwork Risk Assessment questionnaire. **NB:** For reasons of liability **ALL** student travel is deemed to be 'high risk' regardless of the destination or nature of the work. While it is not compulsory to take out the University's travel insurance, students are **strongly recommended** to do so to ensure cover for any unforeseen theft, accident or missed/ delayed travel whilst on university-related activity. **NB:** you will only be covered for the days and travel directly linked to university work, and **not** for any personal time or travel.

### **Ethical Review Procedures for Research in the Social Sciences**

**ALL** University of Oxford research projects involving human participants or personal data, conducted by Oxford students or staff (including academic and research staff) require research ethics scrutiny and approval before the research starts.

#### **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.

#### **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.

#### **What you need to do**

Under the University's policy, ethical approval **must be** obtained **before** a research project begins.

1. Complete a CUREC 1 or 1A checklist. If this shows a CUREC 2 form is required, complete this too.
2. Obtain signatures (or email confirmation) from your department, including your supervisor's signature.
3. Give your completed form to the Course Coordinator, for forwarding to the Departmental Research Ethics Committee (DREC). Please note that you should do this at least **30 days before** you plan to start your research.

#### **Dissertation Support Fund**

A dissertation support fund is available to support students in the preparation of their dissertations, and you may apply for *up to* £250. Primary fieldwork is generally discouraged (given the tight timetable of the course). The money may be used for travel and fees directly related to the dissertation, for example:

- Consulting archives or library collections outside Oxford
- Meeting with academics or other experts in institutions outside Oxford

- Participating in workshops or conferences relating to the theme of the dissertation
- Technical support in the preparation of the dissertation

### **Dissertation supervision and change of topic**

#### *Supervision and reading of drafts*

Your supervisor should be the **only** person to be asked to read a draft of part, or all, of your dissertation. Your supervisor will not be the assessor of the dissertation. You may consult other members of staff for a discussion on a specific aspect of your work, but make sure you discuss this with your supervisor in advance. This is to ensure we are fair to all students and will prevent assessors from reading your work in advance.

Supervision varies from supervisor to supervisor. It will also be affected by your own working pattern and the nature of your research topic. Sometimes relatively frequent, short discussions can work well. At other times, longer, structured discussion or written comments may be more effective. It is up to you and your supervisor to establish how you will best work together. We would strongly recommend that during your first meeting, you agree on a timetable of meetings and what work you will submit before each meeting. We would expect you to meet your supervisor at least five times from early Hilary to late Trinity term (roughly once a fortnight in term; you should not expect your supervisor to be available in the Easter vacation).

#### *Change of supervisor*

In some instances, there may be a case for students to change supervisor at the start of Hilary term. The reason for change may be based on the topic of their dissertation. The supervisor will have been allocated according to your research interests and how they fit in with those of the staff supervising on the course. Most students are happy for their supervisor to oversee their dissertation and we will assume this is the case unless you have strong views to the contrary. The final decision about who will be your new supervisor will rest with the Course Director and you should not approach staff members yourself. Many of the staff have limited availability for supervision so please do not be disappointed if your preferred supervisor is unavailable.

#### *Change of topic*

After Week 2 in Hilary Term, **ALL** substantive changes of topic (i.e. those which significantly affect the content and scope of your dissertation, and not simply changes to the wording of the title or specific area of research) **MUST** be formally approved by the Chair of Examiners. Please discuss this with your supervisor if in doubt as to the extent of any proposed changes. Your supervisor must, in any case, approve any changes to your dissertation topic. Should you wish to change your topic substantively, you will need to submit a *Dissertation Topic Change Form* to the Chair for approval.

### **Dissertation: proof reading/copy editing**

Students have authorial responsibility for the written work they produce. Proof-reading represents the final stage of producing a piece of academic writing. Students are strongly encouraged to proof-read their own work, as this is an essential skill in the academic writing process. However, for longer pieces of work it is considered acceptable for students to seek the help of a third party for proof-reading. Such third parties can be professional proof-readers, fellow students, friends or family members. This policy does not apply to the supervisory relationship, nor in the case where proof-reading assistance is approved as a reasonable adjustment for disability. Oxford regulations allow proof-reading assistance for the dissertation only; **not** for any other examined element.



### *What a proof-reader may and may not do*

Within the context of students' written work, to proof-read is to check for, identify and suggest corrections for errors in text. In **no** cases should a proof-reader make material changes to a student's writing (that is, check or amend ideas, arguments or structure), since to do so is to compromise the authorship of the work.


#### *A proof-reader may identify:*

- typographical, spelling and punctuation errors;
- formatting and layout errors and inconsistencies (e.g. page numbers, font size, line spacing, header and footers);
- grammatical and syntactical errors and anomalies or ambiguities in phrasing;
- minor formatting errors in referencing (for consistency and order);
- errors in the labelling of diagrams, charts or figures;
- lexical repetition or omissions.

#### *A proof-reader may not*

- add to content in any way;
- check or correct facts, data calculations, formulae or equations;
- rewrite content where meaning is ambiguous;
- alter argument or logic where faulty;
- re-arrange or re-order paragraphs to enhance structure or argument;
- implement or significantly alter a referencing system;
- re-label diagrams, charts or figures;
- reduce content so as to comply with specified word limit;
- translate any part of the work into English

Students have overall authorial responsibility for their own work and should choose whether they wish to accept the proof-reader's advice. A third party proof-reader should mark up the student's work with suggested changes which the student may then choose to accept or reject.

Failure to adhere to these guidelines could constitute a breach of academic integrity and contravene the [Proctors' Disciplinary Regulations for Candidates in Examination](#). It is, therefore, the student's responsibility to provide the proof-reader with a copy of this policy statement. With reference to this, we would draw your attention to Appendix 1 ( [Good Practice in Citation and Avoiding Plagiarism](#)).

### **Past Dissertations**

To find copies of previous dissertations by students on the MSc in Migration Studies, go to the [Bodleian Library main catalogue](#). Under 'Refine your search', select 'Theses'. If you search for the words 'Migration Studies' anywhere in the record, this will bring up a list of recent dissertations which received distinction and which are available to be consulted in the Social Sciences Library.

## §5. SUPERVISION


You have been assigned an individual supervisor, with whom you will have a short, introductory meeting in Induction Week (or as individually arranged).

It is up to you and your supervisor to agree exactly when and for how long you meet, but it is a good idea to get this into your diaries at the start of each term. As a general guide, you should expect to see your supervisor at least twice – and probably three times – a term (after your initial meeting in Week 0). Meetings should last for some 30 minutes, and will probably take place around:

- Michaelmas: start-of-term (Week 1), mid-term (Week 3 or 4) and again towards the end of term (Week 7 or 8);
- Hilary: at the beginning, middle and end of term (Week 1 or 2; and Week 4 or 5; and Week 7 or 8);

and

- Trinity: at the beginning and middle of term (Week 2 and around Week 4-5).

Your supervisor will help you to start thinking about your dissertation from the start of the course, and will suggest preparatory readings to help you develop your thinking. Come prepared to discuss your ideas, as your supervisor will help you to identify a suitable topic and questions. By the end of Michaelmas term, you have to submit a draft *Dissertation Topic Approval Form* to your supervisor for feedback; and your supervisor must have approved this by Week 2 in Hilary. After this you will submit the final form Course Coordinator for approval by the Chair of the Examiners (see  [KEY DATES AND DEADLINES](#) above).

Your supervisor will have access to your *Short Essay Self-Assessment* sheets and the essay feedback from your course lecturers on WebLearn. They may discuss with you any challenges you are facing in the writing of tutorial essays, and suggest measures for improvement. However, your supervisor will only read your essays if the lecturers' feedback causes concern.

Although your supervisor will be in close and regular contact with you throughout the year, supervision should generally be limited to academic issues. If you have any queries about procedural or administrative matters to do with degree or examination administration, you should contact the Course Coordinator. Other personal, pastoral or financial matters are best directed to your College in the first instance.

It is generally expected that your assigned supervisor will supervise your dissertation. If a strong case can be made for changing supervisors, you may be allocated a different supervisor at the end of Michaelmas to oversee work on your dissertation in Hilary and Trinity terms.

Supervisors are drawn from the teaching and research staff based at ODID and Anthropology, although on occasion we may approach a supervisor from another department or centre, depending on their availability. Graduate students may also on occasion lead tutorials or discussion groups.

**NB:** If you have any issues with your supervision, please raise these as soon as possible with the Course Director, or with the Course Coordinator, so that they may be addressed promptly.

### Guidance for students and supervisors

(Adapted from regulations originally issued by the Education Committee of the University)

### *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 upon 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. S/he 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 Committees for ODID and SAME implicit in the supervisory relationship.
2. The supervisor is required to make an appointment for a meeting with the new student not later than Week 1 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, 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. 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.
6. 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.
7. 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.
8. The supervisor is required to report 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.

9. The supervisor should not be absent on leave (during term-time) unless appropriate temporary supervision has been arranged for the student.

