



School of Anthropology & Museum Ethnography

Course Handbook 2017-2018

Institute of Social & Cultural Anthropology

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www.isca.ox.ac.uk

MPhil Social Anthropology
MSc Social Anthropology



This handbook applies to students starting the MSc/MPhil in Social Anthropology in Michaelmas term 2017. The information in this handbook may be different for students starting in other years. If you need to refer to information found in this handbook, please specify the version you read. This is version 3.0 (30 September 2017).

Disclaimer

The Examination Regulations relating to this course are available at <http://www.admin.ox.ac.uk/examregs/2017-18/mosbcinsocialanth/studentview>. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact Ramon Sarró (ramon.sarro@anthro.ox.ac.uk).

The information in this handbook is accurate as at 30 September 2017, however it may be necessary for changes to be made in certain circumstances, as explained at <http://www.ox.ac.uk/admissions/graduate/courses/msc-social-anthropology> and <http://www.ox.ac.uk/admissions/graduate/courses/mphil-social-anthropology>. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

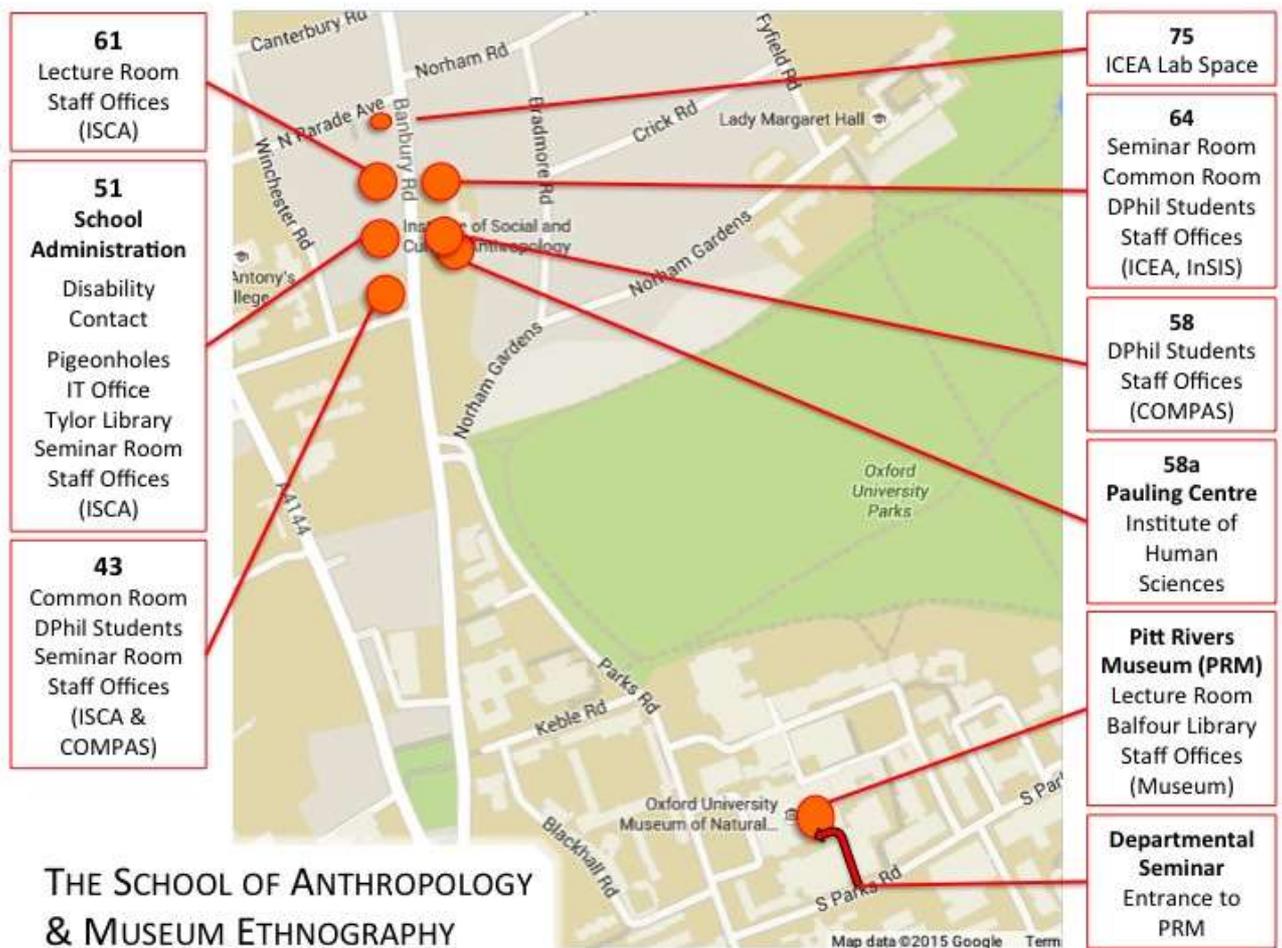


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1. WELCOME

Dear incoming students in Social Anthropology,

A very warm welcome to you! We are delighted that you have chosen to join the Institute of Social & Cultural Anthropology (ISCA) and we look forward to working with you.

Social anthropology considers people, through and through, as social beings. Everything that all of us do, in whatever society or culture at whatever period of history, rests on assumptions, which usually are not stated but which are largely shared with our particular neighbours, kin, friends, or colleagues. Everything social is open to question, including solidly held beliefs and attitudes and ideas about causality, the self in society, and nature and culture. Learning to relate different versions of the world to each other is learning to be a Social Anthropologist and is what we hope you will learn over the course of your degree.

ISCA is located in a number of buildings along the Banbury Road (see map), a few minutes' walk north of Oxford city centre. Some staff also work from the Pitt Rivers Museum's main building on South Parks Road, behind the University Museum. ISCA is the largest graduate anthropology department in the UK, with around 80 to 100 students registered for taught course graduate degrees at any one time, and more than 90 doctoral projects currently underway. Staff research interests are wide ranging (see staff profiles: <https://www.anthro.ox.ac.uk/people/academic-staff>). ISCA is also home to a large group of postdoctoral researchers and research associates. Do take the time to browse their research profiles (<https://www.anthro.ox.ac.uk/people/associates>) and seek contact with researchers whose work interests you.

This handbook provides information on the content and organisation of your course; on lectures and seminars; on welfare issues; on matters relating to exams and assessment; on student organisation and representation and on complaints procedures. The information provided here is meant to supplement the *ISCA Graduate Handbook*, adding extra information specifically intended for students following the taught Masters' degrees in Social Anthropology.

Please do take the time to familiarise yourself with the *ISCA Graduate Handbook* <https://www.isca.ox.ac.uk/graduate-course-information>

We hope you find this handbook useful; suggestions for improvements may be sent to the Course Director, Ramon Sarró (ramon.sarro@anthro.ox.ac.uk).

2. INFORMATION FOR ALL STUDENTS ON SOCIAL ANTHROPOLOGY DEGREES

ISCA is spread over a number of buildings along the Banbury Road. 51 Banbury Road is the administrative hub where you can find the General Office staffed by friendly people who will be able to answer most of your queries. The office is staffed from 9am to 5pm (4 pm on Fridays). Lunch break is 1-2 pm and we ask that you respect this and refrain from making queries during the lunch hour.

Key Contacts

Graduate Studies Administrator:

Ms Vicky Dean vicky.dean@anthro.ox.ac.uk 01865 274670

Archaeology and Tylor Anthropology Librarian:

Ms Helen Worrell helen.worrell@bodleian.ox.ac.uk

Tylor Library Assistant and receptionist:

Mr Martin Pevsner martin.pevsner@anthro.ox.ac.uk 01865 274671

Social Anthropology Course Director:

Dr Ramon Sarró ramon.sarro@anthro.ox.ac.uk 01865 274676
Office Hour: on appointment by email.

