Handbook for the Master of Philosophy in Islamic Art and Architecture

Academic Year 2020–2021

The Khalili Research Centre
Faculty of Oriental Studies
University of Oxford

KRC & COVID-19
Arrangements for Michaelmas Term

During Michaelmas Term 2020 and until further notice, the KRC building will be closed to students, except by appointment. This restriction will be lifted as soon as it is safe to do so, and you will be notified by email. Should you and your supervisor or tutor need to meet face-to-face, they will book a room with the KRC Administrator Susie Cogan, who will then invite you to the meeting between the hours of 09:30 and 16:30 Monday – Friday. Students must not enter the office of any member of staff, except by appointment and invitation. The common room and kitchen are closed to students.

Should you need to collect materials from the KRC, please make an appointment to do so with Susie Cogan.

Face-coverings must be worn, and preventative distancing and hygiene fully observed, in all public spaces within the KRC, and for all meetings. Lavatories must be cleaned after use with the disinfectant wipes provided.

To fulfil our obligations to the NHS Test and Trace service, a web-camera will monitor all those entering and leaving the building.

Contents

General Introduction

This handbook has been prepared by the Khalili Research Centre (KRC), on behalf of the Board of the Faculty of Oriental Studies. It supplements the Graduate Student Handbook published by the Faculty, which you should also consult:
https://www.orinst.ox.ac.uk/sites/default/files/orinst/documents/media/pgt_handbook_2019-20_v.1_oct_2019.pdf?time=1570703392396

It is hoped that both handbooks will be particularly useful to you when you first arrive in Oxford, and you are advised to keep copies of both, since they may be of considerable help throughout your studies. This handbook can also be downloaded from the KRC website.

Handbooks may be updated from time to time and will be revised at the beginning of each academic year. In the unlikely event that it becomes necessary to propose any changes that affect your course, you will be consulted individually by email.

Please read both handbooks carefully *now*. If at any time you require further information you should contact the KRC Administrator:

Susannah Cogan
Khalili Research Centre
University of Oxford
3 St John Street
Oxford
OX1 2LG

Tel: 0044 (0)1865 278222   email: susannah.cohan@orinst.ox.ac.uk

Comments and suggested amendments to the handbooks are always welcome, and should be addressed to the Administrator.

Complementary and supplementary information will also be found on the following websites:

- Examination Regulations (under M.Phil. in Oriental Studies, item vii):
  https://examregs.admin.ox.ac.uk/Regulation?code=mopinoriestud&srchYear=2020&srchTerm=1&year=2020&term=1

- Faculty of Oriental Studies:
  https://www.orinst.ox.ac.uk/islamic-art-and-archaeology-mphil

- Graduate Admissions: https://www.ox.ac.uk/admissions/graduate/courses/mphil-islamic-art-and-architecture

Dates of Full Term 2020–21

Michaelmas Term: 11th October – 5th December 2020

Hilary Term: 17th January – 13th March 2021

Trinity Term: 25th April – 19th June 2021

Dates of Full Term 2021–22

Michaelmas Term: 10th October – 4th December 2021

Hilary Term: 16th January – 12th March 2022

Trinity Term: 24th April – 18th June 2022

* **Please note.** Your exams are likely to be held in the 9th week of Trinity Term (i.e. after full term) in both years. At the end of year 2, you may be required to attend a *viva voce* examination that may be held at any time before the final examiners' meeting (early-to-mid July 2022). <u>You must therefore plan to be available in Oxford until the date of the final examiners' meeting, which will be decided at the beginning of Hilary Term 2022</u>. Exam results will be made available through your College (not the Faculty or the KRC) as soon as possible after the final examiners' meeting, probably in late July.

1. The Khalili Research Centre for the Art and Material Culture of the Middle East

The KRC is the University of Oxford's centre for research and teaching in the art and material culture of the Islamic societies of the Middle East and of their non-Muslim members and neighbours.

The KRC is part of the Faculty of Oriental Studies, and is administered by a Director and a Management Committee appointed by, and answerable to, the Board of the Faculty. Although most of the instruction and teaching that you receive will take place in the KRC, and will be delivered by members of the KRC, you are students of the Faculty of Oriental Studies, and the Faculty (not the KRC) is responsible for the organisation of all teaching and examination.