### **Assessment of tutorial essays**

There are a number of tutorial essays linked to both the core and options courses that are set throughout the course. These essays deal with substantive, theoretical and/or methodological aspects of the material covered in each of the courses and core seminars. Essays should be around 1,500 words in length.

The purpose of these essays is to hone your analytical writing skills. The essays will also help prepare you for the written exams at the beginning of Trinity term. We therefore encourage you to sign up for essays that require you to read new material and think about new problems, rather than choosing essays that resemble work you have done previously.

Your course lecturer and supervisor will expect your essay to be a well-written, typed piece of analytical work based on approximately half a dozen readings around a specific topic. (See  [WRITING ESSAYS](#) for notes on how to approach these short essays.) There are also writing guidelines for your dissertation in that section which you will find helpful.

You are expected to complete a *Short Essay Self-Assessment* sheet and insert it into the front of your essay before submission electronically via WebLearn. Your course lecturer will then mark the work and provide you with written feedback via WebLearn. Please note that tutorial essays do *not* form part of the formal assessment of your work. However, they are an integral part of teaching and learning. To help with this, they will be given an indicative mark from the range to be found in the marking criteria in the Examination Conventions.

Remember that while your tutorial essays do not count in your final degree assessment, the completion of all required written work is necessary for your successful graduation. Failure to complete written work by the stipulated deadlines can result in your tutor refusing to enter you for the examination, and thus to a fail in that paper. It is therefore extremely important that all coursework assignments are completed on time. Those seeking admission to other graduate courses following completion of the MSc should also be aware that other departments may request information on coursework marks in their evaluation of your application.

### **Feedback on learning and assessment**


Feedback on both formative and summative assessment is an important element of all programmes at Oxford and may be provided informally and/or formally.

#### *Feedback on formative and other informal assessments*

Feedback on formative assessment e.g. course essays or assignments, should help:

- 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 can expect to receive feedback on their progress and on their formatively assessed work submitted during Michaelmas and Hilary. This will take the form of:

- Informal feedback provided during classes/tutorials and other interactions with teaching staff.
- Your essays returned to you within two weeks of the tutorial/submission, and written feedback via WebLearn giving you overall comments on your work and an indicative mark. In addition, the lecturer may have marked up the copy of your essay, highlighting individual points of strength and weakness in your argument.
- Your supervisor will be able to view your essays via the Markbook on WebLearn () and would be able to help you should any questions arise from the feedback.

#### *Feedback on summative assessments*

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. 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.

#### *Feedback on assessed essays and dissertations*

Under the direction of the Chair of Examiners, we provide written feedback to all students on their assessed Paper I essay and dissertation. The principal component of these are the assessors' reports as added to (and edited, if required) by the examiners. The Chair ensures that the feedback is consistent with the final agreed mark in cases where, for example, examiners have over-ridden the assessors' mark, or where assessors disagreed, and appropriate synthesis of the feedback is provided. Students will receive one report only and we aim to distribute it (copied to supervisors) within two weeks following the meeting of examiners at which the marks are ratified.

Students will receive feedback on only the Paper I assessed essay and the dissertation.

#### *Other information about assessment standards*

Students are advised to read the internal and external examiners' reports for the last cohort which can provide valuable insights and contribute to students' preparations for examinations and other forms of assessment.

### **Graduate Supervision Reporting**

At the end of each term, your supervisor will submit a report on your academic progress via the University's online Graduate Supervision Reporting ([GSR](#)).

Students will be notified by email when the reporting window opens and they are strongly recommended to complete a self-assessment report every reporting period. If you have any difficulty completing this task, you should speak to your supervisor. Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Students are asked to submit their report in **Week 7** of each term via the [Student Self-Service](#) portal, using their Oxford Single Sign-On username and password to log in. (For

assistance on using the system, see [FAQs](#).) Once you have completed your sections of the online form, it is released to your supervisor for completion and will also be visible to your Course Director, the Director of Graduate Studies (DGS) at ODID and to your College Advisor. Supervisors will submit their report via eVision. When the supervisor's sections are completed, you will be able to view the report, as will your Course Director, the ODID Director of Graduate Studies and your College Advisor. (Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place; College Advisors are a source of support and advice to students.)

If you have any complaints about the supervision you are receiving, you should raise this with your Course Director or the Director of Graduate Studies at ODID. You should not use the supervision reporting system as a mechanism for complaints.

Your supervisor should discuss the GS report with you, as it will form the basis for 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 term ahead.

## **§6. ESSAYS, DISSERTATIONS AND USING REFERENCES**

### **GUIDELINES FOR ESSAY WRITING**

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

At the basis of an essay question, there usually is a problem. The problem may not have any solution, and the task may consist of explaining the nature of the problem or perhaps presenting several imperfect solutions with their criticisms. But essay writing is really about understanding problems.

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

*Step One: Decide what the problem is all about*

Highlight 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 .....?'

For example, if you were writing an essay entitled:

Compare and contrast legal pluralism and legal culture as ways of studying migrants' relationship with the law.

You might underline legal pluralism, legal culture, relationship with the law, and especially ways of studying, and then ask yourself: ‘what is legal pluralism?’, ‘what is legal culture?’, ‘what is meant by relationship with the law?’.

Some further questions to ask yourself might be:

- Should I focus on laws in the destination country only?
- Should I confine the discussion to a particular type of law?
- Should I focus more on migrants’ perceptions of laws, or their formal normative relationship to the law, or the relationship as actually experienced?

You should also ask yourself: ‘What is the point of the question?’ or ‘What is the question driving at?’. It is important to note that in the question ‘legal pluralism’ and ‘legal culture’ are two perspectives rather than actual situations. The question is thus asking for a theoretical or methodological evaluation of the two approaches. If you elaborate how migration may affect the legal culture of the receiving society, then you are probably missing the point.

If you were unable to break down the question in this way, 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?’. ‘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 link*

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

To take an example, if the question being asked were:

How can we reconcile the idea that human and economic development tends to increase migration and mobility, with the fact that the proportion of international migrants has not increased significantly over the past century?

The missing links would be that:

- The last century experienced significant human and economic development; and
- There is a causal relation between development and migration (i.e., development causes migration).



Unpacking this second assumption could a way to address the question.

*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 your 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 economic consequences of labour migration, do not digress into the ecological consequences of labour migration.
- *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.

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 anything more to add, but there are always some. Your essay plan should look something like this:

Introduction

Section One: major point, example, qualification, restatement

Section Two: major point, example, qualification, restatement

Section N: major point, example, qualification, restatement

Summary/Conclusion

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

*Step Eight: Write down your essay*

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

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

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

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

### **Useful Sources**

*On writing a Masters thesis:*

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

*General reference books*

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

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

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

### **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 the [Oxford Students website](#).

### **English for Academic Studies**

If English is not your first language, and you feel you could do with some more formal help to develop your academic writing skills, remember that the University's Language Centre offers courses in [English for Academic Studies](#).

## **GUIDELINES FOR WRITING THE DISSERTATION**

### **1. What assessors are looking for?**

Here is a list of things assessors will look for in a dissertation:

- A well-chosen question/aim which takes due consideration of the relevant literature and case studies

- Appropriateness of the methodology and a critical approach to evidence and awareness of ethical research
- Good knowledge of relevant theory and how it applies to your question
- Good standard of presentation
- The most successful dissertations will contain ideas or insights which make an original contribution to scholarship, rather than simply summarising established wisdom. This can be either a matter of saying original things about something quite familiar, or discussing unfamiliar material within the context of a familiar debate but offering new perspectives.

## **2. Choosing your topic**

The dissertation is an opportunity for you to develop your own intellectual interests. You may know before you arrive in Oxford the subject you wish to research; other students may find inspiration from classes in Michaelmas term, academic or current events reading, or from another student or a member of staff. Regardless of where the idea comes from, you should make sure that the decision is yours, that you are excited by the avenues the dissertation could explore, confident that you can live with it for many months and that you can convince others of the value of research in the area. This passion will be evident in the dissertation and the appropriateness of the topic will have a bearing on your final mark.

### *Discuss it with your supervisor*

You should take the opportunity during your first meeting with your supervisor to discuss any thoughts for your dissertation topic, even if they are embryonic. Your supervisor will be able to help you to assess how feasible the research topic is, and how you may develop it.

### *Identify a question*

Once you have decided an area of research, frame it as a research question. This will help you to identify avenues of inquiry and to think about your hypothesis. It will direct your thinking towards analysis and away from description of the existing situation.

### *Further considerations*

You should consider existing scholarship in the area. If little scholarship exists, it will be difficult to produce a dissertation from secondary sources. Check that your sources are in a language that you can understand, where your sources are located and whether you will need to travel, and what types of data and analysis (quantitative, ethnographic, archival, etc.) will be required.

## **3. Conducting research**

### *Identify a theoretical framework*

The framework will help to situate your dissertation in current research. Start by analysing existing research in the area (perhaps by producing a short literature review), identifying current debates, evaluating the strengths and weaknesses of major arguments and looking for gaps within the literature, where you might locate your own research. Your supervisor will be able to point you in the direction of current research in the area, but it will be up to you to appraise the arguments, scrutinise the gaps in the literature and examine ideas of direct relevance to your research. Identify the key concepts pertinent to your question and begin to scrutinise them in relation to your topic.