Director of Graduate Studies:

Prof. Marcus Banks marcus.banks@anthro.ox.ac.uk 01865 274675

Director of the Institute of Social & Cultural Anthropology:

Dr Elizabeth Ewart elizabeth.ewart@anthro.ox.ac.uk 01865 274685

Head of the School of Anthropology & Museum Ethnography:

Prof. David Gellner david.gellner@anthro.ox.ac.uk 01865 274674

Academic Coordinator of the School of Anthropology & Museum Ethnography:

Dr Iain Morley iain.morley@anthro.ox.ac.uk 01865 274703

Core Teaching Staff:

Dr Morgan Clarke (except HT & TT)	morgan.clarke@anthro.ox.ac.uk
Dr Thomas Cousins	thomas.cousins@anthro.ox.ac.uk
Dr Inge Daniels	inge.daniels@anthro.ox.ac.uk
Dr Elizabeth Ewart	elizabeth.ewart@anthro.ox.ac.uk
Prof. David Gellner	david.gellner@anthro.ox.ac.uk
Dr Thomas Hendriks	thomas.hendriks@anthro.ox.ac.uk
Dr Zuzanna Olszewska (except TT)	zuzanna.olszewska@anthro.ox.ac.uk
Dr David Pratten	david.pratten@anthro.ox.ac.uk
Dr Ramon Sarró	ramon.sarro@anthro.ox.ac.uk

Facilities

Students may use the desk space in the Tylor library for individual study. The Radcliffe Science library as well as the Social Sciences library equally have areas for study. College libraries may also be good places to work.

There is a student common room in the basement of 43 Banbury Road which you may use; there is also a student kitchen on the same level.

Libraries, Museums and Visual Resources

Oxford has a great number of libraries, museums and other resources that you will find useful during your time here. The ones that you are most likely to use are:

The **Tylor library** (<http://www.bodleian.ox.ac.uk/anthropology>) is located at 51 Banbury Road and you will want to familiarise yourself with this library early in your time here. Do make every effort to attend the library induction session offered at the start of the year. Generally, the library is open Monday – Friday 9.30am - 5.30pm and Saturday 1pm - 4pm.

The **Social Sciences Library (SSL)** (<http://www.bodleian.ox.ac.uk/ssl>) is located in the Manor Road Building on Manor Road and is open Monday – Friday 9am - 10pm, Saturday 10am - 6pm, Sunday 12noon - 6pm. Note that out of term opening hours are different and you should check their website to find out about these.

The **Radcliffe Science Library (RSL)** is located on Parks Road, adjacent to the Natural History Museum. It contains a good collection of relevant materials and a lot of very pleasant study space. Monday – Friday 8:30am - 10pm, Saturday 10am - 4pm, Sunday 11am - 5pm.

The **Balfour Library** (<http://www.prm.ox.ac.uk/balfour.html>) is located in the Pitt Rivers Museum on Robinson Close and contains collections relating particularly to visual and material anthropology as well as museum ethnography. The Balfour library also houses the **ISCA video collection**. Films are available to view at the library and may not be borrowed.

We also subscribe to an online database of **ethnographic films** and documentaries relating to anthropology which can be accessed at the following web address:
<http://search.alexanderstreet.com/anth>

The **Pitt Rivers Museum** houses a marvelous collection of ethnographic artefacts as well as being of historical importance to the development of anthropology. You will certainly want to make repeat visits to it over the course of your degree. Similarly, the **Ashmolean Museum**, the **Museum of Natural History** and the **Museum of the History of Science** are likely to be of interest.

IT

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. Most colleges also provide computing facilities. Graduate students also have access to the University Computing Service (including the Humanities Computing Unit, which can provide advice on specialist fonts). The School currently has a concessionary scheme of free printing allowances for different categories of student. These are 50 pages for first-year MPhil students, 1,000 for 2nd year MPhils and 100 for MSc students. NB: Since the scheme is concessionary, not statutory, it may be varied or withdrawn by the School at any time at its sole discretion.

Social Events and Oxford Anthropological Society

During term-time the School of Anthropology holds a **coffee morning**, every Wednesday 11-11.30am at 64 Banbury Road. This is a great opportunity to meet members of staff, post-doctoral researchers, other graduate students and visiting scholars.

Every Friday, after the **departmental research seminar** it is customary to take the speaker to a nearby pub for a drink. You are very much encouraged to join the speaker and others on this occasion.

The Oxford University Anthropological Society

The Oxford University Anthropological Society was founded in 1909, and works to promote an interest in anthropology and to support students and researchers in anthropology at Oxford University. Unlike most student societies, it is run by and for both students and staff of the School. <https://www.anthro.ox.ac.uk/oxford-university-anthropological-society>

The Society organizes a range of events throughout the academic year including seminars with invited speakers, social events and parties.

Colleges also serve as social hubs where you will find many opportunities to socialize, meet others, pursue sports and attend talks with invited guests.

Welfare

Your college will normally be your first port of call for any health and welfare issues. Your college advisor, college secretary, registrar or senior tutor are usually the best people to approach. At your college induction you will receive information on how to register with a doctor and other health and welfare related issues. However, should the need arise to discuss welfare issues at ISCA, you should feel free to raise these with your supervisor or if that is not appropriate, with the Course Director or with the Director of Graduate Studies.

The School's Harassment Advisors are Elizabeth Ewart, Mark Gunther and Laura Peers (e-mails: firstname.surname@anthro.ox.ac.uk). A third person will join them shortly too. They are available for confidential advice and can point you in the direction of further support if necessary.

The University also offers a range of Welfare Services, details of which are on their website: <http://www.ox.ac.uk/students/welfare>

3. MPhil SOCIAL ANTHROPOLOGY

MPhil Course Outline

The MPhil in Social Anthropology is a 2-year course. In the first year, you will take four assessed papers. These are Core Papers 1 and 2 and two option papers¹. Towards the end of Trinity term, usually in week 7, you will be examined on these four papers (exact exam dates will be confirmed in Hilary Term). These exams are called the MPhil Qualifying Exams and you must achieve an average pass mark of 60+ in order to proceed to the second year of your degree. The MPhil Qualifying Exam is a pass/fail exam and there are no distinctions awarded. The marks achieved at the end of your first year do not count towards your final MPhil degree result.

In the second year, you will spend most of the year researching and writing your 30,000 word MPhil thesis. You will also take one more assessed option paper and towards the middle of Trinity term of your second year you will submit an assessed essay on a topic from within the field of social anthropology. A list of essay topics will be produced by the examiners for you to choose from.

The academic year in Oxford is divided into three 8-week terms. At the start of each term, a lecture list is published with details of times and venues of lectures. You can obtain hard copies of the lecture list in the entrance lobby to ISCA. They are also available online at <https://www.isca.ox.ac.uk/graduate-course-information>

MPhil First Year (also known as MPhil Qualifying Year)

In the first year, students prepare for four assessed papers: two *core papers* and two *option papers*. In order to do that, they are expected to a) follow series of lectures (or “courses”), b) participate in discussion classes, c) attend research seminars, and d) write essays and absorb the feedback from their supervisors in a series of at least 16 small-group tutorials (NB: they will most likely have to write one or two longer essays for their option paper courses, depending on the lecturer offering the option and his or her assessment strategy).

Core Papers

Core Paper 1 – Culture and Identity

This paper will focus on the following topics:

History and politics of anthropology; Anthropology, ethnography and colonialism; Gift and exchange; Production and consumption; Aesthetics, poetics, music and dance; Material culture and museums; Landscape and the built environment; Personhood and the body; Identity, ethnicity and nationalism.

¹ Many option courses are assessed by 3-hour written exam though some are assessed by extended essay.

Core Paper 2 – Kinship, Power and Change

This paper will focus on the following topics:

Family, kinship and relatedness; Gender and age; Ritual and religion; Myth, history, memory and time; Symbolism; Representations of misfortune, including witchcraft, possession and healing; Politics, law and the state; Multiculturalism, migration and globalisation; Language and literacy; Classification; Power, violence, resistance and agency.

There is no specific course or lecture series for either of these two core papers. But their syllabus, i.e. the contents in each of them, structures the teaching of many of the lectures, classes and tutorials offered by ISCA lecturers and supervisors this year. They are all zeroing in on preparing you for the exams of these two core papers, even if the reading lists and theoretical approaches to the topics vary from supervisor to supervisor and from lecturer to lecturer.