The KRC is located in 2–4 St John Street. Its buildings comprise:
- Offices for the Director, the Administrator and the Computing Officer
- Study-tutorial rooms for faculty staff
- Projects and research rooms for research associates
- Open plan work area for research students
- Lecture room with audio-visual and IT equipment
- Image digitisation room
- Common room for KRC staff and students
- Self-contained accommodation for visiting scholars

The KRC adjoins the Sackler Library with its extensive holdings of books and journals on Middle Eastern art and visual culture. The KRC also adjoins the Ashmolean Museum, with its superb collection of Islamic art.

The KRC houses the following members of faculty staff:
- Dr Umberto Bongianino, Departmental Lecturer in Islamic Art & Architecture
- Dr Teresa Fitzherbert, Faculty Tutor in Islamic Art
- Prof Alain George, I.M. Pei Professor of Islamic Art and Architecture
- Prof Jeremy Johns, Director of the Khalili Research Centre, Professor of the Art & Archaeology of the Islamic Mediterranean
- Dr Luke Treadwell, Samir Shamma Lecturer in Islamic Numismatics and Curator of Islamic Coins in the Heberden Coin Room, Ashmolean Museum
- Dr Zeynep Yürekli-Görkay, Associate Professor in Islamic Art and Architecture

The KRC also houses research staff and their projects, including:
- Dr Elise Morero, Investigator: *Technological transfer and the reuse of porphyry and other hard stones in Norman Sicily*
- Dr Nilay Özlü, Barakat Postdoctoral Scholar: *From Imperial Palace to Museum: Reinventing the Topkapı Palace during the Ottoman Modernisation (1808–1924)*
- Dr Atri Hatef Naiemi, Barakat Postdoctoral Scholar: *Transcultural Interactions in Ilkhanid Capital Cities*

The KRC Management Committee meets once a term, on Wednesday of 5th week. A student representative is a full member of the committee for the discussion of unreserved business: you should therefore elect a student representative by Wednesday of 5th week, Michaelmas term. All business for the Committee (including applications for travel grants etc.) should be submitted to the Administrator by Monday 4th Week.

1A. Workspace Information

You are offered workspace in the KRC on the condition that you read and sign an undertaking to abide by the rules outlined both here and in the "IT information" section of his handbook.

You are offered workspace from 11th October 2019 until 19th June 2021. Allocation of space for 2021–2022 will be reviewed in Trinity Term 2021.

You must of course abide by a few simple rules, but you must also make regular use of your workspace. If you do not wish to work in the KRC, please tell the Administrator at once, so that your space may be reallocated to someone who will make full use of it. If you do not make use of your workspace you will receive one written warning, after which it may be assigned to someone else.

i)   Support at the KRC

Susannah Cogan is the KRC Administrator. She is generally available Monday to Friday, 9am to 5pm. Should you need to discuss any important matter at length, please be so courteous and helpful as to make an appointment with her in advance.
Office location: Ground floor
Phone (external): 044 (0)1865 278222
Phone (Internal): 78222
Email: susannah.cogan@orinst.ox.ac.uk

Daniel Burt is the KRC IT Officer. Should you wish to discuss any IT matters, please email Dan in advance to make an appointment.
Office location: Second floor
Phone (external) 044 (0)1865 288355
Phone (Internal): 88355
Email: daniel.burt@orinst.ox.ac.uk

Please visit http://www.ox.ac.uk/students/welfare for information on Oxford University's Student Support Services, including Student Counselling Service.

ii)   Security and Access

The Students' Research Room is available 24 hours a day, seven days a week. It is therefore essential that access and security arrangements and rules be strictly

observed; should you fail to do so, access to the building for all students may be reduced to normal office hours (9am–5pm, Monday to Friday).

The front door has a swipe-card lock, a deadbolt that is also operated by a key from the outside, a burglar alarm, and a touch screen entry/exit system. Depending on the time of day, some or all of these will be activated.

Upon your arrival at the KRC, you will be given a front door key, a key to the Students' Research Room, and the burglar alarm code. Please keep these safe.

A key deposit of £20 per student will be required.

Disabled Access

The Khalili Research Centre, 2–4 St John Street, is an old building originally built as a domestic residence. There are steps up to the front door, narrow corridors and steep winding staircases inside the building. The Students' and Researchers' rooms are on the third floor and most facilities are in the basement. It follows that the KRC is not suitable for wheelchair users or for those with severely limited mobility. Tutorials, meetings, classes or lectures will be held in the Oriental Institute to accommodate anyone unable to use the KRC.

Accessing the building during normal office hours
- Swipe your card through the reader
- Open the door and enter
- Make sure that the door closes securely behind you
- Log yourself into the building using the touch screen system.