Use bibliographies of existing works, look at the most recent editions of relevant journals and attend conferences of direct relevance to your work. Refer to the reading lists pertinent

to your area of study; the summer reading list also lists websites that may be of general interest to many students. Investigate the sources that are available, and draw upon the expertise of the librarians to point you to sources you had not considered. You may wish to conduct a small number of interviews, but make sure this is ancillary research to the topic. You should refer to the discussions in Research Methods regarding ethical research and ensure that you have completed the necessary forms for the Department (e.g. CUREC, Safety in Fieldwork/Risk Assessment and travel insurance forms. Ensure that you begin to compile your own bibliography as you go along.

#### *Evaluate your sources*

Drawing on the subjects discussed in research methods, be prepared to question your sources. Don't take it for granted that previous researchers have drawn the appropriate conclusions, or that a theory applies to all situations. Draw on your analysis of current debates in the field to really consider the validity of your sources. Refer to the raw sources used by other writers in the field. Ensure that your sources are not dated.

#### *Refine your question*

Once you have undertaken preliminary research, refine your question. Discuss the scope of the question with your supervisor; your dissertation will be weak if the research area is too broad or too thin.

Finally, be flexible. The literature you read during the course of your research may change the direction of your thoughts or your opinions.

### **4. Planning the dissertation**

#### *Make a timetable*

Draw up a timetable in which to write the dissertation, in consultation with your supervisor. Make sure you meet the Week 4 Trinity term deadline for submitting a full draft of your dissertation to your supervisor, as this should allow enough time for you subsequently to take on board arising suggestions. The sooner you can get a full draft to your dissertation supervisor, the better. You'll find that even if a last-minute blitz has worked in the past, you will be disappointed with the results of it on a project of the scale of the dissertation. You will also need to leave time to account for unforeseen complications throughout and any computer hassles near the end. Always save your dissertation to a USB stick/external hard-drive/email account as well as the hard drive of your computer, to circumvent the panic of computer crashes. Ensure that you have the document ready for the printer in time to get it to the Exam Schools by the deadline.

You will be conducting some research during the writing process, as they are not always nicely delineated processes, so ensure that you leave enough time for this during the writing process. Do not wait to start writing everything once all research has been completed.

#### *Write a plan*

Write a one-page document 'What am I trying to say' which will help you to collate and order your main arguments. This will help you to form a plan/structure for the work itself. You will probably find that you refine the plan as your ideas evolve, but make sure you still use a plan, as this will ensure your structure remains logical. Divide up your time according to the plan, ensuring you spend an appropriate amount of time proportionate to the length of text or importance of the point to the general argument. Diversions might be tantalisingly

interesting, but you will find that 15,000 words is a limited space in which to fit all your research.

## **5. Writing the dissertation**

*Define your key concepts – and early on!*

Don't leave the definition of an important word/area in your question until the thirtieth page. Give due consideration to the definition of all your key concepts and theoretical aspects, ensuring that you evaluate their strengths and their relevance to your topic and your argument.

*Convince your reader*

Set out your argument early on in the dissertation and bear in mind that your object is to persuade your reader of your hypothesis. Integrate raw data and case studies into your argument as justification. Don't leave the theory to the introduction and conclusion but use it along the way.

*Structure*

The paragraph is the basic unit making up the dissertation. Ensure that each paragraph has a point that is set out at the beginning, justified with evidence and related to the broader argument. Evidence, in the form of data or case studies, should be short and directly relevant. Don't quote chunky passages of text, unless you're analysing the theoretical implications of the text at length. Make sure you explain the significance of the example included. Each paragraph should build on the argument of the previous one as the logical progression of your argument. You will have more material than space and will need to carefully select and prioritise your material. Ask yourself how each example/point advances the argument as a litmus test for its inclusion in the dissertation and to ensure that your message is clear.

At the end of each section you should very briefly restate your major points in alternate words, relating them to the broader argument. This will help you to conclude the section and the dissertation as a whole, as well as ensuring that the reader is entirely clear of the point you are making.

*Familiarise yourself with academic work*

Read articles in academic journals to gain stylistic hints. How do academics in the field construct their arguments and situate them within the existing scholarly debate? What techniques do they use to convince readers of the power of their own ideas? How do they use evidence without incorporating lengthy slabs of narrative?


*Grammar, punctuation and spelling*

You may use whichever convention is easiest for you (e.g. American English or UK spelling) as long as you are consistent. You are responsible for all aspects of the thesis and should allow enough time to edit the work carefully, including correction of spelling errors.

## **6. Referencing**

The purpose of a bibliography is to allow readers to find the original book, article or source. You should adopt a clear and consistent system and take care to ensure the accuracy of each citation. Make sure that you only include sources which you have referred to in the Dissertation.

The Department uses the Harvard referencing system, following the format of Oxford

University Press. A style guide can be found on the [Oxford University Press website](#). You may find that there are a variety of different Harvard referencing systems online. It does not matter which one you use as long as you use the **same** system **consistently** throughout your written work. Some students have found online referencing tools, such as [Mendeley](#), helpful. You may also like to take a look at Appendix 2 (  [APPENDIX 2](#) ) for guidance.

### Some useful resources:

Phyllis Crème and Mary R. Lea (2003) *Writing at University: a guide for students*, 2<sup>nd</sup> ed., Maidenhead, Open University Press

Henry Fowler (2010) *A Dictionary of Modern English Usage*, new ed. David Crystal, Oxford, Oxford University Press – correct forms of common mistakes

*Roget's Thesaurus* (1998) new ed. Betty Kirkpatrick, Penguin, London – many editions are available, and it is also available online.

## 7. Plagiarism

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


To understand what constitutes 'plagiarism', please see [Appendix 1](#) below. There is also a related task you need to complete by **Friday, Michaelmas Term**, first week.

## 8. Format and presentation of submitted work


All work must be submitted in the following format:

- Must be **anonymous**, with only your examination number on the front cover sheet<sup>†</sup>
- Must be presented in size 12 font (preferably Times New Roman)
- Must be 1.5 line-spaced and printed double-sided on A4 paper
- Must have a bibliography that consists only of references that are cited in the text; the section title should be 'References Cited'
- Must follow the [Harvard](#) or author-date system of referencing
- Must be within the permitted word limit and include the word count<sup>‡</sup> clearly stated on the front cover sheet
- Must be soft bound (either glued or spirally bound between semi-rigid covers)
- Must have a standard cover sheet, showing your essay title, candidate number and word count, bound into the front
- An abstract of 150-200 words should be added to the Dissertation. This will not be included in your 15,000-word count.

<sup>†</sup>Do not include anything in the Examiners' Copies that might identify you: this includes acknowledgements for help given [and in the Methods in Social Research Portfolio, references to previous work using your name or syntax files containing the name of personal document folder]

<sup>‡</sup>The word count should *include* your main text and any footnotes (which should be kept to a minimum), but *exclude* data tables, and reference tools such as your bibliography (and in your dissertation, any appendices, a list of abbreviations, short abstract and table of contents). Do **not** exceed the word count for submitted work. If you do, you may face an academic penalty (see Exam Conventions in  [EXAM RESOURCES](#)).


### Submission Process and Deadlines

All summative submissions are handed in to the Examinations School on the High Street **no later than 12 pm** on the deadline date ( [KEY DATES AND DEADLINES](#)). **Two** soft-bound copies are required for all such submissions, except for the Dissertation where **three** copies are needed. In addition to soft-bound copies, students should **also** upload an identical **electronic copy** to WebLearn. This site will be available a week or so before the assignment is due.

All summative submissions will need to be accompanied by two documents – an appropriate cover sheet and a signed authorship declaration form. The cover sheet should be bound with the submission, but the authorship declaration form, confirming that it is your own work, **must be** enclosed **separately** in the envelope containing the bound copies. Templates for both the cover sheet and authorship declaration form will be available on WebLearn.

It is important that the electronic copy of the summative assignments you submit is identical to the soft-bound copies. You will be asked to sign a declaration that the electronic material you have screened is identical in content with the soft-bound copies. Checks will be made of such declarations and dishonesty will be treated as an attempt to cheat in the examination. You will be responsible for retaining an electronic copy of your submitted work until the examination is concluded.

### Deadlines for Assessed Submissions

It is **essential** that deadlines are strictly complied with. Penalties can be imposed for non-observance. At their most severe, these can amount to your being deemed to have failed part of your course. You may also incur financial penalties. Requests for extension of time to hand in papers due to illness or other urgent cause must be made **before** a deadline has passed and must be done through your College. A fee may be charged. (For deadlines, see  [KEY DATES AND DEADLINES](#) above.)

### Extensions

In very exceptional circumstances (usually due to illness) it may be possible to request a short extension of time to hand in your assessed submissions. You will need to contact the Senior Tutor of your College who will be able to advise you and who, if necessary, will seek approval from the Proctors. If your request is accepted, it will be forwarded to the Chair of the Examiners for the MSc. All such extensions need to be approved **in advance**. Failure to hand in papers and deposit your assessed submissions in time without prior approval may result in failure to complete the degree.