Option Papers

Around the middle of Michaelmas Term you will be asked to select two option papers which will be taught in Hilary term. Some options carry on into the first part of Trinity term as well.

In order to help you decide what options to take, there will be an Options Fair in week 4 of Michaelmas Term, at which option coordinators introduce their options and are available to answer any questions you might have. You may also wish to discuss your option choices with your supervisor.

Your two options papers may be chosen from any of lists A, B and C.

List A: The Social Anthropology of a Selected Region

List B: Topics in Visual, Material and Museum Anthropology

List C: Themes in Anthropology

You will find details of available options through the following link:

<https://www.isca.ox.ac.uk/graduate-course-information>

Courses (Lecture Series)

Every year several courses (each composed of a series of lectures) on a variety of topics are available for students. Some of these courses are exclusively designed for MSc and MPhil students, while others are open to both undergraduates and postgraduate students. Some of them take place in Michaelmas Term and some in Hilary Term (some may even carry on in Trinity Term). The courses we consider “options” (of which you have to choose 2 for your papers 3 and 4) take place in Hilary and, in some cases, the first part of Trinity term. Lecture attendance is not compulsory, but very strongly recommended. Many courses consist not only of lectures, but of a combination of lectures and discussion classes, and students are expected to actively participate in the latter.

Courses offered in Michaelmas Term 2017

Theories and Approaches in Social Anthropology (8 sessions)
Current Themes (8 sessions)
Cultural Representations (8 sessions)

Courses offered in Hilary Term 2018 (some may carry on in Trinity Term)

Kinship and Social Reproduction (8 sessions)
Cultural Representations (8 sessions)
Fieldwork: Theories & Methods (8 sessions)
Anthropology of Religion (8 sessions)
Courses (lectures and classes) for two option papers (8 to 12 sessions each)

Courses offered in Trinity Term 2018

Ethnicity & Identity (4 sessions)
Courses (lectures and classes) for two option papers (NB: some options may continue up to week 4 of TT)

Classes (sometimes referred to as “seminars”)

Classes are discussion groups usually associated with lectures in which students critically discuss, in small groups, the key texts relevant to the understanding of the lecture or of the general theme of the course.

Classes in Michaelmas Term 2017

Of the courses offered in Michaelmas Term this year, only “Theories and Approaches” is accompanied by classes. These take place every Thursday (from week 1 through week 8) and last for one hour and a half. Attendance at these classes is expected of all MPhil students. Absentees must notify in advance if they cannot attend. Students are allocated to a group at the start of the year. Each group consists of 8 or 9 students. These classes build on the lecture series and provide students with the opportunity to read, present, and discuss themes covered in the lectures.

Classes in Hilary Term and Trinity Term 2018

Courses for the option papers offered in Hilary Term/Trinity Term are accompanied by discussion classes. But the courses “Kinship and Social Reproduction”, “Cultural Representations”, “Fieldwork: Theories & Methods”, “Anthropology of Religion” and “Ethnicity and Identity” have no classes associated to them, as they are meant as background reinforcement. As their names indicate, they deal with topics directly linked to Core Papers 1 and 2. These are topics about which you will be writing and discussing in your tutorial groups, and attending these courses is therefore highly recommended.

Tutorials

Tutorials are an important feature of the way we teach Social Anthropology at ISCA. They are usually taught to students in small groups of two to four with individually allocated supervisors. You will be given an essay question and a reading list each week and will be expected to write an essay and be prepared to discuss the topic and your essay during the tutorial. Please be aware that tutorial topics, essay questions and reading lists will vary depending on supervisor. Therefore do not be alarmed if your friends with other supervisors are covering different material to you. All the staff are teaching within the syllabus and one of the strengths of the 'Oxford system' is that supervisors can design tutorials to reflect their research interests and the needs of specific student groups.

You will be expected to submit your tutorial essay² before the tutorial and individual supervisors will let you know the deadline for your essay. At the tutorial you should among other things expect to discuss the general topic, explore readings in greater depth, get feedback on your essay, clear up misunderstandings, examine possible critiques, link the topic to wider knowledge and/or to topics covered during lectures. Importantly tutorials are opportunities for you to discuss your own understandings of the specific topic with your fellow student(s) and with your supervisor. In this way, tutorials are opportunities to learn collaboratively with your peers and supervisor. Whilst lectures are learning events during which you are expected to absorb and take notes, keeping questions to the very end, tutorials are designed to be highly interactive. Their success depends in large measure on your ability to contribute, listen and engage with your peers. This may be a little daunting at first, but it is very important that you remember that tutorials are not formally assessed and you are not in competition with your peers.

At the tutorial, your supervisor will return your essay to you, normally accompanied by some written feedback to complement the verbal feedback during the tutorial.

Departmental Seminar (Friday Seminar)

Departmental seminars, where a researcher (either from your University or from another one) is invited to present his or her current research, are a quintessential part of most university systems of learning. In most universities today each Department has its own "Departmental Seminar", and we are not different, though in our case we have nicknamed ours as the "Friday seminar". Attending Friday seminars and being curious about the research done by our most cutting edge colleagues is expected from anybody joining our School.

In our seminar our guest talks for 50-55 minutes, followed by some 30 minutes of general discussion, when members of the audience ask questions. MPhil students should also join in the conversation and collaborate in making it a lively discussion, usually followed by some drinks and informal conversation. Participating in our Friday seminar is an essential part of your training as a social scientist. Seminars will

² You can find further guidance on essay writing in Section 6 of this Handbook.

offer you the unique opportunity to see how anthropology is applied today by the leading figures in the field, and they may even offer you very fresh data to invoke in your tutorial or class discussion, or even to back your point in an essay (perhaps even in an exam!).

Our Friday seminar is not the only research seminar around Oxford. There are hundreds of research seminars every week all over the University, which constitutes a true embarrassment of riches. Very often in our University the logics of time management forces members of the community to miss very interesting research seminars. Part of your training is time management too. Do not attempt to follow everything that this unique University tantalizes you with. If you think that any particular week you would be learning more by attending a seminar different than our Friday seminar (at our School or, why not, beyond it), please discuss it with your supervisor before trying to spread yourself too thin.

Attending Other Undergraduate Courses

The courses indicated above are designed to provide a solid background to MPhil students, whatever their background might be. But some students who have never read anthropology before may want to get some additional introductory lecturing beyond those courses. They are most welcome to sit in the course “Key Themes in Anthropology”, designed for second and third year students (Monday 4 pm; 8 Sessions in Michaelmas). This course is offered by an array of lecturers and researchers from the School, offering the student not only a very good overview of the discipline, but of the diverse Oxford team too.

Specific Syllabus and Course Outlines

At the beginning of each course students will receive a course outline, which will also be available through Weblearn. Students will also receive a programme of tutorials from their supervisors at the beginning of each term. (NB: Some supervisors may give their tutees an entire programme of the 16 tutorials at the beginning of the academic year.)

Expectations of Study

Students are responsible for their own academic progress. During term time, the programme requires a substantial amount of reading and writing, which may sometimes be difficult to combine with other activities or duties. Try to concentrate on the essentials and follow the guidance of your supervisor.

The School, like the University as a whole, takes the view that full-time courses require full-time study and that studying at Oxford does not allow sufficient time to earn one’s living from paid employment simultaneously. The School’s Teaching Committee has therefore drawn up guidelines for students wishing to take paid employment during term time (see section 2.9 of the Graduate Handbook and <http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/>). Note that it is not possible to study for any taught degree within the School on a part-time basis in order to facilitate working while studying.

