

School of Anthropology and Museum Ethnography

Institute of Social and Cultural Anthropology
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MSc in Medical Anthropology & MPhil in Medical Anthropology

Course handbook 2018-19

Foreword

This course handbook is for students undertaking a MSc or a MPhil degree in Medical Anthropology.

This handbook applies to students starting the course in Michaelmas term 2018. The information in this handbook may be different for students starting in other years.

The Examination Regulations relating to this course are available at ([MSc](#)¹; [MPhil first year](#)²; [MPhil second year](#)³). If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the course director, in 2018-19 Professor Stanley Ulijaszek (stanley.ulijaszek@anthro.ox.ac.uk).

The information in this handbook is accurate as at 1st October 2018, however it may be necessary for changes to be made in certain circumstances, as explained at (www.graduate.ox.ac.uk/coursechanges). If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

¹ <https://www.admin.ox.ac.uk/examregs/2017-18/mosbcinmedianth/studentview/>

² <https://www.admin.ox.ac.uk/examregs/2017-18/mopinmedianth/studentview/>

³ <https://www.admin.ox.ac.uk/examregs/2016-17/mopinmedianth/studentview/>

Dear Medical Anthropology Student,

Welcome to Oxford!

Our team is very much looking forward to teaching and learning from you, and we hope this coming year will bring many exciting opportunities for stimulating exchanges on issues we all feel passionate about.

Wherever you are coming from, you may feel disoriented at first with the Oxford system. Do not worry! This handbook has been written to help you navigate the course and progress smoothly into the programme. Read it carefully: it hopefully contains an answer to all the questions you may have. For instance, you will find out about the aims of the course, its learning outcomes, as well as key dates and opportunities for skill development and research training. In addition to this handbook, there are other key sources of information (Section 1.2). Of course, in the event that your question is left unanswered, do come forward and we will do our best to help you out.

We hope you will thrive, and wish you the very best with your studies.

On behalf of the Medical Anthropology Teaching Team,

Sincerely

The Course Director
(In the year 2018-19, Professor Stanley Uljaszek)

Medical Anthropology Teaching Team

	Office Hours
Prof. Elisabeth Hsu	Mondays, 9.30-10.30, and any time by prior appointment
Dr Alex Alvergne	Fridays, 3.00-4.00, and by prior appointment (MT18 and HT19 only)
Dr Paola Esposito	Fridays, 11-12, and by prior appointment (TT19 only)
Prof. Stanley Uljaszek	Fridays, 11-12, and by prior appointment

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1 Introduction

1.1 Overview

The one-year M.Sc. in Medical Anthropology allows students to engage in a broad range of health-related topics, from both social and biological anthropology frameworks, in cross-cultural perspective. Across the first two terms students enrol in two paper each term. During the final term students sit written exams, and they write an original independent piece of work in a 10,000 word dissertation on the topic of their choice over the summer. The dissertation makes up 30% of the overall mark.

The two-year M.Phil. in Medical Anthropology is a research-intensive masters' degree. It provides the same broad teaching as the M.Sc. course in the first year, while the second year allows students to engage in anthropological research methods and practice (in classes on critical reading, various field methods and statistical analysis). The main emphasis in this second year is on writing an original 30,000 word dissertation, which students develop through one-on-one supervisions with their supervisor and which makes up 70% of the overall mark.

1.2 Key sources of information

School of Anthropology and Museum Ethnography (SAME) website

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

Institute of Social and Cultural Anthropology (ISCA) website

<https://www.isca.ox.ac.uk/home>

Medical Anthropology Programme

<https://www.anthro.ox.ac.uk/medical-anthropology-0>

Course Information

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

Graduate Handbook

<https://www.anthro.ox.ac.uk/graduate-course-information> under 'Handbooks' tab

Examination Regulations

<https://www.admin.ox.ac.uk/examregs/>

Examination Conventions and Marking Criteria

<https://www.anthro.ox.ac.uk/graduate-course-information> under 'Exam Conventions' tab

Oxford Students website

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

Oxford University Anthropological Society

<https://www.anthro.ox.ac.uk/oxford-university-anthropological-society>

Useful department contacts

Course Director for Medical Anthropology | Prof. Stanley Ulijaszek | 51 Banbury Road | Stanley.uljaszek@anthro.ox.ac.uk

Director of Graduate Studies | Prof. Marcus Banks | 61 Banbury Road | Marcus.banks@anthro.ox.ac.uk

Academic Coordinator | Dr Iain Morley | 51 Banbury Road | iain.morley@anthro.ox.ac.uk

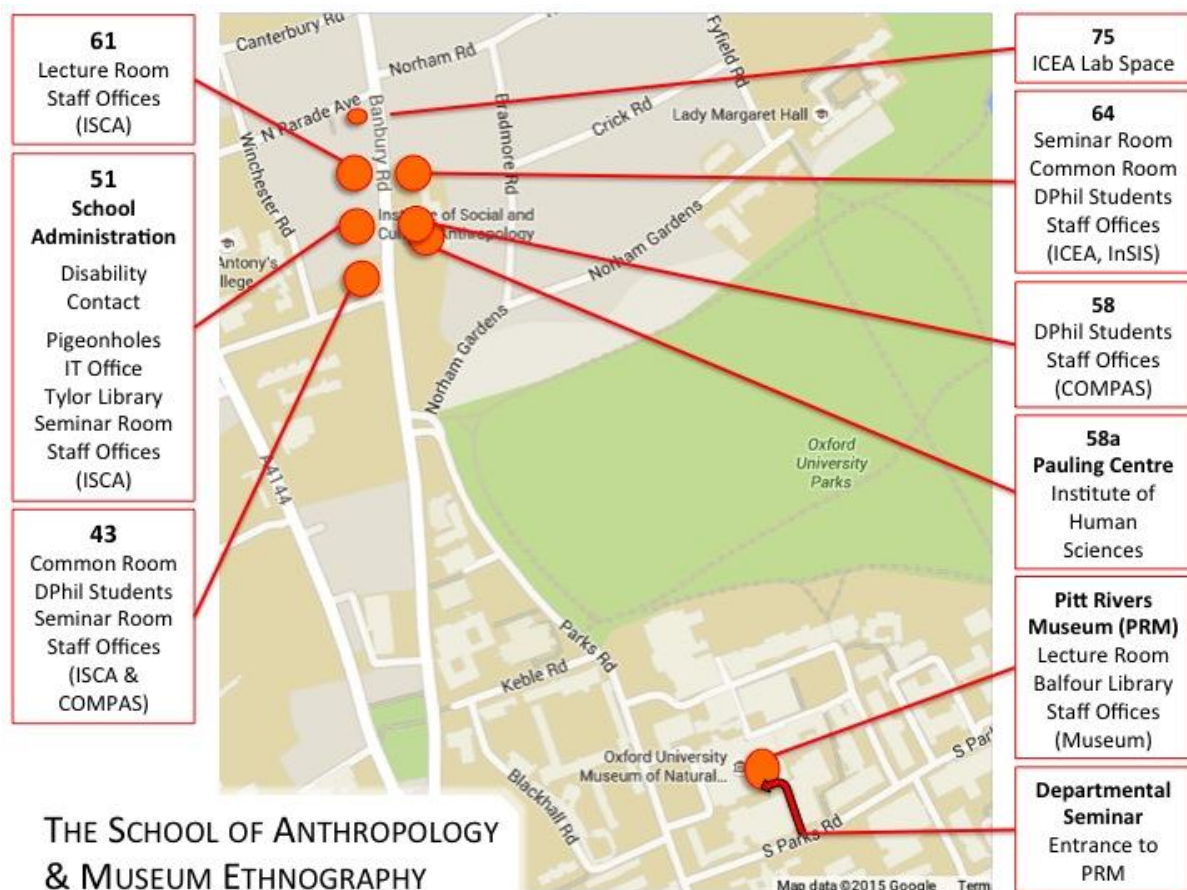
Graduate Administrator | Mrs. Vicky Dean | 51 Banbury Road | vicky.dean@anthro.ox.ac.uk

Departmental Disability Contact | Dr Iain Morley | 51 Banbury Road | iain.morley@anthro.ox.ac.uk

IT services | 51 Banbury Road | it.support@anthro.ox.ac.uk

Tylor Library | 51 Banbury Road | Mon - Fri, 9.30 - 17.30 | Saturdays, 13.00 - 16.00, term-time only | anthropology-enquiries@bodleian.ox.ac.uk

1.3 Map of the School



1.4 Important dates

1.4.1 Dates of Full Terms*

Michaelmas 2018 From Sunday, 7 October to Saturday, 1 December

Hilary 2018 From Sunday, 13 January to Saturday, 9 March

Trinity 2018 From Sunday, 28 April to Saturday, 22 June

*Note that 'Full Term' refers to the eight-week period in which lectures and tutorials are scheduled; each Term consists of weeks either side of that period. In particular, meetings or events may be scheduled in 'Week 0' ('nought week'), which is the week preceding the periods of Full Term, above.