## §7. EXAMINATION AND ASSESSMENT

### Examined Elements

The table outlines the assessments, method of assessment and weighting of the five elements and the successful completion of all constitutes the MSc in Migration Studies:

Assessment Title	Method of Assessment	Word Length	Weighting
The Politics of Movement: International Migration in the Social Sciences	Essay	5000+	15%
Migration, Globalisation and Social Transformation	Three-hour written examinations	n/a	15%



Assessment Title	Method of Assessment	Word Length	Weighting
Thematic and Regional Electives	Three-hour written examinations	n/a	15%
Methods in Social Research	Two assignments 1. Qualitative <b>plus</b> 2. Quantitative	3000† 3000‡	15%
Dissertation	Thesis	15,000	40%

†excluding notes and bibliography; ‡excluding references and appendices

**NB:** The Keyword Discussion classes are relevant to all assessment units

### *Entering for the Examinations*

The University will have automatically entered you for the examined elements of your course once you registered. However, it would be a good idea to check that you have been entered for the correct elements by clicking [here](#).

### *Sitting the Written Examinations*

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

### *Alternative Examination Arrangements*

Students 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 [University Student Handbook](#). Subject to the provisions given in those notes, a student who fails to appear at the time and place appointed for any part of his/her examination shall be deemed to have withdrawn from the examination.

### *Conduct and Academic Dress*

The proper conduct of all examinations in the University comes under the jurisdiction of the Proctors. Please refer to the [University Student Handbook](#). Procedures for dealing with students whose examination scripts are illegible are also covered by the Examination Regulations (see below).

All members of the University are required to wear [academic dress](#) with *sub fusc* clothing when attending any University examination. Clothes should be appropriate for formal occasions. Hoods are worn by graduates at University examinations and at presentations for degrees. Gowns and mortar boards (squares) are available for hire (or purchase) from the Student Union, Shepherd and Woodward on High Street or from similar shops.

### *Mock Examinations/Examination Briefing*

To help you prepare for the written exams in the first week of Trinity, we hold an informal mock exam and an Exam Briefing/feedback session between Weeks 6 and 8 of Hilary. Further details will be circulated during Hilary.

If you wish to attend orientation sessions or mock exam sessions run by Examination Schools, to get a sense of what it is like writing an exam paper in the formal setting and wearing *sub fusc*, you can find further details [here](#). Please note, however, that any scripts you write will not be guaranteed to be marked or assessed by members of the teaching staff on the MSc in Migration Studies. The session is there purely to acclimatise you to examination conditions.

### *Importance of answering the question as set*

You must answer questions in the exact form in which they have been set for all written work. This is particularly important in the assessed essays and examination papers which make up part of your final mark. The question is not a prompt. If you rephrase it, you will be at a serious disadvantage, since we are only able to assess your work under one of the questions as formulated. This does not mean that you cannot critically evaluate the underlying implications and assumptions of the question – indeed, this is exactly what we are looking for!

### **Examination Regulations**

The *Examination Regulations* (which you may also hear referred to as ‘the Grey Book’) contain most of the University's formal regulations relating to examinations and to the programmes of study offered by the University. The regulations for the Migration Studies are split into two sub-sections. The first deals with general regulations covering all [MSc by coursework degrees](#) and the second with regulations specific to [MSc in Migration Studies](#). You may also find reading the regulations for the conduct of [University examinations](#) of particular use.

### **Examination Conventions**

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, resits, use of penalties for late submission and over-length work. The full examination conventions for the MSc in Migration Studies will be published on WebLearn at least one whole term before the first assessment is due.

*If there is a conflict between information in this Handbook and the Examination Conventions, then you should follow the Examination Conventions. Any modifications to the Conventions will be communicated to students via WebLearn or email.*

### **Previous Examiners’ Reports**

An anonymised copy of the Examiners’ Reports for 2017–2018 will be available to consult on WebLearn. This will be published online in early Michaelmas Term.

### **Past Papers**

Past examination papers, from 2010–2011 onwards, are available in the Library or from the [University of Oxford website](#). If searching by using free text, enter ‘Migration Studies’ and then select ‘Master of Science in Migration Studies (by coursework)’. This will bring up the four past papers. If searching by course, scroll down until you reach ‘Master of Science (by coursework)’ and then look for the exam paper code JMIG.

### **Receiving your results**

You will receive an automatic email once your examination results are available via your Student Self-Service Academic and Assessment Results page. You will need to log in to [Student Self-Service](#) using your Oxford Single Sign-on. The results page will detail all of your assessment results and your final classification. Results are generally during the first half of July. **NB:** You will receive results for Paper 1 (the assessed essay) followed by feedback in Hilary Term.

### **Best Dissertation Prize and Examiners' Prize**

The Examiners may, at their discretion, award a prize for the best thesis submitted by a student, and for the best overall performance by a student, taking into account performance in each of the individual examined elements. A prize of £100 will be sent to each student during the summer.

### **Deposit of Dissertations**

The Examiners will normally recommend that dissertations awarded a distinction be deposited in the Bodleian Library. The Course Coordinator will contact you if this is the case, asking you to complete an Information for Thesis Cataloguing form (GSO.26b and GSO 3b). You do not need to send an extra copy of your dissertation for cataloguing: simply a signed and completed form.

### **Graduation/Degree Ceremony**

Degree ceremonies are arranged by your College, rather than by the Department. You will receive an invitation to a degree ceremony quite soon after arriving in Oxford (during Michaelmas term). For more information, please click [here](#). Degrees are not automatically conferred at the end of the course, but either at a degree ceremony (in person) or *in absentia*. Degree ceremonies usually take place, on set days, between July through to September. After receiving results, you should check with your College to find out which is the earliest available ceremony dates for which you will be eligible. If you are interested in the background to the Degree Ceremony, please click [here](#).

### **Progression from MSc to DPhil**

On completion of the degree, you can apply to study for a DPhil at Oxford. This could be in Anthropology with ISCA; in International Development with ODID; or with another Department of the University (subject to their eligibility criteria). Admission to read for a DPhil at both ISCA and ODID is at the discretion of their respective Graduate Studies Committee, which will take into account the:

1. feasibility and coherence of your research proposal;
2. availability of appropriate supervision; and
3. marks you achieve in the MSc<sup>†</sup>.

If your application is successful, you will be admitted as a Probationary Research Student (PRS) leading to the DPhil programme. During the first academic year, whether at ISCA or ODID, you will be required to do a number of tutorials on relevant topics with your supervisor(s); to undertake coursework for examination; and most importantly to submit a substantial piece of work outlining your proposed research. Your upgrading from PRS to the status of DPhil candidate is subject to an assessment of your written work.

You will receive more detailed guidelines about applying for admission to PRS and reading for a DPhil at Oxford during Michaelmas term.

<sup>†</sup> If you are applying to Anthropology, your overall MSc grade should be 70% or above; ODID normally requires an overall grade of 67% with a distinction (70% or above) on your dissertation.

## §8. UNIVERSITY REGULATIONS AND GUIDELINES

### University Regulations and Policies

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A–Z of University Regulations, Codes of Conduct and Policies available on the [Oxford Student website](#).

While every effort is made to ensure the accuracy of the information contained in this Handbook, it is for guidance only and does not constitute authoritative statements of University policy and practice in particular areas. For these, other documents should be consulted, including:

[Oxford University Statutes and Regulations](#)

[Education Committee Guidance Notes](#) (the Education Committee is responsible for academic policy matters.)

### Residence requirements

You should be aware that, according to University regulations, MSc candidates are required to keep statutory residence and pursue their studies in Oxford for no less than three terms after admission. The *Examination Regulations 2017* state that:

... student members who are reading any other degree of the University shall reside, for the period prescribed for that degree, within twenty-five miles from Carfax.

The regulations stipulate that anyone wishing to live further than this will need to apply in writing to the Proctors who may authorise this in special circumstances. This means that students are required to reside in Oxford for at least weeks 1-8 for Michaelmas, Hilary and Trinity terms.

### Overseas students: [Tier 4 Visa Obligations](#)

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.

### Policy on paid employment, Internships or *Pro Bono* Work

Students who wish to take up paid employment are required to seek advice from your supervisor in the first instance and then the Course Director **before** taking up any such employment. Students must ensure that paid employment does not impair their studies. The MSc in Migration Studies is an intense academic programme; paid employment is advisable for students only under exceptional circumstances. If permission is granted, your general supervisor will monitor, on a termly basis, that a proper balance is maintained between paid employment and academic coursework. Please note that University guidelines stipulate that Masters courses are expected to entail full-time commitment. Please refer to the [University's Guidelines](#) on paid employment.

Sometimes students on the course agree to undertake volunteer work with local refugee/migration organisations. While this is often helpful to the organisation and to the students concerned, it is **important** that such commitments are limited to a **maximum** of

**two hours a week** to ensure that this participation does not interfere with their academic commitments.

#### **Policies on conflict of interest/academic integrity**

You will find details on these on WebLearn.