Accessing the building outside normal office hours
- Use the front door key in the top lock to release the deadbolt
- Swipe your card through the reader
- Open the door and enter – the alarm system may beep
- Make sure that the door closes securely behind you
- If the alarm is beeping, open the grey security alarm control panel to the right of the door and enter the alarm code. The beeping should stop.
- Log yourself into the building using the touch screen system.

If you are alone in the building after office hours, please lock the front door deadbolt from inside the building to provide extra security.

- Should the alarm sound, enter the alarm code to silence the alarm
- Reset the alarm by pressing the illuminated red button marked 'A', followed by the button marked 'YES'
- **IF YOU INADVERTENTLY SET OFF THE ALARM, YOU <u>MUST</u> TELEPHONE SECURITY SERVICES ON 01865 289999 TO INFORM THEM OF THE FALSE ALARM.** SHOULD YOU FAIL TO DO SO, NOT ONLY WILL SECURITY SERVICES BE CALLED OUT UNNECESSARILY, BUT ALSO THE FIRE BRIGADE AND ONE OF THE MEMBERS OF ADMINISTRATIVE OR TEACHING STAFF WILL BE OBLIGED TO ATTEND THE ALARM.

Leaving the building during normal office hours

- If you are the last person to leave the Students' Research Room, lock all windows, check that the air conditioning and all lights are turned off, and lock the Students' Research Room door.
- At the front door, log yourself out of the building using the touch screen system.

Leaving the building outside normal office hours

- If you are the last person to leave the Students' Research Room, lock all windows, check that the lights and air conditioning are turned off, and lock the Students' Research Room door.
- At the front door, log yourself out using the touch screen system.
- If the touch screen indicates that no-one else is in the building, and if you are *sure* that there *really* is no one else in the building – **please check if you are not sure** and remember to check that the cleaners are not in the building – open the security control panel and enter the code to set the alarm. A repeated beeping sound will commence.
- Leave by the front door and make sure that it closes securely behind you. The intermittent beeping should become a continuous beep that will stop after 30 seconds. The alarm is now set.
- Should the alarm sound, you must re-enter the building and enter the correct alarm code to silence the alarm. Then reset the alarm by pressing the illuminated red button marked 'A', followed by the button marked 'YES'.
- **IF YOU INADVERTENTLY SET OFF THE ALARM, YOU <u>MUST</u> TELEPHONE SECURITY SERVICES ON 01865 289999 TO INFORM THEM OF THE FALSE ALARM.** SHOULD YOU FAIL TO DO SO, NOT ONLY WILL SECURITY SERVICES BE CALLED OUT UNNECESSARILY, BUT ALSO THE FIRE BRIGADE AND ONE OF THE MEMBERS OF ADMINISTRATIVE OR TEACHING STAFF WILL BE OBLIGED TO ATTEND THE ALARM.
- Use the key in the top lock to set the deadbolt.

Allowing others into the building during normal office hours

Visitors during normal office hours should ring the front door bell. This will sound the buzzer entry phone in the students' research room as well as in reception.

Should the reception be unattended:

- Pick up the handset and ask the caller to identify themselves.

- If you are not expecting anyone and do not recognise the visitor, do not open the door and allow them access to the building. Ask them whom they wish to see, and then go and see if that person is in the building. If not, then ask the caller to return during office hours or when reception is manned.

- If you do recognise the visitor, then press the button on the entry system to allow the visitor to open the door.

Do not permit your visitors to disrupt the work of your fellow students.

iii)   Alarms, fire, first aid

Should you accidently set off the alarm

Should you inadvertently set off the alarm, you **MUST** immediately complete the following three-point recovery procedure.

1. Enter the alarm code to stop the alarm.
2. **Phone Security Services on 01865 289999 and inform them that the alarm is false**.
3. Reset the alarm by pressing the illuminated red button marked 'A', followed by the button marked 'Yes'.

If you are having trouble setting the alarm and are unable to set it, don't panic – simply leave the building, ensure you lock the deadbolt behind you, and inform the Administrator the following morning. Only ring Security Services in an absolute emergency.

Should you notice anyone suspicious in the KRC, i.e. someone you feel shouldn't be in the building, do not approach them. During office hours, alert Gillian Kane, Dan Burt, a member of teaching staff or, as a last resort, call Security Services. Outside of office hours, lock yourself in your room, or leave the building, and call Security Services.

You should also call the Security Services in the event of any other out-of-hours emergencies, e.g. major plumbing leaks (the stop-cock is behind the panel in the toilet next to the kitchen), a broken window that presents a security risk etc.