1.4.2 Key dates and deadlines

1.4.2.1 MSc & MPhil first year

Choice of an option paper and submission of the relevant form: Friday of Week 5 of Michaelmas Term.

Presentation of Dissertation title to class: Week 1 of Trinity Term.

Submission of Dissertation title: MSc students have to declare the title of their dissertation (with a supporting description) on the Tuesday of the fifth week of Trinity Term for approval by the Chairman of the Examiners. MPhil students must declare the *provisional* title of their dissertation (with a supporting description) on the Tuesday of the fifth week of Trinity Term. In each case forms should be returned to the course director before this date.

Taught papers examinations: Provisionally around Week 7 of Trinity Term. The definitive dates will be circulated by email at the end of Hilary Term.

Submission of MSc dissertation: last Wednesday of August.

1.4.2.2 MPhil second year

Submission of MPhil dissertation title: not later than noon on Monday of the second week of the Michaelmas Term.

Submission of MPhil dissertation not later than noon on Tuesday of the fifth week of the Trinity Term.

Submission of MPhil coursework not later than noon on Tuesday of the fifth week of the Trinity Term.

1.5 Key people

1.5.1 Supervisors and Dissertation Supervisors

The Institute of Social and Cultural Anthropology (ISCA) of the School of Anthropology and Museum Ethnography (SAME) assigns each student one Supervisor at the beginning of the academic year (PRS and D.Phil. candidates can have two or more supervisors, but master's students do not). On rare occasions when the student and the Supervisor do not get on, they can ask the Director of Graduate Studies (DGS) to arrange for someone else to become the student's Supervisor.

The Supervisor oversees the student's overall study progress throughout the academic year. Supervisors therefore play a very important role in the student's academic career and in aiming to make the student's learning experience as balanced and holistic as possible, they have several functions. (1) They teach the student throughout the year, and arrange additional, often personalised, teaching provision for the student when wished or needed. (2) They reach out to the student and pay attention to the student's individual progress; and they are the student's first port of call if the student experiences any problems relating to the course work and academic performance, or if they have any questions on how to navigate the University. (3) Supervisors are also the port of call when it comes to advice on extra-curricular activities, and how to build the time commitment of those into the overall study programme of the degree course. (4) Supervisors generally sign any official form from the GSO (Graduate Studies Office) that the student fills out, for instance, if the student wishes to attend additional courses outside the medical anthropology master's programme, such as language-learning courses. (5) If need arises, students can ask for additional supervisions from other lecturers, and the correct procedure is then for the student to ask their Supervisor to arrange this on their behalf. (6) At the end of Hilary Term and in Trinity Term, students are encouraged to discuss with their supervisor who among the medical anthropology team may be most suited to supervise them on the specific topic they plan to write their dissertation on, and then the student can approach that lecturer as their Dissertation Supervisor.

The Dissertation Supervisor has some expertise on the specific theme of the student's dissertation, and supervises the student on it (he or she guides the student to the relevant literature, makes sure the student understands their writing task, discusses structure and focus of the dissertation, etc.). A Dissertation Supervisor can have no more than two supervisions with the student on the MSc dissertation, as a MSc dissertation is examined as an independent piece of work. If a student proceeds to the second year of the MPhil programme, the Dissertation Supervisor generally becomes the student's Supervisor throughout the second year of the MPhil.

1.5.2 College Advisors

The student's College assigns each student a College Advisor at the beginning of the academic year. The College Advisor cares for the student's personal well-being throughout the academic year. The College Advisor provides pastoral care or, if necessary, assists the student in finding the relevant pastoral care for the problem they encounter. Illness, family problems, financial problems, accommodation difficulties, problems with peers or other personal problems can be discussed with the College Advisor. Any personal problems a student may encounter which hinder them in fulfilling the examination requirements should be brought to the College Advisor.

1.5.3 Course Director (also called, less pretentiously, Course Convenor)

The Course Director is in charge of the smooth running of both the M.Sc. and the M.Phil. master's course in Medical Anthropology. The two Medical Anthropology master's courses are taught degrees, where students engage in learning through the attendance of lectures, classes, seminars, supervisions or tutorials, and through self-study. If questions arise concerning the rationale of the teaching programme, or systemic problems regarding its coordination, students are encouraged to arrange to

speak with the Course Director in order to get clarification. The Course Director can also be approached if there is uncertainty about regulations with regard to the master's courses and the examinations. For changes to the course that pertain to the timing of his or her lecture, each lecturer will inform all course participants and not merely the Course Director. In the academic year 2018-19, Professor Stanley Ulijaszek will be Course Director.

1.5.4 Director of Graduate Studies (DGS)

The Director of Graduate Studies (DGS) is in charge of overseeing all graduate teaching at the School of Anthropology and Museum Ethnography, and makes sure it is according to University-wide regulations (which change yearly, e.g. regarding study fees). The DGS signs off all GSO forms, and makes sure all students progress according to the University's regulations. Students can approach the DGS, if they have problems which neither the Supervisor nor the Course Director can solve for them. In the academic year 2018-19, Prof. Marcus Banks will be DGS.

1.5.5 Graduate Studies Administrator

The Graduate Studies Administrator is in charge of securing formal procedures relating to student status, examinations, and progressing through various stages of study, and assists the DGS also otherwise in regulating graduate teaching at the School. They are located in the General Office on 51 Banbury Road. The Graduate Studies Administrator may be approached for general administrative matters, but for academic matters (e.g. explanation of course content, discussion of possible dissertation topic, exam procedures, marks and marking schemes, etc.) students should approach their Supervisor or the Course Director. In the academic year 2018-19, Mrs Vicky Dean will be Graduate Studies Administrator.

2 M.Sc. in Medical Anthropology (Coursework) & M.Phil. in Medical Anthropology (First Year Coursework)

2.1 Course Content and Structure

2.1.1 General Overview

MSc and first year MPhil students in medical anthropology share taught courses. All students take three core examination papers and one option paper in the end of year examinations. MSc students also write an independent 10,000 word dissertation over the summer that reflects their engagement with the course contents, and which represents one third of the overall mark. MPhil students go on to write their 30,000 word dissertation in their second year of their course (see Section 3).

2.1.2 General course aims and learning outcomes

The programme in Medical Anthropology aims: (1) to provide an advanced knowledge of the theory and methodology of Medical Anthropology, and an ability to apply this knowledge to particular research objectives, (2) to prepare high quality students from the UK, EU and overseas for further research in the discipline and for employment in fields where sensitivity to and critical awareness of cross-cultural variability is required; (3) to teach all aspects of the course taking into account the recent significance advances in techniques, information and ideas in its component parts and provide students with the ability to evaluate critically a general anthropological perspective and (4) to provide research skills training that meets the British Economic and Social Research Council (ESRC)'s postgraduate training guidelines.

Students will develop a knowledge and understanding of:

- a. Skills specific to Medical Anthropology arising from the comparative study of small and large-scale societies in different regions of the world;
- b. Research methods of Medical Anthropology, including qualitative and quantitative aspects; fundamental concepts, techniques, principles and theories relevant to the student's chosen areas of specialisation;
- c. The application of different theoretical principles within the subject in order to enable the students to analyse a topic of their own choice in the form of a dissertation making use of biological and sociological/anthropological principles;
- d. The role of Medical Anthropologists in society.

2.1.3 Structure of the course

The MSc and the first year of the MPhil programme is a taught course that consists of three core papers and one option paper. Two core papers are introductory papers, and they are taught in Michaelmas Term. One core paper is an advanced paper, and it is taught in Hilary Term. The Option paper is also taught in Hilary Term. The three core papers are examined in written exams in June and the Option paper is examined in different ways, according to the Option paper. Students are examined on course contents, and are prepared for the examination through a series of lectures, which are explored in greater depth during supervisions, classes and debates.

2.1.3.1 Taught Papers

Core Paper 1 provides an introduction to medical anthropology. It is taught during Michaelmas Term through 16 lectures, 3 supervisions (Weeks 2, 4 and 8) and 1 debate (Week 6). Specifically, this paper comprises eight lectures on key themes in the history of social/medical anthropology (given by Professor Elisabeth Hsu), complemented by eight lectures covering more recent medical anthropology research on biotechnology and public health interventions (convened by Professor Elisabeth Hsu).

The syllabus can be found here: <http://www.anthro.ox.ac.uk/medical-anthropology>, and scroll down.

Core Paper 2 provides an introduction to biocultural anthropology and medical ecology. It is taught during Michaelmas term through 16 lectures, 1 supervision, 2 classes (Weeks 1, 3 and 5) and 1 debate (Week 7). Specifically, this Paper comprises 8 lectures on medical ecology (convened by Professor Stanley Ulijaszek), complemented by 8 lectures on evolutionary medicine and public health (given by Dr Alex Alvergne).

The syllabus can be found here: <http://www.anthro.ox.ac.uk/medical-anthropology>, and scroll down.