## **§9. COMPLAINTS, ACADEMIC APPEALS AND OTHER CONCERNS**

The University, the Social Sciences Division and the Oxford Department of International Development all hope that provision made for students at all stages of their programme of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

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

Many sources of advice are available from colleges, Faculties/Departments and bodies like the Counselling Service or the [OUSU Student Advice Service](#), which have extensive experience in advising students. You may wish to take advice from one of those sources before pursuing your complaint.

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

#### **Complaint relating to teaching or other provision**

If your concern or complaint relates to teaching or other provision made by the Faculty/ Department, then you should raise it with the Chairman of the Teaching Committee (Course Director) or with the Director of Graduate Studies as appropriate. Complaints about departmental facilities should be made to the [Departmental Administrator](#). If you feel unable to approach one of those individuals, you may contact the Head of Department/Faculty (Professor Christopher Adam). The officer concerned will attempt to resolve your concern/ complaint informally.

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.

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](#).

#### **Academic appeal**

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

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

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the [University Academic Appeals Procedure](#).

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.
- On no account should you contact your examiners or assessors directly.

## **§10. COMMITTEES AND STUDENT FEEDBACK**

### **Joint Graduate Studies Committee**

Responsibility for the programme is vested in the Joint Graduate Studies Committee of the School of Anthropology and 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. At the University level, the [Education Committee](#) is responsible for matters of academic policy.

The Joint Graduate Studies Committee (JGSC) is chaired, alternately, by the Heads of both ODID and SAME. Its constituent members comprise the Course Directors from both Migration Studies and Refugee and Migration Studies pathways. One student representative from MSc in Migration Studies would be expected to attend. The student representative would be expected to report back on any concerns that students in their cohort had and on any suggestions for future improvements. The meeting would normally be held around the first week of Hilary Term.

### **Teaching Committee**

The MSc MS Teaching Committee meets every term. It deals with matters related to the MSc degree programme such as the organisation and content of teaching, policy, examination performance, staff and personnel, equipment, scheduling, publicity, and funding.

### **Class Representatives**

One of the first things we will ask you to do during Induction Week is to elect two or three class reps from among your number. The reps act as a channel for the class to convey their collective views to the Course Director. We would welcome class reps who reflect the diversity of the student body. So if possible, please try to make sure that no two come from the same continent (Europe, Asia, Africa, Australia, North America, South America). Ideally, the class reps will also reflect your cohort's gender balance and diversity in educational backgrounds.

Oxford University Student Union (OUSU) run training courses for class representatives, which we strongly encourage you to attend. The OUSU will get in touch with you early in Michaelmas, and you can [contact](#) them direct for further information.



You should let the Course Coordinator have the names of your two or three class reps by the **end of Week 1 of Michaelmas**. The names of these elected student representatives will be published by Week 2.

### **Student Committees**

You are encouraged to make suggestions for change and improvements at any time to your lecturers, supervisor or the Course Coordinator.

Suggestions from students for high quality additions to the collection of readings in the library are especially welcomed.

*Student Consultative Committee:* One of the main forums for this feedback are the meetings of the Student Consultative Committee. These usually take place in Week 8 in Michaelmas term and in Week 7/8 in Trinity. These meetings can be used to discuss students' reactions to the course, as well as other related issues. The meeting is chaired by the Course Director, and notes are taken by the Course Coordinator (for consideration by the Teaching Committee). Any member of the class is welcome to attend. However, we ask that your two or three class reps should solicit the views of the whole class before each meeting, and come prepared to speak to these during the meeting.

*COMPAS Staff Committee:* The COMPAS Staff Committee meets three times a year, to which a student representative is invited. The Committee deals with matters relating to the governance of COMPAS. Student representatives would have the opportunity to comment on or suggest changes to those aspects relating to their pathway.

*Division and University Representation:* Student representatives to sit 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.

### **Course evaluations and surveys**


At the end of both Michaelmas and Hilary terms, you will be asked to evaluate the courses you have studied. All answers are confidential and anonymous. Detailed entries will be kept on file and a summary of the views expressed will be circulated to the MSc in Migration Studies Teaching Committee for discussion.

The Teaching Committee meets in Week 2 of each term and may also hold *ad hoc* meetings at other times should these be necessary. This Committee deals with matters related to the MSc in Migration Studies degree course, such as the organisation and content of teaching, liaison with the library, staff and personnel, equipment, timetabling, publicity and funding. It reports to the Graduate Studies Committee, which includes representatives from both ODID and SAME and meets in Weeks 2 and 7 of Michaelmas, Hilary and Trinity Term. Decisions made by the ODID Graduate Studies Committee are forwarded to the SAME Graduate Studies Committee.

Students on full-time courses 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, staff and the general public.

## §11. SOURCES OF INFORMATION AND HELP

### The Department and its Role

Your first port of call for any academic matters should be your supervisor ( [SUPERVISION](#)); other personnel who can help are listed below:

Matters to do with the course:	<a href="#">Course Director</a>
Matters to do with teaching on the course (or with the course itself) which needs to be discussed outside the course	<a href="#">Director of Graduate Studies, ODID</a> or <a href="#">Director of Graduate Studies, SAME</a>
Regarding procedural or administrative matters and especially examinations (or anything else)	<a href="#">MSc in Migration Studies Course Coordinator</a> ; tel. (2)81833

### The College and its Role

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. If you need to obtain extensions for assignments, etc., the Senior Tutor of the College would be the person to contact. For more information on the role that College's play, please consult their individual handbooks.

All students are assigned a college advisor, who is usually a Fellow of the College. Your college advisor can:

- provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance;
- monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;
- consult the Tutor for Graduates/Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- offer guidance on sources of support available within the College and University

In addition, your college advisor may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans. College advisors may also be able to provide you with a character reference or for a Junior Deanship, but they are not able to provide you with academic reference.

Your college advisor is not expected to perform the role of your department or faculty supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance.

You will first meet your college advisor during your first term, and you are encouraged to contact your college advisor as and when you need advice or help. (You should also feel free to consult other college officers as necessary: see below.)

Your college advisor may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of advisor; you should contact your Tutor for Graduates/Senior Tutor.



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

### **Counselling and other welfare needs**

The College Advisor will be able to direct you to relevant sources of advice and support which you should feel free to consult as necessary. These might include, but are not limited to:

- College Chaplain or Welfare Fellow
- MCR President or MCR Welfare Officers
- College Nurse or General Practitioner (GP)
- College Counsellor
- College Tutor for Graduates/Senior Tutor or Academic Administrator
- College/Tutorial Office or equivalent
- College Bursary or equivalent
- Financial Aid/Student Hardship Officer

The University also offers a [counselling service](#). It is there 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. In addition, a range of [student-led support](#) is available to help provide support to other students, peer support, OUSU Student Advice Service and Nightline.

## **§12. LIBRARIES**

The [Bodleian Libraries](#) form the integrated library service of the University of Oxford, offering over 13 million volumes, 29 site libraries, 4,070 study places, 80,000 online journals, 1,350 research databases, document supply services, information skills training programmes and world-class staff expertise.

To search the collections, locate items, access online resources, reserve or renew books, and for the library's instant chat service, please use [SOLO](#) (Search Oxford Libraries Online). For off-site access to online resources log-in to SOLO with your Single-Sign-On user name and password received with your University email.

An extensive range of guides to resources and services are available [online](#), including details of forthcoming [training](#).

The Bodleian Social Science Library (SSL) is the main library for Oxford University's Social Sciences Division and particularly supports the Departments of: Economics, International Development, Politics and International Relations, Sociology, and Social Policy and Intervention, and the Centres for: Criminology, Refugee Studies, Russian and East European Studies, and Socio-Legal Studies. Of particular interest is the unique grey literature collection on refugee studies and forced migration, now fully searchable via SOLO. The [SSL](#) is housed on the ground floor of the Manor Road Building, and is open seven days a week during term-time (9am to 10pm Mondays– Fridays, 10am–6pm Sat., 11am–7pm Sun.). It is a five-minute walk from ODID. The Library offers a variety of study spaces including graduate study rooms, individual study carrels, and two group discussion rooms which are available for booking. For answers to FAQs (Which password do I use? How do I print, copy and scan? How do holds work? etc.), please see the SSL [Getting Started](#) webpage. The SSL website also provides links

to the Library's Facebook page, RSS feed, Twitter account and the 'ask an SSL Librarian' enquiry form.

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. The Subject Consultant for International Development is based in the SSL and available for individual research [appointments](#) on request. Social Sciences data management queries can be addressed to the [Bodleian Data Librarian](#) who can also be approached for support in creating or using qualitative data. For information about library services for readers with disabilities please contact the [SSL Reader Services Librarian](#). To request new library materials for purchase, email the details to [library material orders](#).