Do not leave any valuables unattended at any time in the KRC. The KRC can take no responsibility for personal items left unattended in the building. As the Students' Research Room is a shared workspace, we recommend that you write your name inside the front cover of any books you are leaving in the building.

Security Services telephone number is 01865 28999
Internal extension is 89999

We recommend that you add this to the contacts on your phone.

First Aid

Your nearest first aider is Susannah Cogan, the KRC Administrator, who can be found at the front desk. In the case of more serious injury, please call the ambulance service by dialing 9–999 using any phone. In all instances, please notify the Administrator as soon as possible, so she can complete an accident report form and contact the Health and Safety Office.

Fire Safety

If you discover a fire:

- Do not take undue personal risks.

- **If it is a minor fire,** which is immediately extinguishable, put it out using the extinguishers available. **Do not use water extinguishers for fires that are electrical in origin.** Report the incident to the Administrator – extension 78222.

- **If it is not immediately extinguishable,** break the glass of the nearest red alarm box to set off the automatic alarm and exit the building. Call the Emergency Services 999 (9 + 999 if you are using a University landline) and report fire at 'The Khalili Research Centre, 3 St John Street, Oxford. Telephone 278222'.

If you hear the fire alarm:

- Leave the building by the shortest route available closing all fire doors behind you.

- If you are in charge of a lecture or seminar, ensure the safe evacuation of all attendees by ushering them to the safest exit.

- Do not delay to collect personal belonging.

- Do not re-enter the building until advised that it is safe to do so.

- If there is smoke in the corridors, keep your head low and crawl if necessary.

- Report to the Assembly Point by the community notice board on the pavement opposite the front door of the KRC.

- REMAIN there until further instructions are issued.

11

The fire alarm is usually tested on a Friday afternoon. A yearly fire drill will normally be held in October. Upon hearing the alarm please make your way to the Assembly Point.

Should you encounter any problems with the fire alarm, but there is no fire, press the triangular button marked '2' to the right of the screen 5 times and then press the 'silence alarm' button. You **MUST** also ring Security Services 01865 289999 to tell them that it was a false alarm.

It is not permitted to smoke anywhere in the KRC or the Sackler Courtyard. If you must smoke near the building, please collect and dispose of your rubbish safely and where it does not make mess or an offensive odour.

iv)   Facilities at the KRC

Your workspace
Your workspace will consist of a desk or workstation in the Students' Research Room on the 3rd floor. You will also have access to a communal black–and–white printer. These items are your responsibility – you may be charged for any damage caused by neglect or misuse. Please ensure you read the following section entitled 'IT information'.

The Student Research Room has two telephone lines on which you can make or receive calls within the University system. The numbers are 88352 and 88356. External calls are barred. Please ensure that you do not disturb your fellow students by use of the phone. Mobile phone use, except in event of an emergency, is forbidden in the building in order to avoid disturbing others.

It is your responsibility to keep your workspace clean and tidy, and to behave with consideration for your fellow students. You may consume food and drinks at your desk, but please show consideration to others: do not bring smelly food into the building, dispose of rubbish responsibly and wash dirty utensils promptly. Please keep all noise (conversation, MP3 players etc.) below a level at which it would disturb other users of the KRC.

Common Room
The common room is for the use of all KRC staff, researchers and students. It is NOT to be used for meetings, tutorials, etc. Please clean up after yourself and leave the room as you would hope to find it.

Lecture Room
You are entitled to book the Lecture Room should you wish to use it (for instance, to rehearse or record a talk). Please complete a booking form available from the Administrator.

Image Digitisation Room
The image Digitisation Room is available by appointment only. Please contact Dan Burt should you need to use special scanning facilities.

12

Cleaning
Cleaners will empty your bin and clean your workspace once a week.

Recycling
There is a blue recycling bin in the Sackler Courtyard, as well as several smaller blue bins throughout the building and under the sink in the kitchen.

Toilet facilities
There are two unisex toilets in the basement. Please leave them in the condition in which you wish to find them. Additional toilets can be found in the basement of the Oriental Institute and in the lobby of the Sackler Library next door.

Kitchen facilities
There is a kitchen in the basement of the KRC that you are welcome to use. Small perishables may be left in the fridge and you may store your own consumables on the shelves to the right of the fridge – please mark them clearly with your name. Please do not abandon perishable goods to moulder in the fridge or elsewhere in the kitchen.