Oxford workload is demanding, but you have been accepted because we are certain you can manage. If you encounter difficulties keeping the pace, please discuss them with your supervisor or College adviser, or both. A common reason leading students to feel they cannot cope is because they make the mistake of trying to read too much and/or too quickly. Please note that most of the time students are NOT expected to read all the readings on a reading list. In a typical course outline, the lecturer gives a very substantial reading list for each lecture or for the general course. This is because the outline will hopefully give you orientations for further and future reading, should you want to pursue the topic on your own at a later stage. But if the lecture is accompanied by a class discussion, do not try to read everything superficially and quickly to prepare for the class. Just pick up a few readings and make sure you try to make the connection between them and the lecture, or make sure you prepare some questions or raise some points to be discussed in the class. You are expected to arrive at a class having read with intelligence rather than with speed. For tutorial reading, please make sure that you ask your supervisor how many of the readings in the reading list they think you ought to read in order to answer the question of the essay (as an average, they will be in the region of 7 or 8 articles or chapters). Supervisors normally make this very clear in their individual instructions. In some of the classes (for instance in the classes for “Theory and Approaches” in Michaelmas Term 2017) the supervisor leading the class will give very specific orientation on what and when to read (approximately four articles or book chapters per session).

Any further queries on expectations should be addressed to the course director, Dr Ramon Sarró.

Assessment

Information on assessment and examination process can be found here <http://www.ox.ac.uk/students/academic/exams>. Full details of the structure of assessment of the MSc and MPhil in Social Anthropology are detailed in the Examination Conventions for the degree (see below). Formal assessment takes the form of written examinations in four papers in June, and for the MSc the submission of a dissertation at the end of August. Each of the four papers has equal weight (i.e. one-quarter of the overall mark each in the case of first year MPhil students, and one-sixth of the overall marks each in the case of MSc students) and the MSc dissertation is doubly weighted (i.e. one-third of the overall marks). Information on past examination papers can be found here (<http://oxam.ox.ac.uk>).

Feedback

Learning is not downloading information from a book or from a wise person’s brain to your own head or to typing hands. It is rather a dialogic experience. You read, you listen to someone (a lecturer, a tutor, a seminar speaker, a class mate etc.) and then you speak or write something. This is an essential part, but if you are then not told whether what you said or wrote was interesting or innovating, whether it made sense or a good point, etc., you will not be moving ahead in the improvement of your reasoning skills. Therefore, providing you with “feedback” is a fundamental part of our way of training and of our tutorial system. During a tutorial, a supervisor discusses what you have written and provides oral and written feedback to help you

move on in your writing and thinking. However, please note that, precisely because we want to stress the effect of feedback on your ability to improve your reasoning strategies, the supervisor does not provide a mark for the essay, but rather engaging comments, either on why they think the essay is not well argued, or on why they think it is a brilliant piece of work (or somewhere in the middle). In Hilary Term, when you write essays for your option courses, you will get feedback and, in some cases, a mark as well so that you know in which marking zone a lecturer is placing your writing.

All students will also receive written feedback on any dissertation or thesis of 5,000 words or over, submitted in the final term of the course, normally by email after completion of marking. See also Appendix 1 of the Graduate Handbook.

Examination Conventions

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work. The full Examination Conventions for the MSc and MPhil in Social Anthropology are available at <https://www.isca.ox.ac.uk/graduate-course-information>.

Marking guidelines: Details of the marking guidelines used by examiners in assessing coursework and examinations can be found as the Appendices of the Examination Conventions at <https://www.isca.ox.ac.uk/graduate-course-information>. These guidelines are definitive, however in the event that any alterations did become necessary, details of these changes will be circulated to all students well in advance of the examinations.

If you are taking an option course that is assessed by coursework submission rather than by timed written exam, you will be advised of the deadline for submission, the maximum word count and how to submit, by your option course convenor. Coursework is submitted at the Examination Schools on the High Street.

Coursework must have the **word count** clearly indicated on the front cover. Full details of what is included in the word count, and what penalties apply for exceeding this, are included in the Examination Conventions for the degrees (see above). Where the examiners wish to query the word count, they may ask for an electronic version of the coursework to be submitted.

A cover sheet template is available at (<https://www.isca.ox.ac.uk/graduate-course-information> - see the forms tab)

Any candidate who anticipates problems with meeting submission deadlines should **contact their college** at the earliest opportunity, not the examiners or anyone else in the School.

Entering for the University Examinations

Details of how to enter for the exam as well as other useful exam-related advice and information can be found at the following site:

www.ox.ac.uk/students/academic/exams

MPhil 1st year important dates

All important dates and deadline are also listed on the ISCA website <http://www.isca.ox.ac.uk/current-students/course-information/course-deadlines>

Michaelmas Term:

MT – Friday wk 5 Return form with option choices to the Academic Coordinator, Dr Iain Morley: iain.morley@anthro.ox.ac.uk.

Trinity Term:

Depending on your option choices you may have coursework to submit early in Trinity term. Specific deadlines will be announced by the relevant option coordinators.

TT – Friday wk 5 Submit *preliminary thesis title and synopsis* form to Vicky Dean, General Office

Exams for core papers and option papers normally take place in **week 7** of Trinity Term. The exact timetable for exams will be issued by Examination Schools in early Trinity term. Information can also be found at www.ox.ac.uk/students/academic/exams/timetables

Results are normally available by the last week of June, via Student Self-Service Gateway (OSS).

Every term, you will be expected to submit a self-evaluation report to the Graduate Supervision System (GSS). Your supervisor will also submit a report at the end of each term. These reports will be available to you, to your supervisor, to your college advisor and to the Director of Graduate Studies. The reports are designed to give you feedback on your progress and to indicate any causes for concern.

MPhil Second Year

In the 2nd year of the MPhil degree you will be expected to devote the bulk of your time to research and writing a 30,000 word MPhil thesis. There will be fewer lectures and classes to attend, but you will select one assessed option paper to be taken in Hilary term. After submitting your thesis you will be expected to write one assessed essay on a topic in the field of social anthropology, chosen from a list issued by the examiners. You will have two weeks in which to write this essay.

Michaelmas Term:

Critical Readings MPhil Class – 8 sessions

In this class students critically engage with ethnographic theory and writing, with presentations and debates around selected texts. Two members of teaching staff normally chair the sessions.

Departmental Seminar – 8 seminars

Hilary Term:

MPhil Thesis writing Class – 8 sessions

In this class students take it in turns to present excerpts from their MPhil thesis to the rest of the class who offer comments and constructive feedback. Two members of teaching staff normally chair the sessions.

Departmental Seminar – 8 seminars

Option Paper – 8 sessions

You will choose one option paper, from List A, B or C. You must not choose an option for which you were assessed in your 1st year.

You will find details of available options through the following link:

<https://www.isca.ox.ac.uk/graduate-course-information>

Trinity Term:

Departmental Seminar – 5 sessions

The first departmental seminar of Trinity term is replaced by the Marett Lecture hosted by Exeter College.

MPhil 2nd Year important dates

Michaelmas Term:

MT – Monday wk 2

Submit *final* thesis title and synopsis to Vicky Dean, General Office

MT – Friday wk 5

Return form with option choices to the Academic Coordinator, Dr Iain Morley:
iain.morley@anthro.ox.ac.uk.

Trinity Term:

TT – Tuesday wk 2

submit **Thesis**; 3 copies to Examination Schools
submit **Assessed Essay**; to be submitted electronically via WebLearn

TT – Tuesday wk 5

TT – 9th week

in exceptional cases, you may be called for a *viva voce* examination. For example if your final mark is a borderline mark between two degree classifications. If held, *vivas* take place early in 9th week.

Examinations

There are no automatic *viva voce* examinations for final year MPhil candidates, but the examiners reserve the right to call candidates if required. If held, *viva voce* examinations are likely to be held on these are likely to take place in week 9 of Trinity Term. Candidates will be notified as far ahead of these dates as possible if they are to be called.

Results are normally available by the last week of June, via Student Self-Service Gateway (OSS).

Every term, you will be expected to submit a self-evaluation report to the Graduate Supervision System (GSS). Your supervisor will also submit a report at the end of each term. These reports will be available to you, to your supervisor, to your college advisor and to the Director of Graduate Studies. The reports are designed to give you feedback on your progress and to indicate any causes for concern.

4. MSc SOCIAL ANTHROPOLOGY

MSc Course Outline

The MSc in Social Anthropology is a 12-month course. The core elements are 2 examined core papers; 2 assessed option papers³; a 10,000 word dissertation.