SSL eReadings, accessible via the SSL's WebLearn site, provide digital copies of print-only book chapters and articles cited on reading lists. These scans are created and hosted under the terms of the CLA HE Licence (maximum of one chapter/article from any single book/journal per course). This service helps supplement/ease pressure on the provision of print copies in the library, and complements the library's provision of online journals and ebooks. More details about the service, an example scan and an online scan request form can be found on the [SSL Weblearn](#) site. Feedback is always [welcome](#).

In addition to the SSL, there are separate social science libraries for Anthropology, Business, Education and Law. Area studies are well-served by the Vere Harmsworth Library, the Weston Library (for Africa and Commonwealth materials), the Oriental Institute Library, the Latin American Centre Library, the Bodleian Japanese Library, the Institute for Chinese Studies Library and the Indian Institute collections. The two main libraries for anthropology are the [Tylor Library](#) (ISCA) and the [Balfour Library](#) (PRM), which are both run by the Bodleian Library. Information about the Anthropology library can be found [here](#).

Oxford College Libraries offer collections and services to their own members. Nuffield College also offers reference access to its library to all postgraduate members of the University.

## **§13. INFORMATION ABOUT THE DEPARTMENTS**

### **Oxford Department of International Development**

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 Migration Studies, 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 Global Governance and Diplomacy, and those working for a research degree.

As well as academics working on individual research, the department hosts four research groups: the Refugee Studies Centre (RSC), 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.

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.

### *Administrative offices*

The Departmental administrative staff are based on the first floor of the old building. Office hours are Mondays to Fridays 9.00 am to 5.15 pm. However, the MSc MS Coordinator's office hours are: Mondays to Wednesdays, 9.00 am to 4.00 pm and Thursdays from 9.00 am to 1.00 pm. Out of these hours, messages can be left on voice mail (01865 (2)81833) or at the reception on (01865 (2)81800). The Migration Studies Course Coordinator is based in Room 20.04 on the first floor of the main building.

### *Teaching Rooms*

Listed below are the teaching rooms together with its location:

Seminar Room 1	Ground Floor, Old Building
Seminar Room 2	First Floor, Old Building
Seminar Room 3†	Lower Ground Floor, New Extension
Meeting Room A†	Lower Ground Floor, New Extension
Music Room	Frances Stewart Wing, Ground Floor, Old Building

†This teaching room can be made into one

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

### *Photocopying facilities*

Students who have work to present at a formal seminar which requires multiple copying should contact the [Migration Studies Course Coordinator](#). 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.

### *Common Room and Catering*

The Department's main Common Room (Hall) for students and staff is located on the ground floor at Mansfield Road. The room is usually available during working hours for relaxation and there is a selection of papers to read.

The Department has a kitchen managed by the Vaults and Alpha Bar in the Covered Market, supplying mainly organic snacks and light lunches from 12.00 to 1.30 pm, Mondays to Fridays in term time. A Fair Trade coffee machine is also available in the Common Room. 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 for opening times.

### *Computing Areas*

There are two hot-desking areas at Mansfield Road. There is a quiet study area with two computers and two network printers in Room 10.09 which is located in the Frances Stewart

Wing on the ground floor. On the lower ground floor outside the Seminar Room 3 and Meeting Room A, there are eight computers and two network printers. Both these areas are open between 9.00 am and 5.15 pm although it is possible to stay on later. The doors between the new extension and the main buildings lock at 8.00 pm; however, exit is always possible using the green buttons on the side doors of the Hall.

In order to use the computers, students should follow the information given in [ODID Computer Login Details](#). When using computers on University network (whether at College or Departments), please make be aware of [University Computer Usage Rules and Etiquette](#).

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.

The Department is linked to the Oxford Wireless LAN (OWL). Full details of OWL and how to connect to it are available [here](#). Within Mansfield Road, wireless access is available in all public areas.

### *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 [email](#).

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 [Dominique Attala](#) for more information on this form). This service does not extend to families or other accompanying persons or to travel on College business. Advice for non-University business should be obtained from your local doctor (GP).

More information on vaccinations and preparation for travel abroad are available from the [Occupational Health](#) website.

### *Parking*

Car parks are for permit holding University staff only and are patrolled by the University's Security Service staff that 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.

### *Pigeon Holes*

In addition to pigeon holes at individual colleges, there are pigeon holes at the Department where post may be kept for you. Students are encouraged, however, to use their College to receive any correspondence.

### *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. 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 contact number for non-emergency

enquiries is 101.

All students, whether or not they use a computer in the department, should read the Display Screen Equipment (DSE) notes carefully – the [Department's](#) and the [University's policies](#). The Department has staff who can advise on workstation layout. Please refer to the ICT Officer if you would like advice. Your college can also offer 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.

**Please note smoking is not allowed anywhere in the Department. No food or drink (other than bottled water) is allowed in the Teaching Rooms.**

### **School of Anthropology and Museum Ethnography**

Welcome to the School of Anthropology and Museum Ethnography of the University of Oxford (henceforward 'the School'). The School forms part of the Social Sciences Division; its website can be consulted [here](#).

The School is divided into a number of separate units. Of these, the oldest are the Pitt Rivers Museum ([PRM](#), at PRM Research Centre, South Parks Road, including the Balfour Library) and the Institute of Social and Cultural Anthropology ([ISCA](#), at 43, 51 and 61 Banbury Road, 51 being the main building, containing the central administrative office and main Tylor library). ISCA and the academic pillar of the PRM are mainly concerned with graduate teaching and research. ISCA is the largest component of the School in terms of numbers of staff and students.

A more recent foundation is the [Institute of Cognitive and Evolutionary Anthropology](#) (ICEA, at 64 Banbury Road), whose activities also involve graduate teaching and research (both ISCA and ICEA also have a number of post-doctoral researchers). ICEA's principal focus is the evolution of human behaviour and cognition, and includes the Centre for Anthropology and Mind or CAM, whose principal theme is religion and cognition.

The School also houses the Centre on Migration, Policy, and Society ([COMPAS](#)), which has its own building at 58 Banbury Road, as well as accommodation at no. 43. Although COMPAS is primarily research-oriented and has a number of post-doctoral researchers, it also provides some teaching and research supervision to Migration Studies students and some other ISCA students. A number of other research-led groups are linked with the School, for example, the British Centre for Durkheimian Studies and the Centre for Fertility and Reproduction, but they are not formally responsible for teaching or supervision of graduate students.

These units all have their own academic and administrative staff, including the Directors of ISCA and ICEA (also of CAM and COMPAS), but some posts are shared, including the Head of School, the Admissions Officer and the Director of Graduate Studies (DGS), all of which are academic-related posts, as well as the non-academic Head of Administration and Finance.

Another unit, the Institute of Human Sciences ([IHS](#), at 58a Banbury Road, behind the main COMPAS building at no. 58), is the base for the undergraduate degree in Human Sciences. Graduate-related lectures and seminars are sometimes held there. The Institute for Science, Innovation and Society ([InSIS](#), at 64 Banbury Road) is research-oriented and investigates the

key processes of social and technological innovation that are critical to business, governments and civil society in the twenty-first century.

Although these different units are associated with specific buildings, all these buildings constitute the School as a whole, and the various units share spaces like seminar rooms, common rooms, etc., regardless of where they are located.

While anthropology is concentrated in the School, some anthropologists involved in the School's teaching and supervision are based in other departments, centres and colleges across the University, such as the School of Interdisciplinary Area Studies (SIAS), the Oxford Department of International Development (ODID) and the Nissan Institute for Japanese Studies at St Antony's College.

### *Staff details*

These are subject to frequent updating and can be found on the [School](#) website under 'People' under 'About Us'. You can filter the selection to choose personnel of the different constituent members of SAME.

The [Oxford University Anthropological Society](#) (OUAS) is a student-run body for both students and staff that organises events such as workshops and conferences, lecture series, ethnographic film-screenings and social events. Details of all its activities are normally displayed in the department, on the anthropology website, via e-mail direct to all graduate anthropology students, etc. The OUAS is technically a University club separate from the School itself. Its membership and activities are subject to fees and other charges. Membership is not automatic, and you have to opt to [join](#).

OUAS runs a coffee morning every Wednesday during term time at 11.00 am. This is a good opportunity to get to know staff, visitors and students in other cohorts. Institute parties are often arranged during the course of the academic year (often by the Anthropology Society), and the School itself holds a post-exams Garden Party in June.

Every Friday afternoon in term (normally up to Week 5 or 6 of Trinity term) there is the Departmental Seminar, to which a variety of visiting speakers from university departments across the country and overseas are invited. After the seminar, staff and students are welcome to continue discussions with the speaker and others.

Oxford also has its own anthropology journal, the [Journal of the Anthropology Society of Oxford](#) (JASO), strictly an independent organisation, though housed in ISCA and drawing on its staff and students both administratively and for contributions. After a period of inactivity, JASO was re-launched as a freely downloadable online journal in 2009. It accepts articles of interest to anthropologists from academics and graduate students from anywhere in the world. Depending on the number of contributions, it appears up to twice a year.