The kitchen is stocked with tea, coffee, milk, sugar etc. and there is a kitty system in operation. If you consume any of the above, please make a contribution per week into the KRC kitty (the bowl to the side of the kettle). The money is used to purchase replacement supplies.

If you use the microwave to heat or cook food, do not leave it unattended and close the kitchen door to minimise the cooking smells that circulate throughout the building.

Please clean up after yourself and do not leave dirty mugs or dishes in the sink.

The canteen at the Oriental Institute serves morning and afternoon refreshments during term time.

Postal arrangements
It is not possible for you to receive post at the KRC. Should you have mail for the University messenger service, please leave it in the tray in the lobby of the KRC.

1B. IT Information

The KRC offers dedicated IT facilities and support to our staff and students, including:
- IT support for equipment owned by the centre
- IT assistance for students and staff
- WiFi access via Eduroam and the centre's own WiFi network
- A web presence for all staff and students
- Assistance in setting up research databases and websites
- A dedicated WebLearn page where lecture recordings, bibliographies, and learning materials are uploaded regularly

The KRC is predominantly Apple Macintosh-based, and the centre's IT Officer's primary area of expertise is Mac OS X. He is also able to offer limited support for both Linux and Windows operating systems. To arrange a meeting please email daniel.burt@orinst.ox.ac.uk

For more information about Eduroam please refer to the following webpage: http://help.it.ox.ac.uk/network/wireless/services/eduroam/index

Please arrange an IT induction session with the IT Officer, Dan Burt, when you first arrive at the KRC, so we can introduce you to the IT facilities, set up your computer for network access, advise on anti-virus practices, data protection, and backup options, as well as take your photograph for use on the KRC's door entry system and website. All KRC students are encouraged to have their own page on the KRC website, and the IT Officer will discuss update arrangements with you.

We can help to set up your personal laptops or tablets for use on the University network. If you need a new laptop we can advise you what to purchase, and are able to offer discounted rates on Apple Macintosh laptops, tablets, and desktops.

Every year students lose work because they have failed to keep a backup copy. You are strongly advised to keep regular backups of all important documents, using at least two external hard drives or USB sticks, and/or by emailing backup files as attachments to yourself. If you wish to investigate other methods of backing-up your work, please ask Dan Burt, the KRC IT Officer. For further information about backing up your work, see the following links:
- http://help.it.ox.ac.uk/topics/data-backup-archive
- http://researchdata.ox.ac.uk/home/managing-your-data-at-oxford/storage-and-backup/

If you wish to share files with other computers, be they home computers, laptops computers in other departments or libraries, we advise you to purchase USB memory sticks, as they offer a cheap and robust way of moving files between machines.

Local support is generally available between 10am and 4pm, Monday to Friday, in term time, and may also be available outside of these hours. To arrange a support session with the IT Officer please email daniel.burt@orinst.ox.ac.uk to arrange a mutually convenient time.

Additional IT support may be provided by the OUCS Help Centre – tel: (2)73200, Email: http://help.it.ox.ac.uk/help/request

Finally, please ensure that you abide by the University's rules and regulations for IT use, which can be viewed at :http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml.

Failure to adhere to these rules can result in your IT privileges being withdrawn or, in the worst instances, your status as a student or member of staff being revoked.

14

1C. Travel and fieldwork

For **all** travel on University business or for your course you must complete an itinerary and risk assessment before the trip. Both forms must be returned to the KRC Administrator at least two weeks prior to travel.

This applies even if not applying for a grant from the KRC or from any part of the collegiate university. To request a form, please email the KRC Administrator.

The itinerary must be signed by your supervisor, course director or dissertation adviser. If you plan to attend an institution that is regularly visited by students from this faculty, there may be a template risk assessment that can be modified for your own travel; please ask your supervisor about this.

KRC Travel and Research Grants
KRC postgraduate students who wish to apply for a small travel and research grant should collect a form from the Administrator at the Khalili Research Centre. **Completed forms should be returned to the Administrator by the end of 3rd week of term.** Any applications that miss the deadline will be held over until the following term. You will be expected to demonstrate that you have also sought funds from other sources (e.g. The Oriental Institute and your College) and, in the expectation that matching funds will be found from elsewhere, any grant made by the KRC will normally be no more than 50% of the total budget.

The outcome of applications will not normally be communicated until after the Committee meeting in 5th week of each term.

Training
The following training is offered by the University Safety Office and, where appropriate, grants to support travel and fieldwork will *only* be made if you can provide evidence that you have completed the relevant training courses.