Core Paper 3 builds on Papers 1 and 2, and is taught in Hilary Term 2018. It discusses in 16 lectures, two supervisions and one debate in total, the body and bodily processes from anthropological, phenomenological and ecological perspectives and requires the students to deepen their study on specific themes in supervisions and in class work.

Eight lectures are on anthropological approaches to the phenomenology of the body (Paper 3.1. given by Professor Elisabeth Hsu and Dr Katherine Morris): <http://www.anthro.ox.ac.uk/medical-anthropology>, and scroll down

Eight lectures are on nutritional anthropology (Paper 3.2. convened by Professor Stanley Ulijaszek): <http://www.anthro.ox.ac.uk/medical-anthropology>, and scroll down

Option papers are generally held in Hilary Term. Medical Anthropology students must choose one option paper. The list of options can be found on the SAME website, under 'Study'. The option can be selected from Lists A, B and C. Note that although Supervisors need not formally approve choices, students are strongly advised to consult them before making their final decisions and are expected to inform them accordingly. The form will be circulated following the Options Fair. Forms are to be returned electronically to The Academic Coordinator, Dr Iain Morley, by Friday of 5th week. The form may also be attached electronically and e-mailed to iain.morley@anthro.ox.ac.uk.

2.1.3.2 Lectures in Social Anthropology

In addition to examined course work, students are expected to attend 16 lectures in Social Anthropology, because these contextualise the materials taught in medical anthropology and provide the theoretical foundations for framing them (but they will not be examined on them):

- 8 lectures on 'Theories and Approaches in Social Anthropology' in Michaelmas Term, weekly on Tuesdays at 12.15 pm (Examination Schools)
- 8 lectures on 'Fieldwork theory and methods' in Hilary Term; time and venue to be confirmed.

2.1.3.3 Medical Anthropology Seminars

The Medical Anthropology Research Seminars (MARS) is held in Michaelmas Term, on Mondays, 11 am-12.30 pm. It is integral to the M.Sc. And M.Phil. masters courses and students in the first *and* second year are expected to attend them. Students are also expected to actively engage in the discussion during the seminars.

In addition, there are three medical anthropology seminar series organised by post-doctoral research activity in: the Anthropology Research Group at Oxford on Eastern Medicines and Religions (ArgO-EMR), the Fertility and Reproduction Study Group (FRSG), and the Unit for Biocultural Variation and Obesity, (UBVO). Students are warmly invited to participate in them but attendance is optional.

- ArgO-EMR seminars are on Wednesdays 5-6:30 pm in weeks 1, 2, 5 and 7. Venue: Pauling centre, 58a Banbury Road. See: <https://www.isca.ox.ac.uk/argo-emr>
- EMPH (Evolutionary Medicine and Public Health) seminars are on Wednesdays 11.30am – 1pm, 58a Banbury Road; <https://appevanthro.web.ox.ac.uk/events>
- FRSG seminars run in Hilary Term, on Mondays, 11 am-12.30 pm. Follow link on right-hand side of <https://anthro.web.ox.ac.uk/medical-anthropology>
- UBVO seminars are weekly on Thursdays from 1-2 pm (you are welcome to bring your lunch). See: http://oxfordobesity.org/?page_id=225

2.1.3.4 Other Seminars

The **Departmental Seminars** are on Fridays at 3:30-5 pm and held at 64 Banbury Road (see on the map section 1.3); these are intended to bring all members of SAME together for both the seminar and following discussions and drinks at a local pub or venue. Seminar details will be circulated by email at the start of each term, and are also available on the SAME website: <https://www.anthro.ox.ac.uk/seminars-lectures-and-events>

A range of undergraduate and postgraduate lectures and specialist seminars is offered both in the School of Anthropology and elsewhere in the University. Students are advised to consult their supervisor as to which seminars and lectures are best geared toward their research interests before deciding which to attend regularly.

2.1.3.5 Dissertation

Students write a 10,000 word dissertation to fulfil the requirements for a M.Sc. degree in Trinity Term. M.Sc. and first year M.Phil. students are assisted with the design of their research through four dissertation classes (during Trinity Term, weeks 1-4, Tuesdays 10am – 12 pm) and two supervisions during full term (each student will meet with their dissertation supervisor for no more than two hours in total). The dissertation is generally written after the June exams during the summer; it is an independent piece of research.

Dissertation Supervision: Students consult with their Supervisor before the end of Hilary Term about who would be most suited as Dissertation Supervisor for their topic of research, and then approach this person. Dissertation Supervisors are ideally lecturers involved with the teaching of the medical anthropology master's courses: Dr A. Alvergne, Professor E. Hsu, Dr P. Esposito and Professor S. Ulijaszek; and in addition, Dr. T. Cousins, Dr. M. Clarke, Professor D. Gellner and Dr J. Lezaun. Supervision for dissertations will not be available over the summer months, so students should ensure that they have taken all the advice needed from their dissertation supervisor before week 8 in Trinity Term. Over the summer months, during which the Balfour and Tylor Libraries will be open at specified times, advice on purely technical matters may be sought from any available member of staff, as appropriate.

Dissertation classes: in preparation for the M.Sc. or M.Phil. dissertation are held in weeks 1-4 of Trinity Term. For the first class (in Week 1 of Trinity Term), each student is expected to present a dissertation title. By Tuesday of the second week of Trinity Term, the student should complete a form with the proposed title for approval by the Chairman of Examiners. This form should be signed by the Supervisor and the Dissertation Supervisor (sometimes the same person), and should be handed to the Course Director, Professor Stanley Ulijaszek, who will collate the dissertation themes before submitting them all to the Chairman of Examiners.

Writing up the MSc dissertation: The maximum length of an M.Sc. dissertation is 10,000 words, footnotes included, but bibliography, abstract and appendices excluded. Submission date is on the last Wednesday of August. The word count should be stated on the outside front cover of the dissertation, which may be glued or bound in a plastic binding, but should not be stapled (see also the Graduate Handbook, Appendix 3 on writing guidelines, as well as Section 2.3.4). A statement should be provided that the dissertation is the candidate's own work. The cover should give the candidate number and college (not the candidate's name). The dissertation shall be provided with an abstract of up to 250 words, to be placed immediately after the title page.

Note also the following regulation (taken from the Examination Regulations):

Except where otherwise indicated, all material submitted for examination (dissertations, extended essays, etc.) shall be accompanied by a certificate signed by the candidate indicating that it is the candidate's own work, except where otherwise specified. This certificate must be submitted separately in a sealed envelope addressed to the chairman of examiners of the degree course in question.

2.2 Teaching and learning activities

2.2.1 Organisation of teaching and learning

The courses are organised through the Institute of Social and Cultural Anthropology (ISCA), which is part of the School of Anthropology and Museum Ethnography (SAME), within the Social Sciences Division (SSD) of the University of Oxford. The timetable for lectures and seminars can be found here: <https://www.isca.ox.ac.uk/graduate-course-information> under the tab 'Lecture List MT18' (and HT18, TT18 subsequently). If you have any issues with teaching or supervision please raise these as soon as possible with your Supervisor in the first instance, with your Course Director if they cannot be resolved there, and finally, with the Director of Graduate Studies. Details of who to contact are provided in Section 2.6.2. (Complaints and appeals).

2.2.2 Supervisions and tutorials

In a supervision or tutorial a student gets individual attention from their teacher and peer. For first year medical anthropology students a supervision usually comprises three students and the supervisor (most often a lecturer), and usually takes place in the supervisor's office for one hour. For each supervision, the supervisor will assign several essay questions or prompts, one week in advance of the submission deadline (on Tuesdays before 4pm), and the student will write an essay or other piece of work of approximately 2,500 words in length, unless otherwise stated, to cover the assignment. These essays form the basis for the discussions during the supervision. These essays are not normally graded, and should invite the student to be inventive and bounce off ideas: supervisors will provide written feedback (usually on a printout of the essay) and/or verbal feedback. The contents and standard of the essay will normally enter into the group discussion at some point. Students are not expected to read all the readings on the reading lists, but rather to choose 5 to 10 for each tutorial. They are invited to refer to works that are not on the reading list and to interweave them with the recommended readings. Supervisions are grounded in a commitment to long term personalized learning, and they are tailored to the student's intellectual interests and capacities. Historically, they were the principal means of knowledge transmission at this University, but today they are valued primarily as forum for providing feedback (See Section 3.2. of the Graduate Handbook).