### *Practical arrangements and facilities*

#### OPENING TIMES

The main ISCA building at 51 Banbury Road is open from 9.00 am to 5.30 pm, Monday to Friday in term time (also Saturday afternoons, library only); and from 9.00 am to 12.45 pm and from 2.15 pm until 5 pm in most of the vacations on Monday-Friday only (the building and library are entirely closed for some days in every vacation; see notices posted on the main library door for up-to-date information). The above timings are subject to variation at short notice, and library staff are not always available. In August most key School facilities (including the Tylor and Balfour Libraries) are open on a skeleton basis only, if at all (exact

information will be posted). Students are granted access to School buildings at other times by arrangement (e.g. to use desk space allocated to students).

MSc MS students' university cards will be programmed to allow entrance to the ISCA and COMPAS buildings, but if you do have any problems please report to the main ISCA building at 51 Banbury Road together with your University Card.

#### *Rooms available for use*

Students may use the COMPAS Board Room for events related to the Migration Studies Society. Students should plan the events well in advance and need the Course Director's approval to book the room.

The School Common Room in the basement of 43 Banbury Road, with coffee- and tea-making facilities in the kitchen nearby, is available during Institute opening hours.

Students are welcome to join tea in the Common Room at COMPAS following Thursday seminars, but should bear in mind that the COMPAS Common Room is primarily for staff use and students should not normally occupy it at other times.

#### *Notice boards*

The main ISCA building at 51 Banbury Road has a number of notice boards in the main lobby and along the central corridor on the first floor. There are also notice boards in 43, 58, 61 and 64 Banbury Road. These advertise seminar series and occasional lectures both within and outside the School, future conferences, grants and awards, job opportunities etc. Official information is usually displayed in the lobby of 51 Banbury Road.

#### *Computers*

The IT Officers for the School are responsible for the School's computing facilities, including those available to students, which are accommodated in the basement of 43 Banbury Road. The School currently has a concessionary scheme of free printing allowances for MSc students of up to 100 sheets.

**NB:** Since the scheme is concessionary, not statutory, it may be varied or withdrawn by the School at any time at its sole discretion.

#### *Desk space*

There is limited desk space for students in 43 Banbury Road. Desks in the computer room are used on a 'first-come first-served' basis each day and should be cleared overnight. Lockers are available for temporary storage of books etc. A deposit will be levied for locker keys. There is also a common room and a kitchen in no. 43, with 24-hour access to all parts dedicated to students.

#### *First aid/safety*

A first-aid box is kept in the Departmental Office in 51 Banbury Road, as are accident report forms for use following accidents on the premises. All accidents should be reported, in the first instance, to the Departmental Office.



## §14. COMPUTING

### *IT at Oxford*

You will find a useful introduction to IT at Oxford [here](#). This site provides information on the various resources available throughout the University, and how to obtain access to them.

### *IT Services*

The University's IT Services is located 15 minutes' walk away on 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 [here](#) or via the Department's Notice board 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 Nexus365 which is run by the University's IT Services. All new members of the University are automatically pre-registered for a Nexus365 account in time for their arrival in Oxford. Most Oxford users have an email address relating to their college, e.g. [chris.jones@sant.ox.ac.uk](mailto:chris.jones@sant.ox.ac.uk). Graduate and staff users also get an email address relating to their Department, e.g. [chris.jones@geh.ox.ac.uk](mailto:chris.jones@geh.ox.ac.uk)

### *Mailing List*

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

[geh-mscms@mailist.geh.ox.ac.uk](mailto:geh-mscms@mailist.geh.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. This list only contains MSc MS students; to reach the faculty, please use their individual emails which can be found from departmental or university websites.

All our email communication with you will be through your **Oxford email address**. We **do not** add non-Oxford University email addresses to this mailing list. If you use another email address, please ensure your Oxford email is forwarded to your mailer.

**IMPORTANT NOTE:** 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 on your part to do so will not be accepted as an excuse for any resulting problems.

### *WebLearn*

All course materials (lecture lists, reading lists, etc.) are held on [WebLearn](#). It is a web-based virtual learning environment (VLE). In order to access the site you will require a username and password. This will be the same as your Oxford Single-Sign-on name and the password you use for other accounts (such as email). For more details about the University of Oxford authentication, see [webauth](#).

**NB:** The MSc course relies heavily on WebLearn to distribute course material, make important announcement and notify students of changes in course.



## §15. DISABILITY, COUNSELLING AND OTHER SPECIAL NEEDS

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. If you have any concerns or need advice you can refer to your supervisor, or the Department's [Disability Lead and Disability Coordinator](#) or [Disability Lead](#).

Issues to be raised with the department's Disabilities and Special Needs Committee should be forwarded to the [secretary](#) who will refer to the Chair if immediate action is required.

### Recording lectures

Please refer to the [University's policy on the recording](#) of lectures. Recording lectures: Please see for the University's policy on the recording of lectures. Students who believe they have disability-related grounds for recording should contact the [Disability Advisory Service](#).

### Counselling Service

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.

A range of [services](#) led by students are available to help provide support to other students, peer support, OUSU Student Advice Service and Nightline.

## §16. CAREERS INFORMATION AND ADVICE

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. The Careers Service holds a yearly information session at the Department of International Development, open to all students.

There is a Careers Orientations Session held in Week 1 of Michaelmas Term, 2.00-4.00pm led from the University's Careers Service. A careers event is also usually organised for the MSc MS course in early Trinity Term with the participation of alumni students and external professionals. The Course Coordinator will notify students about the exact date and program of this event.

For advice and more information regarding internships, job opportunities please see the [Oxford Student website](#) and the [University Careers Service website](#).

Other careers events to look out for:

- International Organisations' Day: London School of Economics – November
- International Careers Day: January

## §17. EQUALITY AND DIVERSITY

The [Equality and Diversity Unit](#) promotes equality, values diversity and supports departments, faculties and colleges in maintaining a working, learning and social environment in which the rights and dignity of all members of the university community are respected. It aims to ensure that no student will be treated less favourably on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, and sexual orientation. For more information on the networks and activities the Unit supports, see [here](#). These include:

- LGBT Staff Network (staff and graduate students)
- Race Equality Network (staff and students)
- Oxford Women's Network (staff and students)
- LGBT History Month
- Black History Month

The Equality and Diversity Unit supports a network of over 300 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 see [here](#).

## §18. MIGRATION SOCIETIES AND NETWORKS

### **Oxford Migration Studies Society**

The [Oxford Migration Studies Society](#) is a student-run University society that aims to connect people in Oxford examining any facet of migration and cultural pluralism, and to build dialogue and relationships across disciplines, organising forums for socialising, resource and information sharing, and research support.

Society members have included students and researchers from the Refugee Studies Centre (RSC), international development, politics, history, geography, and sociology. The society's projects have included regular social events, research presentation seminars, publications, and special events such as speakers, field trips, workshops, and inter-university conferences and exchanges.

If you are interested in getting involved, there will be an introductory meeting in Week 1 of Michaelmas Term on Friday 13 October, 2.30pm in QEH Seminar Room 3.

### **Migration and Mobility Network**

Researchers of migration and mobility across the University have the possibility to join a new [network](#) which reaches across the University's migration research centres as well as beyond: it aims to be a platform for anyone working on themes relating to migration and mobility. We consider the Oxford Migration Studies Society OMSS as the 'student arm' of this network, and would be delighted to assist with any events if required, and advertise for them on the network website.

For regular network newsletters, as well as general enquiries, please email the network coordinator, [Lena Rose](#), or the generic network [email](#).

## **Oxford Monitor of Forced Migration**

The [Oxford Monitor of Forced Migration](#) (OxMo) is an independent, student-run publication that moves to engage with various aspects of forced migration through academic scholarship. At its core, OxMo is dedicated to protecting and advancing human rights of individuals who have been forcibly displaced. By monitoring political, legal and practical developments, we seek to draw attention to the plight of forced migrants, identify gaps within existing international and national protection regimes and engage with the many practical and conceptual concerns which perpetuate displacement. We seek to present critical yet balanced analyses of forced migration issues, placing particular emphasis on monitoring the policies and actions of governments, international organisations, and local and international NGOs. Equally, we are committed to giving expression to innovative undertakings that move to alleviate and counter the numerous difficulties that forced migrants face.

Aside from serving as an important academic forum, OxMo is unique in that we seek to establish a space for students to meaningfully take part in the ongoing discourse between scholarship and practice that underpins Forced Migration Studies. We believe that students remain a highly valuable yet under tapped resource in the effort to allay forced migration predicaments and advance human rights. Overall, OxMo aims to foster a truly global dialogue that moves beyond the 'north/south' dichotomy by cultivating intellectual exchanges between equals.

## APPENDICES

### Appendix 1: Good Practice in Citation and Avoiding Plagiarism

*What forms can plagiarism take?*

- Verbatim quotation of other people's intellectual work without clear acknowledgement. Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.
- Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.
- Cutting and pasting from the Internet. Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.
- Collusion. This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.
- Inaccurate citation. It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. Title of Book, discussed in Wilson, E., Title of Book (London, 2004), p. 189).
- Failure to acknowledge. You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.
- Professional agencies. You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.