The academic year in Oxford is divided into three 8-week terms. At the start of each term, a lecture list is published with details of times and venues of lectures. You can obtain hardcopies of the lecture list in the entrance lobby to ISCA. They are also available online at <https://www.isca.ox.ac.uk/graduate-course-information>

Structure of Teaching

Over the course of the three teaching terms, students prepare for four assessed papers: two *core papers* and two *option papers*. In order to do that, they are expected to a) follow series of lectures (or “courses”), b) participate in discussion classes, c) attend research seminars, and d) write essays and absorb the feedback from their supervisors in a series of at least 16 small-group tutorials (NB: they will most likely have to write one or two longer essays for their option paper courses, depending on the lecturer offering the option and his or her assessment strategy).

Core Papers

Core Paper 1 – Culture and Identity

This paper will focus on the following topics:

History and politics of anthropology; Anthropology, ethnography and colonialism; Gift and exchange; Production and consumption; Aesthetics, poetics, music and dance; Material culture and museums; Landscape and the built environment; Personhood and the body; Identity, ethnicity and nationalism.

Core Paper 2 – Kinship, Power and Change

This paper will focus on the following topics:

Family, kinship and relatedness; Gender and age; Ritual and religion; Myth, history, memory and time; Symbolism; Representations of misfortune, including witchcraft, possession and healing; Politics, law and the state; Multiculturalism, migration and globalisation; Language and literacy; Classification; Power, violence, resistance and agency.

There is no specific course or lecture series for either of these two core papers. But their syllabus, i.e. the contents in each of them, structures the teaching of many of the lectures, classes and tutorials offered by ISCA lecturers and supervisors this year.

³ Many option courses are assessed by 3-hour written exam though some are assessed by extended essay.

They are all zeroing in on preparing you for the exams of these two core papers, even if the reading lists and theoretical approaches to the topics vary from supervisor to supervisor and from lecturer to lecturer.

Option Papers

Around the middle of Michaelmas Term you will be asked to select two option papers which will be taught in Hilary term. Some options carry on into the first part of Trinity term as well.

In order to help you decide what options to take, there will be an Options Fair in week 4 of Michaelmas Term, at which option coordinators introduce their options and are available to answer any questions you might have. You may also wish to discuss your option choices with your supervisor.

Your two options papers may be chosen from any of lists A, B and C.

List A: The Social Anthropology of a Selected Region

List B: Topics in Visual, Material and Museum Anthropology

List C: Themes in Anthropology

You will find details of available options through the following link:

<https://www.isca.ox.ac.uk/graduate-course-information>

Courses (Lecture Series)

Every year several courses (each composed of a series of lectures) on a variety of topics are available for students. Some of these courses are exclusively designed for MSc and MPhil students, while others are open to both undergraduates and postgraduate students. Some of them take place in Michaelmas Term and some in Hilary Term (some may even carry on in Trinity Term). The courses we consider “options” (of which you have to choose 2 for your papers 3 and 4) take place in Hilary and, in some cases, the first part of Trinity term. Lecture attendance is not compulsory, but very strongly recommended. Many courses consist not only of lectures, but of a combination of lectures and discussion classes, and students are expected to actively participate in the latter.

Courses offered in Michaelmas Term 2017

Theories and Approaches in Social Anthropology (8 sessions)

Current Themes (8 sessions)

Cultural Representations (8 sessions)

Courses offered in Hilary Term 2018 (some may carry on in Trinity Term)

Kinship and Social Reproduction (8 sessions)

Cultural Representations (8 sessions)

Fieldwork: Theories & Methods (8 sessions)

Anthropology of Religion (8 sessions)

Courses (lectures and classes) for two option papers (8 sessions each)

Courses offered in Trinity Term 2018

Ethnicity & Identity (4 sessions)

Courses (lectures and classes) for two option papers (NB: some options may continue up to week 4 of TT)

Classes (sometimes referred to as “seminars”)

Classes are discussion groups usually associated with lectures in which students critically discuss, in small groups, the key texts relevant to the understanding of the lecture or of the general theme of the course.

Classes in Michaelmas Term 2018

Of the courses offered in Michaelmas Term this year, only “Theories and Approaches” is accompanied by classes. These take place every Thursday (from week 1 through week 8) and last for one hour and a half. Attendance at these classes is expected of all MSc students. Absentees must notify in advance if they cannot attend. Students are allocated to a group at the start of the year. Each group consists of 8 or 9 students. These classes build on the lecture series and provide students with the opportunity to read, present, and discuss themes covered in the lectures.

Classes in Hilary Term and Trinity Term 2018

Courses for the option papers offered in Hilary Term/Trinity Term are accompanied by discussion classes. But the courses “Kinship and Social Reproduction”, “Cultural Representations”, “Fieldwork: Theories & Methods”, “Anthropology of Religion” and “Ethnicity and Identity” have no classes associated to them, as they are meant as background reinforcement. As their names indicate, they deal with topics directly linked to Core Papers 1 and 2. These are topics about which you will be writing and discussing in your tutorial groups, and attending these courses is therefore highly recommended.

At the end of Hilary Term, there will be one two-hour class on preparing to research and write your dissertation. This will be followed by a second class early in Trinity term, during which you will explore possible topics, approaches and other matters related to the dissertation.

Tutorials

Tutorials are an important feature of the way we teach Social Anthropology at ISCA. They are usually taught to students in groups of two to four with individually allocated supervisors. You will be given an essay question and a reading list each week and will be expected to write an essay and be prepared to discuss the topic and your essay during the tutorial. Please be aware that tutorial topics, essay questions and reading lists will vary depending on supervisor. Therefore do not be alarmed if your friends with other supervisors are covering different material to you. All the staff are teaching within the syllabus and one of the strengths of the ‘Oxford system’ is that

supervisors can design tutorials to reflect their research interests and the needs of specific student groups.

You will be expected to submit your tutorial essay⁴ before the tutorial and individual supervisors will let you know the deadline for your essay. At the tutorial you should among other things expect to discuss the general topic, explore readings in greater depth, get feedback on your essay, clear up misunderstandings, examine possible critiques, link the topic to wider knowledge and/or to topics covered during lectures. Importantly tutorials are opportunities for you to discuss your own understandings of the specific topic with your fellow student(s) and with your supervisor. In this way, tutorials are opportunities to learn collaboratively with your peers and supervisor. Whilst lectures are learning events during which you are expected to absorb and take notes, keeping questions to the very end, tutorials are designed to be highly interactive. Their success depends in large measure on your ability to contribute, listen and engage with your peers. This may be a little daunting at first, but it is very important that you remember that tutorials are not formally assessed and you are not in competition with your peers.

At the tutorial, your supervisor will return your essay to you, normally accompanied by some written feedback to complement the verbal feedback during the tutorial.

Departmental Seminar (Friday Seminar)

Departmental seminars, where a researcher (either from your University or from another one) is invited to present his or her current research, are a quintessential part of most university systems of learning. In most universities today each Department has its own “Departmental Seminar”, and we are not different, though in our case we have nicknamed ours as the “Friday seminar”. Attending Friday seminars and being curious about the research done by our most cutting edge colleagues is expected from anybody joining our School.

In our seminar our guest talks for 50-55 minutes, followed by some 30 minutes of general discussion, when members of the audience ask questions. MSc students should also join in the conversation and collaborate in making it a lively discussion, usually followed by some drinks and informal conversation. Participating in our Friday seminar is an essential part of your training as a social scientist. Seminars will offer you the unique opportunity to see how anthropology is applied today by the leading figures in the field, and they may even offer you very fresh data to invoke in your tutorial or class discussion, or even to back your point in an essay (perhaps even in an exam!).

Our Friday seminar is not the only research seminar around Oxford. There are hundreds of research seminars every week all over the University, which constitutes a true embarrassment of riches. Very often in our University the logics of time management forces members of the community to miss very interesting research seminars. Part of your training is time management too. Do not attempt to follow everything that this unique University tantalizes you with. If you think that any

⁴ You can find further guidance on essay writing in Section 5 of this Handbook.

particular week you would be learning more by attending a seminar different than our Friday seminar (at our School or, why not, beyond it), please discuss it with your supervisor before trying to spread yourself too thin.