- Emergency First Aid for Fieldworkers
- Fieldwork Planning and Supervision
- Fieldwork Safety in 'Urban' Environments
- Fieldwork Safety Overseas
- Risk Assessment

For further details of these and other Safety Training Courses, see:
http://www.admin.ox.ac.uk/safety/safetytraining/

Concerns or Problems
Should you require help or advice regarding anything not included in this document please contact the KRC Administrator on 78222 or email
susannah.cogan@orinst.ox.ac.uk

Acceptance of terms and conditions

I have read and accepted the terms and conditions outlined in this document. I understand that, should I not abide by them, I may forfeit the right to a workspace. I understand that the offer of a workspace is until 5th October 2020, and that, unless informed to the contrary, I must vacate the Students' Research Room by that date. I understand that the Management Committee of the KRC reserves the right to withdraw this offer, for any reason, at two weeks' notice. I am aware that breach of the rules governing the use of IT may result in the use of these facilities being withdrawn, financial penalties, or legal proceedings.

……………………………………………   …………………………………………….

Signed   Print name

…………………………………………….

Date

In the presence of:

……………………………………………   …………………………………………….

Signed   Print name

…………………………………………….

Date

2.   The M.Phil. in Islamic Art and Architecture

2a.   Course Outline

This is a two-year course combining instruction in a language and in the history of Islamic art and architecture with research. The M.Phil. is designed for students with little or no background in Islamic art who wish also to learn Arabic, Persian or Ottoman Turkish.

Year One

At the end of the first year of the course (usually in the 9th week of Trinity Term), all candidates must sit the Qualifying Examination, consisting of the following two elements:

1. A three-hour written examination: History of Islamic Art and Architecture, c. 550 – c. 1900 (candidates will be required to answer three questions from a choice of nine)

2. A three-hour written language examination in Arabic or Persian or Ottoman Turkish.

Year Two

The Final Examination is taken at the end of the second year of the course (usually in the 9th week of Trinity Term). It consists of the following six elements:

1. An Extended Essay (between 5,000 and 6,000 words) on Approaches to Islamic Art and Architecture, which should apply theoretical issues addressed in the seminar series for this component (delivered in Hilary Term of year 1) to an aspect of Islamic art and architecture or related fields (e.g. Islamic archaeology; non-Islamic art; Islamic studies; Islamic history; museology). The topic will be selected by the candidate in consultation with the candidate's supervisor and approved by the Faculty Board. The Extended Essay will be submitted on Friday in the 0th Week of Michaelmas Term.

2. A three-hour written language examination in Arabic, Persian or Ottoman Turkish (candidates must demonstrate ability to use Arabic or Turkish or Persian texts for the study of Islamic art history).

3. A three-hour written paper on Arabic, Persian or Ottoman Turkish prepared texts (candidates must demonstrate ability to translate from Arabic or Turkish or Persian texts relevant to Islamic art).

4. A portfolio of practical work completed during the year, according to the schedule in this handbook (see below, 2e).

5. A thesis of no more than 30,000 words (excluding bibliography and appendices).

See also the relevant sections of the *Examination Regulations 2010* online (these are the official regulations of the University relating to the various degrees, diplomas and certificates conferred by the University together with regulations made by boards, and certain other relevant information):

- Regulations for the Master of Philosophy in Oriental Studies — https://examregs.admin.ox.ac.uk/Regulation?code=mopinoriestud&srchYear=2020&srchTerm=1&year=2020&term=1

- General Regulations for the Degree of Master of Philosophy — http://www.admin.ox.ac.uk/examregs/2019-20/grftdobopomastofphil/

- Regulations for the Conduct of University Examinations — http://www.admin.ox.ac.uk/examregs/2019-20/rftcofunivexam/

- Regulations Concerning the Status of Graduate Taught Students — http://www.admin.ox.ac.uk/examregs/2019-20/rctsogradtaugstud/