- Autoplagiarism. You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination.

**Not just printed text!**

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

## Appendix 2: Style for References and Bibliographies

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

### 1. Citations in the text

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

#### *Examples of Single author*

Ngai (2004) shows how redefining some classes of immigrants as illegal aliens in mid-twentieth century America led to ...

A study of mid-twentieth century America showed that the redefining of some classes of immigrants as illegal aliens led to ... (Ngai 2004)

#### *Examples of Multiple authors*

If there are two authors, cite the surnames in the order in which they appear in the source document, e.g. (Castles and Miller 2009).

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

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

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

#### *Multiple sources*

When referring to two or more texts by different authors, list them by date order (starting with the oldest first), separating each entry with a semi-colon; if there is more than one publication in a given year, list them alphabetically within that year.

If reference is made to more than one work published by the same author in the same year, the sources are distinguished by adding a lower-case letter to the year of publication in both the in-text citations and the reference list. The order of sources is determined by the

alphabetical order of the titles, ignoring words such as 'the', 'an' and 'a', (e.g. Ruhs 2008a; Ruhs 2008b).

#### *No author*

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

This is a new development in legal procedures in the UK (Anon 2012).

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

#### *Secondary referencing*

Secondary references (to the work of one author which is cited by another author) should be avoided if at all possible. It is preferable to consult the original source document and refer to that directly. If it is not possible to locate the primary source, provide the details of the primary source and the secondary source which refers to it, e.g. (Cheater and Gaidzanwa 1996, cited in Bakewell 2007: 16). Include both the primary and secondary sources in the end-of-text references list.

#### *Law cases*

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

#### *Personal communications and interviews*

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

This position – being critical of some parts of government policy whilst remaining instrumental in its implementation – has been described as 'twin-tracking' (Zetter, personal communication, 22 November 2012).

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

When interviewed on 23 May 2011, Mr Taylor confirmed that...

**NB:** Remember that you **MUST** obtain approval before undertaking any research projects which involve human participants. This includes elite interviews.

#### *Websites*

When reference is made to a specific online document or webpage, it should be cited following the author–date conventions set out above and included in the end-of-text list of references (e.g. Refugee Council 2013).

## **2. Direct quotations**

When quoting directly in the text, single quotation marks should be used and the author's name, year of publication and page number(s) of the source (preceded by a colon) should

be inserted in round brackets: (Kubal 2012: 10-15) not (Kubal, 2012 pp10-15). Commas and 'pp' are not needed and are not neat.

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

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

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

Oliver Bakewell argues that:

Such self-identification is clearly socially constructed and must be expected to vary with the context. The nationality that a person declared to me as an external observer will not necessarily be the same as that submitted on the census form or discussed around the household fire (Bakewell 2007: 17).

If part of the quotation is omitted, this can be indicated by using three dots (ellipsis):

'Such self-identification is . . . socially constructed' (Bakewell 2007: 17).

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

Bakewell notes that '[Zambian] self-identification is clearly socially constructed and ... [varies] with the context' (Bakewell 2007: 17).

### **3. Listing references at the end of a text**

A full list of all references cited in the text must be provided at the end of the paper. The references should be listed alphabetically by author's surname and then by date (earliest first). If an item has no author, it should be cited as 'Anon' and ordered in the reference list by the first significant word of the title. Authors' surnames should be followed by the author's initials or forenames and the date of publication. The format of the reference depends on the nature of the source (see examples below). Second and subsequent lines of each entry are indented three spaces, to highlight the alphabetical order, and the author's name may be replaced by a line in cases where an author has multiple entries. If a source has editors, rather than authors, this should be indicated by the use of '(ed.)' or '(eds)'.

#### **(a) BOOKS**

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

Single author

Berg, Mette Louise. 2011. *Diasporic Generations: Memory, Politics, and Nation among Cubans in Spain*, Oxford: Berghahn Books.

Joint authors

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

Held, David and Anthony McGrew. 2000 *The Global Transformations Reader*, Cambridge: Polity Press.

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

Amnesty International. 1997. *Refugees: Human Rights Have No Borders*, London: Amnesty International Publications.



#### Edited book

Simon, Rita James and Caroline Brettell (eds). 1986. *International Migration: The Female Experience*, Totowa NJ: Rowman and Allenheld.

#### Translated book

Durkheim, Emile and Marcel Maus. 1983. *Primitive Classification*, translated by Robert Needham, London: University of London.

#### Same author(s): multiple publications

Anderson, Bridget. 2013. *Us and Them? The Dangerous Politics of Immigration Control*, Oxford: Oxford University Press.

Anderson, Bridget. 2000. *Doing the Dirty Work? The Global Politics of Domestic Labour*, London: Zed Books.

#### Chapter in an edited volume

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

Xiang, Biao. 2005. 'An institutional approach towards migration and health in China'. In *Migration and Health in Asia*, edited by Santosh Jatrana, Mika Toyota, and Brenda Yeoh, Abingdon-New York: Routledge, pp. 161–176.

#### (b) JOURNAL ARTICLES

Ersanilli, Evelyn. 2012. 'Model(ling) citizens? Integration policies and value integration of Turkish immigrants and their descendants in Germany, France, and the Netherlands'. *Journal of Immigrant and Refugee Studies* 10(3): 338-58.

#### (c) NEWSPAPER AND PERIODICAL ARTICLES

If an individual author can be identified:

Collier, Paul. 2013. 'How much is enough? For too long we have allowed xenophobes to set the terms of the immigration debate. We do need controls over who comes, but better ones'. *Prospect*, October 2013: 24-26.

If no author can be identified:

*Guardian*. 2013. 'UK needs migrant workers "because locals are lazy", says Bulgaria'. 21 September.

If reference is made to an entire edition:

*Daily Telegraph*. 2013. April 19.

#### (d) CONFERENCE PAPERS

Faist, Thomas. 2013. 'The mobility turn: a new paradigm for the social sciences?' Paper delivered at the conference *Examining Migration Dynamics: Networks and Beyond*, Lady Margaret Hall, University of Oxford, 24–26 September 2013.

#### (e) PAPERS FROM PUBLISHED CONFERENCE PROCEEDINGS

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

(f) *REPORTS*

Ruhs, Martin. 2013. 'Towards a post-2015 development agenda: What role for migrant rights and international labour migration?'. *Background Paper for the European Report on Development 2013*, ODI, DIE and ECPDM.

(g) *GOVERNMENT PUBLICATIONS*

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

Home Office. 1998. *Fairer, Faster and Firmer – A Modern Approach to Immigration and Asylum*, Cm4018, London: Stationery Office.

(h) *ACTS OF PARLIAMENT*

United Kingdom. 2002. *Nationality, Immigration and Asylum Act 2002*, Chapter 41, London: HMSO.

(i) *THESES OR DISSERTATIONS*

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

Ackermann, L. 2002. 'Violence, exile and recovery: reintegration of Guatemalan refugees in the 1990s – a biographical approach'. DPhil thesis, School of Geography and the Environment, University of Oxford.

(j) *LAW CASES*

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

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

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

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

(k) *PERSONAL COMMUNICATIONS*

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

Hardwick, Nora. 1999. Letter to author regarding changes to asylum support in the UK, 18 July 1999.

Hardwick, Nora. 2001. 'The Refugee Council's response to the government's proposals for accommodating asylum-seekers'. Memo to all Refugee Council staff, 3 March 2001.

(l) *INTERVIEWS*

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

Moodley, Robert. 1990. Interview with author, September 1990.

## (m) ELECTRONIC SOURCES

### Website references

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

Migration Information Source. 2013. *Albania* (online). Available from:

<<http://www.migrationinformation.org/Resources/albania.cfm>> (accessed 22 September 2013).

### Documents on the internet

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

International Organisation for Migration. 2013. *Positive Factors and Obstacles to a Sustainable Reintegration in Brazil*. Lisbon: IOM Mission in Portugal. Available from:

<[http://publications.iom.int/bookstore/free/Positive\\_Factors\\_in\\_Brazil.pdf](http://publications.iom.int/bookstore/free/Positive_Factors_in_Brazil.pdf)> (accessed 23 September 2013).

### Electronic journal articles

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

Shandy, Dianna J. 2003. 'Transnational linkages between refugees and Africans in the diaspora' (online). *Forced Migration Review* 16: 7-8. Available from:

<<http://www.fmreview.org/FMRpdfs/FMR16/fmr16.2.pdf>> (accessed 23 September 2013).

### Email discussion lists

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

Willcox, M. 2003. 'Asylum-seekers, healthcare and detention'. *Medact Refugee Health Network*, 15 August 2003, (email discussion list). Available from:

<[refugeenetwork@yahoogroups.com](mailto:refugeenetwork@yahoogroups.com)>

Willcox, M. 2003. 'Asylum-seekers, healthcare and detention'. *Medact Refugee Health Network*, 15 August 2003, (email discussion list). Archived at:

<<http://groups.yahoo.com/group/refugeenetwork/>>

### CD-ROMs

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

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

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

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

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

#### *Video recordings*

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

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