Attending Other Undergraduate Courses

The courses indicated above are designed to provide a solid background to MSc students, whatever their background might be. But some students who have never read anthropology before may want to get some additional introductory lecturing beyond those courses. They are most welcome to sit in the course “Key Themes in Anthropology”, designed for second and third year students (Monday 4 pm; 8 Sessions in Michaelmas). This course is offered by an array of lecturers and researchers from the School, offering the student not only a very good overview of the discipline, but of the diverse Oxford team too.

Specific Syllabus and Course Outlines

At the beginning of each course students will receive a course outline, which will also be available through Weblearn. Students will also receive a programme of tutorials from their supervisors at the beginning of each term. (NB: Some supervisors may give their tutees an entire programme of the 16 tutorials at the beginning of the academic year.)

Expectation of Study

Students are responsible for their own academic progress. During term time, the programme requires a substantial amount of reading and writing, which may sometimes be difficult to combine with other activities or duties. Try to concentrate on the essentials and follow the guidance of your supervisor.

The School, like the University as a whole, takes the view that full-time courses require full-time study and that studying at Oxford does not allow sufficient time to earn one’s living from paid employment simultaneously. The School’s Teaching Committee has therefore drawn up guidelines for students wishing to take paid employment during term time (see section 2.9 of the Graduate Handbook and <http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/>). Note that it is not possible to study for any degree within the School on a part-time basis in order to facilitate working while studying.

Oxford workload is demanding, but you have been accepted because we are certain you can manage. If you encounter difficulties keeping the pace, please discuss them with your supervisor or College adviser, or both. A common reason leading students to feel they cannot cope is because they make the mistake of trying to read too much and/or too quickly. Please note that most of the times students are NOT expected to read all the readings on a reading list. In a typical course outline, the lecturer gives a very substantial reading list for each lecture or for the general course. This is because the outline will hopefully give you orientations for further and future reading, should you want to pursue the topic on your own at a later stage. But if the lecture is accompanied by a class discussion, do not try to read everything superficially and

quickly to prepare for the class. Just pick up a few readings and make sure you try to make the connection between them and the lecture, or make sure you prepare some questions or raise some points to be discussed in the class. You are expected to arrive at a class having read with intelligence rather than with speed. For tutorial reading, please make sure that you ask your supervisor how many of the readings in the reading list they think you ought to read in order to answer the question of the essay (as an average, they will be in the region of 7 or 8 articles or chapters). Supervisors normally make this very clear in their individual instructions. In some of the classes (for instance in the classes for “Theory and Approaches” in Michaelmas Term 2017) the supervisor leading the class will give very specific orientation on what and when to read (approximately four articles or book chapters per session).

Any further queries on expectations should be addressed to the course director, Dr Ramon Sarró.

Assessment

Information on assessment and examination process can be found here (<http://www.ox.ac.uk/students/academic/exams>). Full details of the structure of assessment of the MSc and MPhil in Social Anthropology are detailed in the Examination Conventions for the degree (see below). Formal assessment takes the form of written examinations in four papers in June, and for the MSc the submission of a dissertation at the end of August. Each of the four papers has equal weight (i.e. one-quarter of the overall mark each in the case of first year MPhil students, and one-sixth of the overall marks each in the case of MSc students) and the MSc dissertation is doubly weighted (i.e. one-third of the overall marks). Information on past examination papers can be found here (<http://oxam.ox.ac.uk>).

Feedback

Learning is not downloading information from a book or from a wise person’s brain to your own head or to typing hands. It is rather a dialogic experience. You read, you listen to someone (a lecturer, a tutor, a seminar speaker, a class mate etc.) and then you speak or write something. This is an essential part, but if you are then not told whether what you said or wrote was interesting or innovating, whether it made sense or a good point, etc., you will not be moving ahead in the improvement of your reasoning skills. Therefore, providing you with “feedback” is a fundamental part of our way of training and of our tutorial system. During a tutorial, a supervisor discusses what you have written and provides oral and written feedback to help you move on in your writing and thinking. However, please note that, precisely because we want to stress the effect of feedback on your ability to improve your reasoning strategies, the supervisor does not provide a mark for the essay, but rather engaging comments, either on why they think the essay is not well argued, or on why they think it is a brilliant piece of work (or somewhere in the middle). In Hilary Term, when you write essays for your option courses, you will get feedback and, in some cases, a mark as well so that you know in which marking zone a lecturer is placing your writing.

All students will also receive written feedback on any dissertation or thesis of 5,000 words or over, submitted in the final term of the course, normally by email after completion of marking. See also Appendix 1 of the Graduate Handbook.

Examination Conventions

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work. The full Examination Conventions for the MSc and MPhil in Social Anthropology are available at <https://www.isca.ox.ac.uk/graduate-course-information>

Marking guidelines: Details of the marking guidelines used by examiners in assessing coursework and examinations can be found as the Appendices of the Examination Conventions at <https://www.isca.ox.ac.uk/graduate-course-information>. These guidelines are definitive, however in the event that any alterations did become necessary, details of these changes will be circulated to all students well in advance of the examinations.

If you are taking an option course that is assessed by coursework submission rather than by timed written exam, you will be advised of the deadline for submission, the maximum word count and how to submit, by your option course convenor. Coursework is submitted at the Examination Schools on the High Street.

Coursework must have the **word count** clearly indicated on the front cover. Full details of what is included in the word count, and what penalties apply for exceeding this, are included in the Examination Conventions for the degrees (see above). Where the examiners wish to query the word count, they may ask for an electronic version of the coursework to be submitted.

A cover sheet template is available at <https://www.isca.ox.ac.uk/graduate-course-information> (see the forms tab).

Any candidate who anticipates problems with meeting submission deadlines should **contact their college** at the earliest opportunity, not the examiners or anyone else in the School.

Entering for the University examinations

Details of how to enter for the exam as well as other useful exam-related advice and information can be found at the following site:
www.ox.ac.uk/students/academic/exams

MSc Social Anthropology important dates

Michaelmas Term:

MT – Friday wk 5 Return form with option choices to the Academic Coordinator, Dr Iain Morley, iain.morley@anthro.ox.ac.uk.

Trinity Term

depending on your option choices you may have coursework to submit early in Trinity term. Specific deadlines will be announced by the relevant option coordinator

TT – Tuesday wk 5 return dissertation title form and synopsis to Vicky Dean, General Office

Exams for core papers and option papers normally take place in **week 7** of Trinity Term. The exact timetable for exams will be issued by Examination Schools in early Trinity term. Information can also be found at (www.ox.ac.uk/students/academic/exams/timetables)

Results for **Part One** are normally available by the last week of June, via Student Self-Service Gateway (OSS)

Last Wednesday in August;

noon; submit **Dissertation**; 3 copies to Examination Schools

Results for the **MSc Social Anthropology** are normally available through the Student Self-Service Gateway (OSS) by the very end of September.

Every term, you will be expected to submit a self-evaluation report to the Graduate Supervision System (GSS). Your supervisor will also submit a report at the end of each term. These reports will be available to you, to your supervisor, to your college advisor and to the Director of Graduate Studies. The reports are designed to give you feedback on your progress and to indicate any causes for concern.

5. ADVICE ON TUTORIAL ESSAY WRITING

Tutorial assignments usually consist of answering a question on the basis of some suggested readings, given to you by your supervisor at least one week in advance. If possible, consult every text that is suggested, but be selective in choosing the most appropriate material with which to answer the question. Do not be afraid to bring in additional material, whether something you have learned from a lecture or seminar, something you have read in a different context (perhaps for a previous essay, or by independent study), or information from an ethnographic film.

Your supervisor will advise you on the expected length of your tutorial essays. Every essay should be accompanied by a bibliography listing all the works cited in your essay. Advice on formatting your bibliography can be found in the *ISCA Graduate Handbook*, Appendix 3.