2.2.3 Lectures

At the core of all taught master's courses are the lectures. In Medical Anthropology each of the three core papers comprises 16 lectures. While lectures are not formally compulsory, their attendance provides the framework for the proper study of the degree. Many lectures are now being recorded for podcasts available through Weblearn, and students are not permitted to record any lecture without the express permission from the lecturer, which they have to seek before each and every lecture (on the policy for recording lectures, see the Graduate Handbook at <https://www.isca.ox.ac.uk/graduate-course-information> under the 'Handbooks' tab). Main venues for lectures are the lecture rooms in the ISCA Annex (61 Banbury Road) and main ICEA building (64 Banbury Road), the Pitt Rivers Museum Research Centre, the Institute for Human Sciences (behind the main COMPAS building in 58 Banbury Road), and the Examination Schools. In general lectures are open to all students, but check the lecture list to make sure there is no definite restriction to a cohort different from your own (as opposed to mere advice on who should attend).

2.2.4 Classes and Seminars

Classes are designed to facilitate group discussions, and can take varied formats. Students may be asked to give a short presentation on readings assigned previously, followed by a class discussion, guided by the lecturers organizing the class. All the students attending the class are expected to have done assigned readings so that they can contribute to the discussion.

2.2.5 Seminars

School seminars are events led by a speaker (ca. 50-60 minutes) followed by a discussion of the research presented (ca. 30 minutes). Seminars are generally convened by a chair, who makes sure the speaker is comfortable and speaks within the allocated time, has the necessary equipment to make their presentation and can be heard without difficulty by the audience. The chair sometimes invites a discussant to comment on topical issues in the paper (often a specialist on the theme) and moderates the discussion. There are many different seminars open to medical anthropology students (see links at the right of <https://anthro.web.ox.ac.uk/medical-anthropology>).

2.2.6 Expectation of study

Students are responsible for their own academic progress. During term time, the program requires a substantial amount of reading and writing, which may sometimes be difficult to combine with other activities or duties. Do talk to your supervisor if you meet difficulties.

The School, like the University as a whole, considers full-time courses to require full-time study. Accordingly, studying at Oxford does not allow sufficient time to earn one's living from paid employment simultaneously. Guidelines of the School for students wishing to take paid employment during term time are in Section 2.9 of the Graduate Handbook. Note that it is not possible to study for any degree within the School on a part-time basis.

2.3 Assessment

2.3.1 Assessment structure

Information on assessment and examination process can be found here (<http://www.ox.ac.uk/students/academic/exams>). Formal assessment takes the form of written examinations in the three Medical Anthropology Papers, Formal assessment of the option paper will be according to the option chosen. For the MSc, formal assessment also involves the submission of a dissertation at the end of August. For the MSc, each of the four papers has equal weight (i.e. one-sixth of the overall marks each) but the dissertation is doubly weighted (i.e. one-third of the overall marks). For the MPhil, the four first year papers constitute a qualifying exam for the second year (see below). Information on past examination papers can be found here (<http://oxam.ox.ac.uk/>).

2.3.2 Examination regulations

MSc: Examination regulations can be found in full at (<https://www.admin.ox.ac.uk/examregs/2018-19/mosbcinmedianth/studentview/>). The four papers (as detailed in the schedule below) will be taken to constitute Part I of the degree and the dissertation to constitute Part II. At the close of the written examinations, a list will be published of those who have satisfied the examiners in Part I. In order to pass the degree, a student must pass all its assessed components. Where one or more components are failed, the student will be given the opportunity to re-sit or re-submit them once, as the case may be. Any subsequent award of the degree on successful completion of all the assessed components may be delayed by up to three terms, i.e. until the Examination Board next meets.

MPhil 1st year: Examination regulations can be found in full at (<https://www.admin.ox.ac.uk/examregs/2018-19/mopinmedianth/studentview/>). The four papers constitute a Qualifying Examination. Every candidate will be required to satisfy the examiners in an examination for which, if he or she passes at the appropriate level, he or she will be allowed to proceed to the second year of the M.Phil. Candidates must follow a course of instruction in Medical Anthropology for at least three terms, and will, when entering for the examinations, be required to produce a certificate from their supervisor to this effect. Every candidate for the M.Phil. qualifying

examination will be required to satisfy the examiners in four written papers (as per detailed in the schedule below) to be taken in the Trinity Term of the academic year in which the candidate's name is first entered on the Register of M.Phil. Students or, with the approval of the Divisional Board, in a subsequent year.

Schedule: Every candidate will be required to satisfy the examiners in four papers as follows:

1. *Concepts of disease, illness, health and medicine in global perspective* The scope of this paper includes discussion of cross-cultural concepts of health, disease, sickness, pain, illness causation, diagnosis and treatment, from conjoined sociocultural perspectives and human ecology. It explores metaphor and narrative at the interface of biological and cultural processes, the distribution of disease patterns in the light of environmental change, social inequality, global mobility and marginality, and the coexistence of conventional, alternative and traditional health systems.

2. *Theory and practice of bio-medicine and of other medical systems* The scope of this paper includes issues of public health and policy on a comparative and global basis. It draws on ethnographies of particular societies to illustrate and test theoretical claims in medical anthropology. It discusses infectious diseases, specific health campaigns, and how to use evolutionary thinking to shed new light on medical questions and public health interventions.

3. *Critical medical anthropology* The scope of this paper comprises ecological and socio-cultural perspectives, and explores links to other fields and disciplines, including the place of material culture in medicine. It includes a critique of basic assumptions and methods in medical anthropology and consideration of the concept of well-being as being broader than conventional concepts of health. Themes for discussion include the phenomenology of the body, growth and personhood, gender, ageing and dying, notions of resistance and resilience, relationships between biodiversity and adaptability, reproduction and fertility, and nutrition.

4. *Option paper* Candidates must select one option paper from those taught each year for the M.Sc. in Social Anthropology. Titles of options will be made available at the start of Michaelmas Term at the beginning of each academic year, and an 'options fair' will be held in Week 4 of Michaelmas Term, at which outlines of the courses are presented by their convenors. Candidates may select their option from any of Lists A, B, or C, and submit their preferred choice by the end of Week 5.

2.3.3 Feedback in learning and assessment

During the supervisions and tutorials (see Section **Error! Reference source not found.**), the supervisor provides oral and written feedback in the form of annotated comments, but does not provide a mark for the essay. This approach is used to enable the student to be creative and try out different writing styles, rather than to be worrying about marks. In addition, each student meets at the beginning and end of a term with their Supervisor, which is an opportunity for the student to discuss their progress.

All students will also receive written feedback on any dissertation or thesis of 5000 words or over, submitted in the final term of the course. This normally happens by email after completion of marking. See the Appendix 1 of the Graduate Handbook.

2.3.4 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 Examination Conventions for the Medical Anthropology degrees are available at <https://www.isca.ox.ac.uk/graduate-course-information> under the tab 'Exam Conventions'.

Marking guidelines: Details of the marking guidelines used by examiners in assessing coursework and examinations can be found in the appendices of the Examination Conventions for the Medical Anthropology degrees at <https://www.isca.ox.ac.uk/graduate-course-information> under the tab 'Exam Conventions'.

MSc Coursework submission: Coursework must have the **word count** clearly indicated on the front cover. Unless otherwise stated in the Examination Regulations, word limits are deemed to apply to the text and footnotes or endnotes, but not to the bibliography, any appendices or glossaries, or to the front matter (title page, contents page, etc.). **One mark will be deducted for every 100 words in excess** of statutory word limits. 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> under the tab 'Forms'.

Any candidate who anticipates problems with meeting submission deadlines should contact their College at the earliest opportunity, not the examiners, nor the supervisor, nor anyone else in the School.

There are no automatic viva voce examinations for final year MPhil candidates or for MSc candidates, but the examiners reserve the right to call candidates if required. If held, viva voce examinations are likely to be held on Thursday of 9th Week of Trinity Term (M.Phil. only) and prior to the Exam Board meeting in Mid-September (M.Sc. only). Candidates will be notified as far ahead of these dates as possible if they are to be called.

2.3.5 Good practice and avoiding plagiarism

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

For more information, see the Oxford Student's website guidance on plagiarism (www.ox.ac.uk/students/academic/guidance/skills/plagiarism)

2.3.6 Entering for University Examinations

Papers are taken in the Examination Schools in High Street. Students are reminded that sub-fusc must be worn. Please check the Oxford students website for examination entry and alternative examination arrangements (www.ox.ac.uk/students/academic/exams)

2.3.7 Examination dates

Written examination papers: Provisionally, the written exams will be held during the seventh week in Trinity Term. A timetable will be circulated in Trinity Term and published on the Examination Schools website (www.ox.ac.uk/students/academic/exams/timetables). An individual timetable will be issued to you via the student system.

M.Sc. Dissertation: Three typewritten copies of the dissertation must be delivered not later than noon on the last Wednesday in August in the year in which the examination is taken, to the Chairman of the

Examiners, MSc in Medical Anthropology, c/o Examination Schools, High Street, Oxford. The examiners shall retain one copy of the dissertation of each candidate who passes the examination for deposit in the departmental library.

Individual results can be made known officially through the student system at the end of September. The Examiners will, under no circumstances, agree to any further communication with students regarding their examination results.