2b. M.Phil. in IAA Year Planner 2020–2022

Year 1	Michaelmas Term 11th October – 5th December 2020	History of Islamic Art and Architecture (I) lectures + four short essays and tutorials (choose four topics from the options in the KRC Lecture List) Language classes
	Christmas Vacation	Language homework
	Hilary Term 17th January – 13th March 2021	History of Islamic Art and Architecture (II) lectures + four short essays and tutorials (choose four topics from the options in the KRC Lecture List) Language classes Approaches to Islamic Art and Architecture, six seminars (Weeks 1–6) Decide subject for Extended Essay on Approaches to Islamic Art and Architecture in consultation with supervisor Discuss Thesis topic with adviser **By Monday of 8th Week** (9th March 2021): applications for approval of the Extended Essay topic should be submitted to the Faculty Office. Use form 18: https://resources.orinst.ox.ac.uk/forms
	Easter Vacation	Language homework, research for Extended Essay and preliminary reading for Thesis
	Trinity Term 25th April – 19th June 2021	History of Islamic Art and Architecture (III) lectures + three short essays and tutorials Language classes Two tutorials for Extended Essay Two tutorials for Thesis Prospectus with adviser **By Friday of 5th Week** (28st May 2021): submit final version of Thesis Prospectus (up to 3,000 words) to adviser Qualifying Examinations – usually in 9th Week (21st–25th June 2021). **(*)**
	Summer Vacation	Write up Extended Essay Research for Thesis, including fieldwork Language course abroad wherever necessary

Year 2	**Michaelmas Term** 10th October – 4th December 2021	**By noon, Friday of 0th Week** (8th October 2021): submit Extended Essay on Approaches to Islamic Art and Architecture to the Examination Schools **(**)** Four classes for the Portfolio of Practical Work Language and text classes Up to two Thesis tutorials with adviser **By Monday of 6th Week** (15th November 2021) applications for approval of the precise and final title of the thesis should be submitted to the Faculty Office. Use form 18: https://resources.orinst.ox.ac.uk/forms
	Christmas Vacation	Language homework and additional research for Thesis Complete first four Portfolio assignments Write at least one chapter of Thesis for submission to adviser
	Hilary Term 16th January – 12th March 2022	Four practical classes for the Portfolio of Practical Work Language and text classes Up to two Thesis tutorials with adviser
	Easter Vacation	Complete last four Portfolio assignments Complete first draft of whole Thesis for submission to adviser
	Trinity Term 24th April – 18th June 2022 N.B. You should plan to be in Oxford until 8th July 2022 for examinations, including a possible *viva voce* examination.	**By noon, Monday of 2nd Week** (2nd May 2022): submit Portfolio of Practical Work to the Examination Schools **(**)** Up to three Thesis tutorials with adviser Revise and complete final version of Thesis **By noon, Thursday of 6th Week** (2nd June 2022), submit Thesis to the Examination Schools. **(**)** Language and text revision Final examinations – usually in 9th Week (19–24 June 2022). **(**)**

(*) For official examination timetables, usually published five weeks in advance, see:
https://www.ox.ac.uk/students/academic/exams/timetables?wssl=1

(**) See 2g. Guidelines for Submission of Material for Examination.

2c.   Supervision and Teaching

Amongst the staff who will teach you and be variously responsible for you during your studies are:

- The course director, Prof. Alain George;
- Your course supervisor, who is primarily responsible for supervising your programme of studies;
- Your thesis adviser, a role that is usually, but not necessarily, performed by your supervisor;
- The various lecturers, tutors, and language instructors who deliver teaching and training besides your supervisor;
- Your college adviser, who is responsible for your pastoral care.

Identify who is who as soon as possible, and learn to distinguish between their different roles.

Supervision

The key figure is your course supervisor, since postgraduate study at Oxford largely depends upon the relationship between the supervisor and the student. While the nature of that relationship may vary considerably according to the supervisor, the student and the subject, the respective roles of the supervisor and the student should not vary, and are clearly outlined in the Code of Practice on Supervision of Graduate Students published by the Humanities Division:

https://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/uashomepages/documents/Code_of_Practice_on_Supervision_of_Graduate_Research_Students_MT17.pdf

Although the published document applies specifically to the supervision of doctoral students, the following points are key to the supervision of Master's students.

Your supervisor should:

- Advise, guide and support you in all aspects of your research, providing clear intellectual leadership and giving precise guidance about academic expectations.

- Agree with you a programme of work and a timetable for each term of your course, including: general skills and research-specific training, formal teaching and instruction, attendance at lectures and seminars and regular meetings (normally at least twice per term) with your supervisor for detailed discussion of your progress.

- Liaise with you to produce a detailed joint report on your progress at the end of each term, using the Graduate Supervision Reporting or GSR: http://www.admin.ox.ac.uk/studentsystems/gsr/

- Ensure that you are aware of the formal requirements for qualifying and final examinations, the submission of assessed work, and, where appropriate, re-admission as a research student, and that these are incorporated into your programme of work.

- Discuss with you subject-specific and general research skills required for your studies; work with you to identify areas where you require additional training to develop these and other skills; advise you on how these needs may be met, and assess your skills development and training requirements at least once a year.