Tutorial essays are above all teaching tools, they allow you to try out arguments, juxtapose different authors, explore ethnographic case studies and explore specific topics in some detail. Remember that tutorial essays are not formally assessed, though you will receive feedback, normally both written as well as verbal during the tutorial which should allow you to understand what aspects of your essay were successful and where you may need to work on improving.

You will be expected to submit your essays to a clear deadline, and you will need to manage your time carefully, dividing it up into reading time, thinking time and writing time.

Like most skills, tutorial essay writing requires practice and you should treat essays as opportunities to learn, rather than expecting your essay to be a work of perfection. Your supervisor will be happy to discuss your progress and any specific issues arising from your essays.

Do not worry if your friends working with other supervisors are working on different topics or are asked to read different material. All supervisors are teaching to the syllabus for the two core papers, but they may vary their readings in line with their own areas of expertise and research interests as well as those of the cohort of students they happen to be working with.

The University offers a range of **study skills** support including guidance on academic good practice, definitions of plagiarism, as well as skills such as time management, note-taking, referencing, research and library skills, and information literacy.

You will find details at the following site:

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

Plagiarism

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

unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. For guidance on correct citation formatting please see ISCA Graduate Studies Handbook, Appendix 3, pp. 25-27.

For good referencing practice, see

www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/annexef.

There is clear information and advice on how to avoid plagiarism in the Study Skills section of the University website:

<http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

All ideas and words quoted must be properly referenced to avoid plagiarism.

The University offers two online self-study courses that will help you in understanding what constitutes plagiarism and how to avoid it.

You are *strongly advised* to take these courses early in your time here.

<https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic>

For guidance on correct citation formatting please see ISCA Graduate Studies Handbook, Appendix 3, pp.25-27.

6. EXAMINATIONS

For full details see the Examination Conventions (including marking criteria) for the degrees in Social Anthropology at: <https://www.isca.ox.ac.uk/graduate-course-information>.

The following information is a summary of some of the content of the Examination Conventions, and should help you in understanding the criteria against which you will be assessed during your final exams. The marking criteria which appear in the Examination Conventions may also be useful in helping you write successful tutorial essays even though these are not graded or given marks.

Criteria for awarding degrees

Exams are set and marked by a Board of Examiners convened by the Chair of Examiners. The Board of Examiners will draw on assessors to co-mark exams or assessed essays. External Examiners from outside the University of Oxford also provide input, guidance and advice during the examination process.

In order to pass your degree you must **pass all the assessed components**. If one or more components are failed, you will be given the opportunity to re-take them once, though this may result in award of the degree being delayed until the Examination Board next meets, which may not be for up to three terms.

The Board of Examiners may award a Distinction in your overall degree based on one of the following criteria:

EITHER an overall average mark of 70 or above
OR an overall average mark of 68 and above, with two assessed components **and** the MSc dissertation at 70 or above. For the MPhil the requirement is one assessed component **and** the thesis at 70 or above.

Weighting of course components

MPhil Qualifying Exam

All four components are given equal weighting; the pass mark is 60; there are no distinctions awarded and MPQ marks do not count toward the final MPhil degree.

MPhil Social Anthropology

The option course and assessed essay count for 1/6th each, the thesis for 2/3^{rds}.

MSc Social Anthropology

The four Part I exams count for 1/6th each, the Dissertation for 1/3rd.

Sitting 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 (www.ox.ac.uk/students/academic/exams/guidance)

External examiner and Examiners' reports

All work submitted to Exam Schools is double marked by an Examiner (one of the lecturers on the master's courses) and one or more Assessors, and evaluated by an External Examiner (*to be appointed*). In the academic year 2017-18, Dr Inge Daniels is the Chairman of Examiners and Dr Elizabeth Ewart and Dr Thomas Hendriks are Examiners for Social Anthropology

All examined components of the degree are marked independently by two examiners or assessors from within the university (sometimes referred to as 'double-blind marking'), with oversight of the entire process being provided by an External Examiner. This procedure follows university and divisional guidance. Each marker allots a mark to the piece of work in question (individual examination answers, essays and thesis) and then both markers meet to determine an agreed final mark for each element. Where the overall marks assigned by the two Examiners differ the examiners identify the reasons for the difference through discussion and agree an appropriate mark. If reconciliation is difficult, a third marker acts as arbiter in agreeing the appropriate mark, and answers that have been given particularly discrepant marks may be remarked if necessary. If the examiners cannot reach an agreement, the script is submitted to the External Examiner for adjudication. In cases of a great difference of marks, or where the marks straddle a grade boundary, the External Examiner is asked to scrutinize any such marks, even if the examiners have agreed a mark following discussion. In addition, the External Examiner may query any mark assigned to a question, even if the internal examiners are unanimous in their judgement. Any differences of opinion are discussed fully at the examiners' meeting.

The examiners may award a distinction for excellence in the whole examination. In the case of the MSc, the four papers will be taken to constitute Part I of the degree, and the dissertation constitutes Part II. At the close of the written examinations, the examiners will publish a list of those who have satisfied them in Part I.

The MSc dissertations submitted in August are also double-marked by at least two examiners, and referred where appropriate to the external examiner's judgement. The examiners may award a distinction for excellence in the whole examination.

In the case of the MPhil, the first year exams are the qualifying exams which must be passed with an overall average of 60 or more in order to progress to the second year of the MPhil.

Students are strictly prohibited from contacting external examiners directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal (see Section 2.6.2).

Examiners' reports (including the external examiner's reports) can be accessed by students. For details of how to find them, contact Ms Vicky Dean (Vicky.dean@anthro.ox.ac.uk)

Changing courses and progression

Progressing from MPhil Qualifying Year (1st year) to 2nd year

In order to progress from the first year of the MPhil to the second, students must achieve an overall average of 60 at the June examinations. If a student does not achieve the required mark of 60 he or she may switch to the MSc and write a dissertation in the summer, submitting it in late August. If the final average of the MSc is then 60 or above, the student may switch back into the 2nd year of the MPhil.

Changing the program of study (from an MSc to an MPhil and vice versa)

It is possible to change from an MSc to an MPhil and vice versa, during the first year. Students should, after consulting their Course Advisor and/or potential supervisor, complete the requisite form (<http://www.isca.ox.ac.uk/current-students/forms/>) and return it to the General office. Where a decision to change course is the result of the student's results in the end of year of examination, the student must consult their course advisor and/or their potential supervisor. It is the student's responsibility to ensure that their supervisor can contact them at this stage. Students should immediately complete a transfer form where necessary and confirm, by e-mail, to both the Chairman of Examiners and his or her assistant whether they plan to remain on course for the MSc and write a dissertation over the summer, or whether they are applying to transfer to the MPhil degree (or occasionally the other way round). Decisions should be made early if possible, and normally no later than a few days after the results of the written examinations become known in June. See also section 3.3. of the Graduate Handbook and <https://www.isca.ox.ac.uk/graduate-course-information> (see the forms tab).

Progressing from a taught course to a research degree

After completing the M.Sc. with a sufficiently good result, the student may apply to be readmitted as a Probationer Research Student (PRS) as a first stage in proceeding towards the D.Phil. Acceptance will depend upon achieving the threshold mark of 67 in the relevant examinations, proof that a viable research project exists and the agreement of both individual supervisors and the School as a whole acting in committee. **NB: there is no automatic right to proceed from a taught-course to a research degree, however good the final result in the examinations, since all the above conditions have to be met.** Application is via the usual form for admission to the University, the relevant deadlines for which should be observed.

The Economic and Social Research Council (ESRC) recognises two ways to progress to a doctorate: the 1+3 model (a one-year MSc and three-year DPhil) or the 2+2 model (a two-year MPhil and two-year DPhil). All paperwork filled out in connection with the progression of ESRC-funded students or to effect any changes in their programme must be submitted to the ESRC Studentship Officer in the University's

Social Sciences Division via the ISCA Departmental Office. This is to ensure that ESRC monitoring rules and other regulations are observed.