2.3.8 Sitting your examination

Information on (a) the standards of conduct expected in examinations and (b) what to do if you would like examiners to be aware of any 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)

2.3.9 External Examiner and Examiner's report

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. In Medical Anthropology, Examiners change yearly. Any questions pertaining to examinations in Trinity Term 2016 should be addressed to the Examiner or Chairman of Examiners. In the academic year 2018-19, Dr Alex Alvergne (MT18 and HT19) and Dr Paola Esposito (TT19) will be the Examiners in Medical Anthropology, and Dr Inge Daniels Chair of Examiners.

An examiner/assessor, having received a paper, assigns a mark to each question. Where the marks assigned by the two examiners differ by only five points (and do not involve a difference of grade), they are averaged to produce an agreed mark for the question. Where the internal examiners cannot reach agreement, the external examiner is asked to adjudicate. 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 score for the paper as a whole is the average value of the agreed marks for each of the three questions on the paper. Papers whose scores fall between boundaries of distinction, pass and fail receive special scrutiny.

The examiners may award a distinction for excellence in the whole examination. 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 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.

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 through the following link (www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers)

2.3.10 Results

- All students are entitled to know the marks they received on each of the June papers they have taken and the average of all their marks.
- Those who gain an overall mark of 60 or more in the June exams may transfer directly if they wish to the second year of the M.Phil.
- Those continuing with the M.Sc. write and submit their dissertations over the summer.
- M.Phil. first-year students who receive a mark of between 50 and 59 in the June examinations can only continue by transferring temporarily to the MSc and writing an MSc dissertation over

the summer. If they achieve an overall mark of 60 or above in September, they may transfer back to the MPhil degree for the second year.

- Students gaining a final mark of 70 or more will be awarded a distinction.
- All students who achieve a final mark at the end of the examination process of 67 or more for the M.Sc. will be eligible, if they wish, to take their degrees and apply for readmission as a Probationer Research Student (PRS) as a step towards the DPhil. See elsewhere (below and the Graduate Handbook) for details of other conditions for progression, which is not guaranteed.
- All students for the M.Sc, degrees who achieve a final mark of 60 or more will be eligible, if they wish, to *transfer* to the second year of the M.Phil. In this case they *should not supplicate* for the M.Sc. degree: that is, they must not take the M.Sc. degree, neither at a graduation ceremony nor in absentia.
- Those whose mark is above 50 but below 60 achieve the degree of M.Sc. but will not be allowed to proceed further to either PRS status or the second year of the M.Phil.
- The minimum pass mark for the M.Sc. is 50. Those with a final mark of less than 50 will have failed to gain a qualification. Students who fail can re-sit the examination once during the following year, or any subsequent year. They are not entitled to any teaching during this period.

2.3.11 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 current Supervisor and/or potential Supervisor, complete the requisite form (at <https://www.isca.ox.ac.uk/graduate-course-information> under the tab '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 current supervisor 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> under the tab 'Forms'.

2.3.12 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. Application is via the usual form for admission to the University, the relevant deadlines for which should be observed (the latest deadline normally being in mid-March of the academic year preceding the year of admission). **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.**

2.3.13 Prizes

A central list of all prizes can 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 intends to award the following prizes for the best use of quantitative methods in an anthropological dissertation. Students should be registered within the School. See <https://www.isca.ox.ac.uk/funding> under 'Prizes'.

Annual prizes:

- £100 for the best MSc level dissertation
- £100 for the best MPhil level dissertation

The prizes will be administered by the School's Studentship Awards Committee

2.4 Skills and learning development

2.4.1 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, College Advisors 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 Director of Graduate Studies (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 so that something can be done about them. This facility is not intended for making complaints, for which other arrangements exist (see also Section 2.5 of the Graduate handbook).

2.4.2 Learning development and skills

Through the reading for and writing of tutorial essays and the defence of those essays during tutorial discussions; the attendance of seminars and the preparation of the dissertation, students will have the opportunity to develop the following skills during the course:

Academic skills

- To read and evaluate original research articles;
- To consider problems in medical anthropology from a range of perspectives available in the disciplines;
- To be able to address issues of research method in the subject;
- To present a written argument based on reading from a variety of sources;
- To support that argument in oral discussion;
- To plan and conduct a programme of original literature research requiring input from key texts in medical anthropology.

Transferable skills

- To communicate effectively through written and verbal reports;
- To use information technology and general IT skills;
- Time management;
- Independent learning;
- Critical analysis;

2.4.3 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 course advisors and subsequently, dissertation supervisor, which opportunities might be most suitable for them. All language training should be discussed well in advance with the course advisor.

2.4.4 Opportunities to engage in the School of Anthropology research community

The Oxford University Anthropology Society (See section 2.6.3) 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.

Every Friday in term (normally only up to fifth or sixth week of Trinity Term) there is the **Departmental Seminar at 64 Banbury Road**, 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 over refreshments in a local pub or venue. There are also a number of other seminars organized across the School. Check the website (see <https://www.anthro.ox.ac.uk/seminars-lectures-and-events>).

In addition, 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.

Finally, **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.

2.4.5 Career information & advice

Students may consult their Supervisor or any member of the teaching team. Students may also consult the University Careers Service (www.careers.ox.ac.uk)

2.5 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, and student reps sit on a number of departmental and divisional committees.

A system of **feedback forms** is also in use for students to provide their comments on lectures, 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 lecturer concerned 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).

2.6 Student life and support

2.6.1 Who to contact for help

You may wish to talk first of all to your Course Advisor or Dissertation Supervisor, especially if the problem is affecting your work, or else to the Director of Graduate Studies or the Head of School. Your college should have given you details of the various college officers who have responsibility for pastoral care. Finally, the University runs a free and completely confidential Counselling Service. See (<http://www.ox.ac.uk/students/shw/counselling/>); see also Section 2.10 of the Graduate Handbook.

2.6.2 Complaints and appeal

Complaints and appeals (including requests for extensions etc.) concerning especially examination-related matters that cannot be resolved within ISCA should be directed to the Proctors via your college. See the *Proctors' and Assessor's Memorandum* for details at (<http://www.admin.ox.ac.uk/proctors/info/pam/index.shtml>)

2.6.3 Student societies

The Oxford University Anthropological Society (OUAS) is a student-run body that organizes 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. See also Section 2.1 of the Graduate Handbook and the School website (<https://www.anthro.ox.ac.uk/oxford-university-anthropological-society/>).

2.7 Facilities

2.7.1 Social spaces and facilities

The School common room in the basement of 43 Banbury Road, with coffee- and tea-making facilities in the kitchen nearby, is available with 24-hour access to students. For computing facilities, see Section 2.7.4.

2.7.2 Workspace

There is limited desk space for students in 43 Banbury Road. The two computers in the common room are used on a 'first-come first-served' basis. Desk space in the DPhil student room is allocated by the students themselves and is generally restricted to those who are writing up post-fieldwork; access is via swipe card. Lockers are available for temporary storage of books etc in the kitchen at No. 43.

2.7.3 Libraries

The University's library and museum collections constitute a research resource of world importance. The two main libraries for anthropology are the Tylor Library (Institute of Social and Cultural Anthropology) and the Balfour Library (Pitt Rivers Museum), which are both run by Oxford University Library Services. Many other libraries in the University also include anthropology stock, such as the Bodleian Library (the main University library), the Indian Institute (II), the Institute of Human Sciences (IHS) Library, the Radcliffe Science Library (RSL, part of the Bodleian), the Social Studies Library (SSL), the Wellcome Institute, and individual college, departmental and faculty libraries. All the libraries in Oxford are linked through an electronic library and information system (SOLO; Search Oxford Library Online; <http://solo.bodleian.ox.ac.uk/>), which includes an on-line catalogue and provides access to both remote and locally mounted datasets. Many libraries are 'read only' (i.e. do not permit borrowing, so materials have to be read in the library itself), including the Bodleian, IHS, II and RSL. See also Section 2.2. of the Graduate Handbook.

2.7.4 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 for first-year M.Phil students and 100 for M.Sc. 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.

3 M.PHIL. IN MEDICAL ANTHROPOLOGY (Second Year Coursework)

3.1 Course Content and Structure

3.1.1 General overview

The second year of the MPhil degree culminates in the submission of a 30,000-word MPhil dissertation and a dossier of written coursework. The M.Phil. dissertation makes up 70% of the final mark, and the graded coursework 30%. Students do not sit a final examination.

The coursework includes the attendance of three classes: (a) two classes on methods modules in Michaelmas and Hilary Terms and (b) one critical-reading class in Michaelmas Term. Attendance of these three classes results in written coursework that is graded at the end of the year. In addition, students are requested to attend the (c) Medical Anthropology Research Seminars in Michaelmas Term.

The 30,000-word MPhil dissertation is a piece of independent research. Students work on the M.Phil. dissertation throughout the second year of the M.Phil. course, with assistance from their Supervisor during regular supervisions throughout the year. In addition to supervisions in connection with the dissertation, students will attend the M.Phil. writing-up class that is held throughout Hilary Term. In the M.Phil. writing-up class, each week, one student will present an outline of her or his dissertation project to the other M.Phil. students and selected members of staff for discussion and feedback.