For further details regarding progression, please refer to the SAME Graduate Handbook <https://www.isca.ox.ac.uk/graduate-course-information>

Prizes

A central list of all prizes can be found here (www.ox.ac.uk/students/fees-funding/prizes-and-awards/)

In addition, in memory of Dr Nicola Knight the School of Anthropology and Museum Ethnography awards the following prizes for the best use of quantitative methods in an anthropological dissertation. Students should be registered within the School. See <https://www.anthro.ox.ac.uk/funding> (small grants) £100 for the best MSc level dissertation and £100 for the best MPhil level dissertation. The prizes are administered by the School's Studentship Awards Committee.

Academic progress

Each term, supervisors have to issue a report on the performance of each of their students. This is done online (Graduate Supervision System or GSS), and the students, their colleges, the Director of Graduate Studies (DGS) and some departmental administrative staff have access to them. Before the reports come to supervisors, however, students are given an opportunity to report on their own progress as they see it and flag up any concerns they may have. Their reports are reviewed by the supervisor, DGS and college authorities. Students are prompted directly by e-mail from Student Administration towards the end of each term to make their own reports, after which they have roughly two weeks to do so (to access the GSS, please visit <http://www.gss.ox.ac.uk/>). Student participation in this exercise is entirely voluntary (apart from reporting training requirements and training undertaken by research students under the TNA programme; details in the research degrees handbook). Reports are not confidential, in the sense that they may be viewed by students' supervisors, college advisors, the DGS and some departmental administrative staff. Nonetheless all students are encouraged to make use of the facility to improve the chances of problems being detected in good time to do something about them. This facility is not intended for making complaints, for which other arrangements exist (see also Section 2.5 of the Graduate handbook).

Opportunities for skills training and development

Core tutorials and classes teach synthesis and analysis of readings; the structuring and presentation of coherent arguments in essays; essay and report writing; oral presentation and the use of aids in giving presentations. In addition, advice on various matters including time management, good academic practice, research and library skills, referencing can be found here (<http://www.ox.ac.uk/students/academic/guidance/skills>). For specific IT training, the IT services offer a number of opportunities (<http://courses.it.ox.ac.uk/atoz>)

For students whose mother tongue is not English, there are also courses available in academic writing. These are not purely remedial courses, and students with a high

level of English may also take them. The School is not involved in either the provision or financing of these courses. Consult the University's Language Centre at 12 Woodstock Road. Students should discuss with their supervisor, which opportunities might be most suitable for them. All language training should be discussed well in advance with the supervisor.

Career information & advice

The University Careers Service (www.careers.ox.ac.uk) is available to all students and offers advice and information on a wide range of career options. It is conveniently located across the road from ISCA at 56 Banbury Road.

7. STUDENT REPRESENTATION, EVALUATION AND FEEDBACK

Student feedback is provided first of all through the **Graduate Joint Consultative Committee** (usually just called the JCC), which brings together members of both the academic and non-academic staff with student representatives to discuss matters of mutual concern at a meeting held every term. The student representatives are selected entirely and freely by the student body, this being a matter in which no member of staff is allowed to play any part. The committee meetings are normally chaired by a student, and the minutes may be taken by either the chairperson or a member of the non-academic staff. The academic staff should not occupy any positions on this committee, though they attend its meetings to discuss issues of concern with students. The minutes of JCC meetings are circulated to both students and staff.

Student representatives also sit on a number of departmental and divisional committees, including among others the Teaching Committee and the Library Committee.

Student representatives on the Divisional Board are selected through a process organized 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.

A system of **feedback forms** is also in use for students to provide their comments on lecture courses, classes and, where appropriate, tutorials, as well as the School's overall administrative and technical provision for its students. Some course directors use their own forms, but a standard form can also be downloaded from the anthropology website. One form may be filled in at or just after the end of any course of lectures or classes you have attended as listed on the relevant lecture list (NB: not for tutorials). Note that some courses extend over more than one term (e.g. some options). Forms that have been downloaded by students themselves should be handed in to the general office in 51 Banbury Road. Alternatively individual lecturers may prefer to hand them out themselves and either collect them at the end of the last lecture in the series, or ask students to hand them in to the general office.

Forms should not be signed or marked with any name in order to preserve your anonymity. Completed forms will be reviewed by the course director in the first instance and are also subject to review by the DGS and/or relevant departmental committees to monitor the quality of departmental teaching and provision. However, changes pursuant to feedback exercises cannot be guaranteed. There is no obligation on students to fill in forms, though they are strongly encouraged to do so where appropriate. (See Section 2.5 of the graduate handbook).

Students on full-time and part-time matriculated 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 at: www.ox.ac.uk/students/life/feedback

8. COMPLAINTS AND APPEALS

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

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

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

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

Complaints

If your concern or complaint relates to teaching or other provision made by the department, then you should raise it with the Course Director (Dr Ramon Sarró or with the Director of Graduate Studies (Professor Marcus Banks) as appropriate. Within the department the officer concerned will attempt to resolve your complaint informally.

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

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

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

Academic appeals

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

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

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are described on the Proctors' webpage (www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints), the

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

Please remember in connection with all the academic appeals that:

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

Policies and regulations

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

9. GLOSSARY OF TERMS AND ACRONYMS

0th week	This is the week preceding the first week of term. If you have left Oxford for the vacation you should aim to be back no later than the end of 0 th week
Candidate number	The number you will use during Examinations. It is issued by Examination Schools in Hilary Term and it is different from your OSS number
GSS	Graduate Supervision System- the Graduate Supervision System (GSS) is used by supervisors each term to review, monitor and comment on their students' academic progress and to assess skills and training needs. Students are given the opportunity to contribute by commenting on their own academic progress.
Hilary Term	second term; 8 weeks starting in January; Hilary Term is often abbreviated as HT
ISCA Garden Party	<i>The SAME</i> social event of the year. It normally takes place in 9 th week.
ISCA	Institute of Social & Cultural Anthropology
JCC	Joint Consultative Committee: this is a forum made up of student representatives from each degree; students are invited to offer suggestions and raise concerns to their degree representatives who are expected to raise these at JCC meetings. JCC representatives are elected in Michaelmas Term. Details of elections will be circulated by e-mail. The JCC meets once per term, and committee meetings are attended by a selection of academic members of staff. Minutes from the JCC are discussed at Teaching Committee and ISCA Committee.
Michaelmas Term	first term of the academic year; 8 weeks, starting in October; Michaelmas Term is often abbreviated as MT
MPQ	MPhil Qualifier - the first year of the MPhil degree
OSS	the student self-service gateway
OUAS	Oxford University Anthropological Society https://www.anthro.ox.ac.uk/oxford-university-anthropological-society
OUSU	As a student at Oxford, you automatically become a member of the Oxford University Student Union (OUSU). For more information go to ousu.org
Paper	This is what in many other Universities might be called a 'course'. Typically 'papers' are examined towards the end of Trinity term by means of a three-hour exam. However, some option papers are assessed by coursework submission in the form of an essay.
PRM	Pitt Rivers Museum
PRM LT	Pitt Rivers Museum Lecture Theatre, accessed through Robinson Close
Proctors	There are two Proctors each year. These are senior officers of the University, elected by their colleges to

	serve for one year with particular oversight of examinations, conduct and welfare.
RSL	Radcliffe Science Library, located on Parks Road
SAME	School of Anthropology and Museum Ethnography
SSD	Social Science Division
SSL	Social Sciences Library; located in Manor Road Building on Manor Road
Sub-fusc	This is the term for the clothing worn for special occasions such as Matriculation and for Examinations. It consists of one of the following: Dark suit with dark socks, or Dark skirt with black tights or stockings, or Dark trousers with dark socks plus Dark coat if required Black shoes Plain white collared shirt or blouse White bow tie, black bow tie, black full-length tie, or black ribbon Students serving in HM Forces are permitted to wear their uniform together with a gown.
Trinity Term	third term; 8 weeks starting in April; Trinity Term is often abbreviated as TT
OSS number	The number on your University card. This is the number next to the photo, not the number above the barcode.

Cover Photo: House in northern Angola. Photo: Ramon Sarró, August 2015.