3.1.2 General aims and learning outcomes

The programme in Medical Anthropology aims: (1) to provide an advanced knowledge of the theory and methodology of Medical Anthropology, and an ability to apply this knowledge to particular research objectives, (2) to prepare high quality students from the UK, EU and overseas for further research in the discipline and for employment in fields where sensitivity to and critical awareness of cross-cultural variability is required; (3) to teach all aspects of the course taking into account the recent significant advances in techniques, information and ideas in its component parts and provide students with the ability to evaluate critically a general anthropological perspective and (4) to provide research skills training that meet ESRC's postgraduate training guidelines.

Students will develop a knowledge and understanding of:

- a. Skills specific to Medical Anthropology arising from the comparative study of small and large-scale societies in different regions of the world;
- b. Research methods of Medical Anthropology, including qualitative and quantitative aspects; fundamental concepts, techniques, principles and theories relevant to the student's chosen areas of specialisation;
- c. The application of different theoretical principles within the subject in order to enable the students to analyse a topic of their own choice in the form of a dissertation making use of biological and sociological/anthropological principles;
- d. The role of Medical Anthropologists in society.

3.1.3 Course structure

In the second year of the M.Phil. programme, coursework is kept at a minimum in order to give the students time to work on their dissertation. Coursework centres on the acquisition of practical skills in anthropological field methods and statistical methods and/or other methods of numerical assessment. Students sign up for at least two methods modules with the Methods Training Convenor of 2018-19,

Professor Elisabeth Hsu. The assigned work students completed during the two methods modules are graded (and to be submitted to Exam Schools on Tuesday of the fifth week of Trinity Term).

In addition, students attend critical-reading classes and the medical anthropology research seminar.

3.1.3.1 Methods modules on offer in the academic year 2018-19

MPhil students choose two of the following methods modules on offer in the School this year. All methods modules will be presented in the dissertation class in Michaelmas Term, Week 2, by Professor Elisabeth Hsu, who convenes the methods modules in 2018-19 and can be contacted if any questions arise on elisabeth.hsu@anthro.ox.ac.uk. Some methods modules convenors may have to cap the numbers of the participants they can accept, hence students are requested to sign up for and rank three modules they wish to attend in the order of their preference.

At the end of each methods module, each Medical Anthropology MPhil student will prepare a piece of work for submission for examination as part of their Methods Portfolio, following the instructions of the methods module convenor and those that appear in the Examination Conventions for the degree.

Ethics and CUREC: any methods module which has a practical element involving encounters with people outside the Department requires the methods module convenor to list the projects and name the participants conducting the fieldwork for the methods module. This list must be sent to Kate Atherton (kate.atherton@anthro.ox.ac.uk) for approval by the CUREC team before any fieldwork for the respective methods module is carried out outside the Department. If a participant wishes to publish or use the data raised during these classes for publication, a full CUREC procedure has to be induced by the methods module convenor.

SAME offers the following modules in Michaelmas Term 2018 (MT18):

Digital Methods (in MT18, weeks 4-8, Wednesdays 11-12.30 pm, convened and taught by Dr William Kelly and Dr Jonah Rimer). Open to students from all streams.

Critical methods in numerical assessment (4 methods modules in MT18, weeks 3-6, Thursdays 2-5 pm in the COMPAS Conference Room, convened and taught by Dr Yvonne Markaki and Mr Cory Rodgers, and weeks 1-8, weekly attendance of the two-hour lectures by Prof. James Tilley, in politics). This course is designed primarily for ESRC-funded students who must be trained in quantitative methods but do not wish to learn “R” and it is open to all students at SAME. Open to students from all streams.

Statistical methods (MT18, weeks 0-8, convened by Dr Laura Fortunato and Dr Alex Alvergne). This is an examined paper in the CEA MSc programme and not a usual methods module. It involves gaining competency in working with “R”. It is open to ESRC-funded students on a trial basis, whose supervisors must approach the convenors well in advance and ahead of 0th week, so that the necessary provisions can be made.

SAME offers the following modules in Hilary Term 2019 (HT19):

VMMA methods training (HT19, eight weeks of 2 hours classes, convened by Prof. Marcus Banks, taught together with Dr Inge Daniels, Dr Liz Hallam and Dr Chris Morton). This module has now been opened up to students from all streams.

Language-focused methods module (HT19, six weeks of 90 mins classes, convened by Prof. Elisabeth Hsu, taught together with Prof. David Zeitlyn). Open to students from all streams.

Ethnographic Portraiture (in HT19, six weeks of 90 mins classes, convened and taught by Dr Paola Esposito and Dr Neil Armstrong). Open to students from all streams.

SAME offers the following modules in Trinity Term 2019 (TT19):

Ethnobiology Methods Module (TT19, weeks 1-5, Wednesdays, 2-4pm, 61 Banbury Road; convened and taught by Prof. Andrew Gosler, together with Dr Lewis Daly, Dr Sarah Edwards and others). Open to students from all streams.

Urban ethnography methods module (TT19, weeks 1-5, Fridays, 1.30-3pm,; convened by Prof. Andreza De Souza Santos). Open to students from all streams.

3.1.3.2. Critical-Reading Classes in Medical Anthropology

The critical-reading classes are held weekly in Michaelmas Term, on Tuesdays from 12-1 pm. In this class, course participants will read and discuss the argument, structure, methods endorsed and contents of select articles relevant to the degree. This will be circulated one week in advance. Discussions in these seminars prepare students for understanding what makes a good research project, and for writing a research plan on a research project of their choice of no more than 2,500 words (to be submitted to Exam Schools on Tuesday of the fifth week of Trinity Term).

3.1.3.3. The Medical Anthropology Research Seminars

These Medical Anthropology Research Seminars will be held weekly in Michaelmas Term, on Mondays from 11 am - 12.30 pm. They constitute an integral part of the M.Phil. course. First and second year M.Phil. students in Medical Anthropology are expected to attend them regularly and take part in the discussions.

Details: <https://anthro.ox.ac.uk/medical-anthropology-research-seminars>

Additional seminars reflect current post-doctoral research activities: the Anthropology Research Group at Oxford on Eastern Medicines and Religions (ArgO-EMR), Fertility and Reproduction Studies Group (FRSG), and the Unit for Biocultural Variation and Obesity (UBVO). Attendance at these is optional.

- ArgO-EMR offers seminars on Wednesdays 5-6:30 pm in weeks 1, 2, 5 and 7. See link on right side of: <https://anthro.web.ox.ac.uk/medical-anthropology>
- EMPH (Evolutionary Medicine and Public Health) seminars are on Wednesdays 11.30am – 1pm, 58a Banbury Road, <https://appevanthro.web.ox.ac.uk/events>
- FRSG offers weekly seminars in Hilary Term, on Mondays, 11am- 12.30 pm. See link on right side of: <https://anthro.web.ox.ac.uk/medical-anthropology>
- UBVO seminars are weekly on Thursdays from 1-2 pm (you are welcome to bring your lunch). See: http://oxfordobesity.org/?page_id=225
- Furthermore, a range of undergraduate and postgraduate lectures and specialist seminars is on offer, both in the School of Anthropology and elsewhere in the University. Students are expected to consult their supervisor regarding which seminars and lectures are best suited to their research interests. Finally, students are invited to attend the Departmental Seminar on Friday afternoons and encouraged to join us for end-of-week drinks thereafter. Details: <https://www.anthro.ox.ac.uk/seminars-lectures-and-events>

3.1.3.4 Language training

Students aiming to continue their studies in the doctoral programme at ISCA after receiving their M.Phil. degree are encouraged to engage in language learning during their second year of their master's studies, in the language they need for conducting their doctoral fieldwork. The University's Language Centre on Woodstock Road (ten minutes' walk from ISCA) offers language training in a number of languages. If a language course in another Department or University is on offer, and a student plans to regularly attend that language course, ISCA has limited discretionary funds available for this purpose (these are awarded on a first-come, first-served basis, subject to the application of certain checks). Students are expected to discuss any language training needs they may have with their Supervisor.

3.1.3.5 Dissertation

Supervision. M.Phil. students should begin planning this during their first year of studies. They are expected to attend the four dissertation classes held in Trinity Term (weeks 1-4), to have two supervisions with their Dissertation Supervisor during full term of Trinity Term and to begin to work towards the dissertation after the June qualifying examination in the first year. Supervision for dissertations will not be available over the summer months, so students should ensure that they have taken all the advice they need from their Supervisor before the end of Trinity Term. In the first week of Michaelmas Term of the second year, M.Phil. students are expected to contact their Supervisor, and with his or her signature, submit the final title of their dissertation for approval to the Chairman of Examiners on Monday of the second week of Michaelmas Term of the second year.

Fieldwork is not a requirement for the MPhil. The summer of the first year of the M.Phil. course is ideally spent by reading widely and deeply in order for the student to gain a good foundation in the field of medical anthropology and beyond. Students should take into account that fieldwork involves human beings with whom a field working anthropologists ideally should work for a minimum of one full year. Nevertheless, depending on the project, some M.Phil. students may wish to conduct brief field enquiries during the summer months between the two years of the degree. They then should discuss feasibility with their Supervisor and/or Dissertation Supervisor, ideally at the end of Hilary Term. With the Dissertation Supervisor's approval, they then fill out a Fieldwork in Safety and Ethics (CUREC) form. Any fieldwork project, however small, that is carried out in connection with the University requires the completion of Fieldwork in Safety and Ethics (CUREC) forms, which are available online or from the ISCA General Office. See <https://www.anthro.ox.ac.uk/safety-fieldwork-and-ethics>. Approval of these forms by the CUREC committee takes up to six weeks, and must be obtained before fieldwork starts. It is important to allow plenty of time for the ethics approval process and avoid submitting forms for approval immediately prior to a period when committee staff are likely to be away (e.g. Christmas break). Foreign and Commonwealth Office advisories on travel to unsafe areas should also be observed.

Fieldwork Methods Clinic for first year M.Phil. students. In Trinity Term of the first year of the M.Phil. course, in week 8, Wednesday-Friday, M.Phil. students who plan to do fieldwork over the summer are encouraged to attend a three-day fieldwork methods clinic. This is for students to gain hands-on practice of crucial ethnographic skills, such as interviewing, participant observation and note-taking, in a local setting and on a small scale. It will also include robust discussion of the specific ethical and logistical challenges that may arise in the students' planned M.Phil. fieldwork. It is intended to follow on from the Fieldwork Methods lecture series in HT, reprising many of the themes first raised in that series and giving the students a chance to discuss some of the recommended readings (especially in the introductory plenary session and the small-group work). Students will be expected to complete some of this reading before the Clinic.

Writing guidelines: The maximum length of a M.Phil. dissertation is 30,000 words, footnotes included, but bibliography and appendices excluded. The dissertation is written during the course of the second year, for submission on Tuesday of the fifth week of Trinity Term (23 May 2017). Students submit three copies, which may be soft-bound. They are reminded that a hard-bound copy of each successful dissertation must be deposited in the ISCA library. For writing guidelines, see Appendix 3 of the Graduate handbook.

Bibliography: All works cited in the text must be included in the bibliography. No works should appear in the bibliography if they are not cited in the text. Adopt a standard style for bibliographical entries and use it consistently, for instance, the style in *The Journal of the Royal Anthropological Institute*. The bibliography should be in alphabetical order by the author's last name. A good guide to the preparation of dissertations should be consulted, for example, Kate L. Turabian, *A manual for writers of term papers, theses, and dissertations*. Be aware that referencing software can introduce mistakes; results must be carefully checked.

The word count should be stated on the outside front cover of the dissertation, which may be glued or bound in a plastic binding, but should not be stapled. A statement should be provided in a separate envelope, addressed to the Chairman of Examiners for Anthropology, that the work is the candidate's own. The dissertation shall be provided with an abstract of up to 250 words, to be placed immediately after the title page. Note also the following regulation (taken from the Examination Regulations):

Except where otherwise indicated, all material submitted for examination (dissertations, extended essays, etc.) shall be accompanied by a certificate signed by the candidate indicating that it is the candidate's own work, except where otherwise specified. This certificate must be submitted separately in a sealed envelope addressed to the chairman of examiners of the degree course in question.

Soft-bound dissertations submitted for examination should state the candidate number and college (not candidate's name), but hard-bound theses deposited in the Tylor Library after successful examination should state the student's name and college.

3.2 Teaching and learning activities

3.2.1 Organisation of teaching and learning

The courses are organised through the Institute of Social and Cultural Anthropology (ISCA), which is part of the School of Anthropology and Museum Ethnography (SAME), within the Social Sciences Division (SSD) of the University of Oxford. The timetable for lectures and seminars can be found here <https://www.anthro.ox.ac.uk/graduate-course-information> under the tab 'Lecture List MT18'. If you have any issues with teaching or supervision please raise these as soon as possible first with your Supervisor, then with your Course Director and finally, with the Director of Graduate Studies. Details of who to contact are provided in Section 2.6.2. (Complaints and appeals).

3.2.2 Supervisions

The student is assisted in their writing of the M.Phil. dissertation through regular supervisions (ideally 3-4 times termly). In a supervision or tutorial a student gets individual attention from their teacher and peer. A supervision in the second year of the M.Phil. comprises student and the supervisor. For each

supervision, the student prepares a piece of written work on the dissertation. Supervisors will provide written feedback and/or verbal feedback. Students can also bring into the supervision draft applications for doctoral funding, cover letters, draft cvs, and the like, to get advice on how to improve their self presentation for their career.

Supervisions are grounded in a commitment to long term personalized learning, and they are tailored to the student's intellectual interests and capacities. Historically, they were the principal means of knowledge transmission at this University, but today they are valued primarily as forum for 'providing feedback' (See Section 3.2. of the Graduate Handbook).

3.2.3 Lectures

At the core of all taught master's courses are the lectures. In Medical Anthropology each of the three core papers comprises 16 lectures. While lectures are not formally compulsory, their attendance provides the framework for the proper study of the degree. Many lectures are now being recorded for podcasts available through Weblearn, and students are not permitted to record any lecture without the express permission from the lecturer, which they have to seek before each and every lecture (on the policy for recording lectures, see web link: <https://www.anthro.ox.ac.uk/graduate-course-information>). Main venues for lectures are the lecture rooms in the ISCA Annex (61 Banbury Road) and main ICEA building (64 Banbury Road), the Pitt Rivers Museum Research Centre, the Institute for Human Sciences, behind the main COMPAS building in 58 Banbury Road, and the Examination Schools. In general lectures are open to all students, but check the lecture list to make sure there is no definite restriction to a cohort different from your own (as opposed to mere advice on who should attend).

3.2.4 Classes

Classes are designed to facilitate group discussions. They normally last one and a half to two hours. One or two students may be asked to give a short presentation on a selection of readings assigned previously, followed by a class discussion, guided by the lecturers organizing the class. All the students attending the class are expected to have done the assigned readings so that they can contribute to the discussion.

3.2.5 Seminars

At the School seminars are events led by a speaker (ca. 50-60 minutes) followed by a discussion of the research presented (ca. 30 minutes). Seminars are generally convened by a chair, who makes sure the speaker is comfortable and speaks within the allocated time, has the necessary equipment to make their presentation and can be heard without difficulty by the audience. The chair sometimes invites a discussant to comment on topical issues in the paper (often a specialist on the theme) and moderates the discussion. There are many different seminars open to medical anthropology students (see <https://anthro.web.ox.ac.uk/medical-anthropology>)

3.2.6 Expectation of study

Students are responsible for their own academic progress. During term time, the program requires a substantial amount of reading and writing, which may sometimes be difficult to combine with other activities or duties. Do talk to your supervisor if you meet difficulties.

The School, like the University as a whole, consider full-time courses to require full-time study. Accordingly, studying at Oxford does not allow sufficient time to earn one's living from paid employment simultaneously. Guidelines of the School for students wishing to take paid employment during term time are in Section 2.9 of the Graduate Handbook. Note that it is not possible to study for any degree within the School on a part-time basis.

3.3 Assessment

3.3.1 Structure

The MPhil degree is awarded on the basis of submission of the 30,000-word MPhil dissertation (70% of the overall mark), and a dossier of coursework on *Methods of Fieldwork and Social Research*. This contains three examined components, consisting of a choice of **two** of (a) an assessed paper on Ethnographic Fieldwork Methods (10%), (b) an assessed paper on Quantitative Methods (10%), (c) an assessed paper on Language-Focused Methods of data collection and analysis (10%), **and** (d) an independently-composed research plan on a research project of the candidate's choice of no more than 2500 words (10%).

3.3.2 Examination regulations

Within the Division of Social Sciences, the course shall be administered by the School of Anthropology. The regulations made by the divisional board can be found here (<https://www.admin.ox.ac.uk/examregs/2017-18/mopinmedianth/studentview/>)

3.3.3 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 Examination Conventions for the Medical Anthropology degrees are available at <https://www.isca.ox.ac.uk/graduate-course-information> under the tab 'Exam Conventions'.

Marking guidelines: Details of the marking guidelines used by examiners in assessing coursework and examinations can be found in the appendices of the Examination Conventions for the Medical Anthropology degrees at <https://www.isca.ox.ac.uk/graduate-course-information> under the tab 'Exam Conventions'.

MPhil Coursework submission: Coursework must have the **word count** clearly indicated on the front cover. Unless otherwise stated in the Examination Regulations, word limits are deemed to apply to the text and footnotes or endnotes, but not to the bibliography, any appendices or glossaries, or to the front matter (title page, contents page, etc.). **One mark will be deducted for every 100 words, or part thereof, in excess** of the statutory word limit. 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.anthro.ox.ac.uk/graduate-course-information> under the tab 'Forms'.

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.

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 Thursday of Week 9 of Trinity Term (MPhil only). Candidates will be notified as far ahead of these dates as possible if they are to be called.

3.3.4 Good practice and avoiding plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. 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). For more information, see the Oxford Student's website guidance on plagiarism (www.ox.ac.uk/students/academic/guidance/skills/plagiarism).

3.3.5 Examination dates

3.3.5.1 Submission of dissertation title

The proposed title of the thesis must be sent to the Departmental Office, with the written approval of the supervisor, for consideration by the School of Anthropology, by noon on the Monday of second week of Michaelmas Term of the year in which the final examination is taken.

3.3.5.2 Submission of dissertation

Three copies of the dissertation must be submitted not later than noon on Tuesday of the fifth week of the Trinity Term in the second year of the course, to the Chairman of the Examiners, MPhil in Medical Anthropology, c/o Clerk to the Schools, Examination Schools, High Street, Oxford.

3.3.5.3 Submission of evidence of practical coursework

Candidates shall submit to the Examination Schools by noon on Tuesday of fifth week of Trinity Term in the second year of the course, a dossier of the practical work completed and the research proposal, accompanied by a statement that they are the candidate's own work except where otherwise indicated.

3.3.5.4 Oral examination

The oral examination, if any, is likely to take place in the ninth week of Trinity Term. Students are reminded that sub-fusc must be worn.

3.3.5.5 Results

Final marks are available from the supervisor, the Director of Graduate Studies or the Student Self Service by the end of June. The Examiners will under no circumstances agree to any further communication with students regarding their examination results.

3.3.6 External Examiner and Examiner's report

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 from another University. In the academic year 2018-19, any questions pertaining to examinations should be addressed to the Examiners, Dr. Alex Alvergne (MT18 and HT19) and Dr Paola Esposito (TT19), or Chairman of Examiners, Dr. Inge Daniels.

An examiner/assessor, having received a paper, assigns a mark to each question. Where the marks assigned by the two examiners differ by only five points (and do not involve a difference of grade), they are averaged to produce an agreed mark for the question. Where the internal examiners cannot reach agreement, they nevertheless have to agree on a mark that an external examiner is asked to adjudicate. 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 score for the paper as a whole is the average value of the agreed marks for each of the three questions on the paper. Papers whose scores fall between boundaries of distinction, pass and fail receive special scrutiny.

The examiners may award a distinction for excellence in the whole examination.

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 3.6.2).

Examiners' reports (including the external examiner's reports) can be accessed through the following link (www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers).

3.3.7 Prizes

A central list of all prizes can 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 intends to award the following prizes for the best use of quantitative methods in an anthropological dissertation. Students should be registered within the School. See <https://www.isca.ox.ac.uk/funding> under 'Prizes'.

Annual prizes:

- £100 for the best MPhil level dissertation

The prizes will be administered by the School's Studentship Awards Committee

3.4 Skills and learning development

3.4.1 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 they 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 have (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, colleges, the Director of Graduate Studies (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 so that something can be done about them. This facility is not intended for making complaints, for which other arrangements exist (see also Section 2.5 of the Graduate handbook).

3.4.2 Learning development and skills

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

Academic skills

- To read and evaluate original research articles;
- To consider problems in medical anthropology from a range of perspectives available in the disciplines;
- To be able to address issues of research method in the subject;
- To present a written argument based on reading from a variety of sources;

- To support that argument in oral discussion;
- To plan and conduct a programme of original literature research requiring input from key texts in medical anthropology.

Transferable skills

- To communicate effectively through written and verbal reports;
- To use information technology and general IT skills;
- Time management;
- Independent learning;
- Critical analysis

3.4.3 Progressing from a taught course to a research degree

After completing the M.Phil. degree, the student may apply for readmission to D.Phil directly. 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 latest deadline normally being in mid-March of the academic year preceding the year of admission).

Although the M.Phil. is a terminal degree, the M.Phil. thesis is intended to act as the basis of the doctoral dissertation for students transferring via this route (i.e. as an alternative to the upgrade or transfer text prepared by probationer research students). According to the *Examination Regulations*, Ch. 12, § 2, # 1 (ii), ‘the subject of the thesis offered by the candidate in the examination for [the M.Phil.] degree shall be in the broad field of research proposed for the D.Phil.’, i.e. there should not be a radical change of topic between the M.Phil. and D.Phil. degrees.

No member of the academic staff can be compelled to take any student for supervision. Any supervisor accepting students for doctoral studies should be an established member of the School’s academic staff or a recognised anthropologist in another department who is expected to be in post sufficiently long into the future to be able to supervise the entire D.Phil. project. Supervision by anyone who does not fall into this category (e.g. a temporary appointee) may only be provided jointly with someone who does. The current University code of practice relating to academic supervision applies (see the School’s course handbook for research students).

All decisions regarding supervision, progression and transfers are ultimately taken by the School’s Teaching Committee, whether acting as such or through the Director of Graduate Studies. All agreed transfers from the completion of one of the taught master’s degrees to D.Phil. student status should be made as described in the sub-section below. (See also Section 3.3. of the Graduate Handbook).

3.4.4 Opportunities for skills training and development

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 course advisors and subsequently, dissertation supervisor, which opportunities might be most suitable for them. All language training should be discussed well in advance with the course advisor.

3.4.5 Opportunities to engage in the School of Anthropology research community

The Oxford University Anthropology Society (Section 3.6.3) 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.

Every Friday in term (normally only up to fifth or sixth week of Trinity Term) there is the **Departmental Seminar at 64 Banbury Road**, 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 over refreshments in a local pub or other venue.

In addition, 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.

Finally, 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.

3.4.6 Career information & advice

Students may consult their course Advisor, supervisor or any member of the teaching team. Students may also consult the University Careers Service (www.careers.ox.ac.uk).

3.5 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, and students reps sit on a number of departmental and divisional committees.

A system of **feedback forms** (<https://www.anthro.ox.ac.uk/graduate-course-information> under forms) is also in use for students to provide their comments on lectures, 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. 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 lecturer concerned 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).

3.6 Student life and support

3.6.1 Who to contact for help

You may wish to talk first of all to your supervisor, especially if the problem is affecting your work, or else to the Director of Graduate Studies or the Head of School. Your college should have given you details of the various college officers who have responsibility for pastoral care. Finally, the University runs a free and completely confidential Counselling Service. See (<http://www.ox.ac.uk/students/shw/counselling/>); see also Section 2.10 of the Graduate Handbook.

3.6.2 Complaints and appeal

Complaints and appeals (including requests for extensions etc.) concerning especially examination-related matters that cannot be resolved within ISCA should be directed to the Proctors via your college. See the *Proctors' and Assessor's Memorandum* for details at (<http://www.admin.ox.ac.uk/proctors/info/pam/index.shtml>)

3.6.3 Student societies

The Oxford University Anthropological Society (OUAS) is a student-run body that organizes 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. See also Section 2.1. of the Graduate Handbook and the School website (<https://www.anthro.ox.ac.uk/oxford-university-anthropological-society>)

3.7 Facilities

3.7.1 Social spaces and facilities

The School common room in the basement of 43 Banbury Road, with coffee- and tea-making facilities in the kitchen nearby, is available with 24-hour access to students. For computing facilities, see Section 3.7.4.

3.7.2 Workspace

There is limited desk space for students in 43 Banbury Road. The two computers in the common room are used on a 'first-come first-served' basis. Except where special provision exists for those with specific learning needs or disabilities desk space in the DPhil student room is allocated by the students themselves and is generally restricted to those who are writing up post-fieldwork; access is via swipe card. Lockers are available for temporary storage of books etc. in the kitchen at No. 43.

3.7.3 Libraries

The University's library and museum collections constitute a research resource of world importance. The two main libraries for anthropology are the Tylor Library (Institute of Social and Cultural Anthropology) and the Balfour Library (Pitt Rivers Museum), which are both run by Oxford University Library Services. Many other libraries in the University also include anthropology stock, such as the Bodleian Library (the main University library), the Indian Institute (II), the Institute of Human Sciences (IHS) Library, the Radcliffe Science Library (RSL, part of the Bodleian), the Social Studies Library (SSL), the Wellcome Institute, and individual college, departmental and faculty libraries. All the libraries in Oxford are linked through an electronic library and information system (SOLO; Search Oxford Library Online; <http://solo.bodleian.ox.ac.uk/>), which includes an on-line catalogue and

provides access to both remote and locally mounted datasets. Many libraries are 'read only' (i.e. do not permit borrowing, so materials have to be read in the library itself), including the Bodleian, IHS, II and RSL. See also Section 2.2. of the Graduate Handbook.

3.7.4 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 51 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 150 for second-year M.Phil. 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.