- Assist and encourage you to participate in the wider academic community.

- Ensure that you are aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations and guidance on plagiarism (see university's website: http://www.admin.ox.ac.uk/edc/goodpractice/about/), and of lecture lists.

Supervisors' responsibilities for students undertaking fieldwork

The University has a legal duty of care to its students undertaking fieldwork. University Policies and Procedures are in place to set out how this duty of care is discharged. These procedures require that risks are assessed, and proportionate measures and arrangements put in place to mitigate those risks to an acceptable level. Supervisors play a key role in this process in terms of:

a) ensuring risk assessments are carried out;

b) ensuring their students are properly prepared for their fieldwork;

c) bringing their own experience and knowledge to guide, advise, assess and check arrangements.

All University employees have a legal duty to take reasonable care for the safety of those affected by their acts or omissions. Employees and students are therefore expected to comply with the University's health and safety policies. A key requirement for field trips is careful planning to reduce the likelihood or impact of something going wrong.

Supervisors must be able to demonstrate this planning by ensuring assessments are in place, appropriately prepared, documented where necessary, reviewed and authorised. Specific duties of Supervisors are to:

- Be aware of relevant University Safety Policies (see below) and Departmental procedures.

- Consider the health and safety implications of any research proposal.

- Ensure that students have received training appropriate to their needs.

- Ensure that risk assessments have been made and the safety provisions relating to the work exist and have been discussed with those doing it.

- Ensure that suitable arrangements are in place for regular contact to provide support and checks on the student welfare while they are away.

- Review arrangements with the student after the fieldwork to identify any problems and learn any lessons.

The relevant University Safety Policies are published online:

http://www.admin.ox.ac.uk/safety/policy-statements/s2-11/

http://www.admin.ox.ac.uk/safety/policy-statements/s5-07/

http://www.admin.ox.ac.uk/safety/policy-statements/s3-07/

Each Faculty has its own arrangements and procedures to implement these policies. For further information see 'Statement of health and safety organisation for the Faculty of Oriental Studies': http://tinyurl.com/ovyh37m

The Safety Office provides a range of Health & Safety training courses for departments, students and supervisors:
http://www.admin.ox.ac.uk/safety/safetytraining/safetytraining/

The role of the student

You should

- Attend induction sessions arranged by the Faculty, Library Services and Computing Services.

- Meet with your supervisor regularly and take note of his or her advice and guidance.

- Draw up a programme of work in consultation with your supervisor and keep relevant records of all aspects of your work.

- Liaise with your supervisor to produce a detailed report on your progress at the end of each term, using the Graduate Supervision Reporting or GSR:
http://www.admin.ox.ac.uk/studentsystems/gsr/

- Work with your supervisor to draw up a programme for identifying and developing your subject-specific and general research skills, as well as personal and professional skills.

- Attend all formal teaching and instruction arranged for you by your supervisor, and attend all appropriate classes, lectures and seminars.

- Be aware of relevant University guidelines and regulations, e.g. student handbook, Examination Regulations and guidance on plagiarism, and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research.

- Work with your supervisor to pursue opportunities to engage with the wider academic community at University, national and international level.

Inevitably, the relationship between supervisor and student does occasionally prove difficult. Should difficulties arise, please try first to resolve the matter with your supervisor. Should that prove unsuccessful, please take up the matter with your College Advisor, the Tutor for Graduates in your college, or the Director of Graduate Studies in the Faculty.

Your supervisor is responsible for arranging all of your teaching (tutorials, language classes, etc.). You should not arrange teaching for yourself, but must always apply through your supervisor.

Your teachers, whether tutors or language instructors, will expect you to attend tutorials and classes regularly, and will give you regular assignments of written work. They will report to your supervisor on your progress at the end of each term. Make sure that you agree clear plans of work with your various teachers and that you understand precisely what they expect from you. If in doubt, discuss this further with your teachers and with your supervisor. Should you have any concerns about any aspect of your teaching, please raise them at once with your supervisor.

You should not rely on your supervisor or tutors to ensure a high standard of written English in your material submitted for examination. For students who are non-native speakers of English, the Oxford University Language Centre offers a year-round course in Academic Writing, which shows you how to attain a high standard of academic writing through workshops on self-monitoring, and revising and editing. If English is not your native language, we strongly encourage you to attend this course. As classes fill up quickly, you are advised to enrol in advance, ideally before coming to Oxford (Check http://www.lang.ox.ac.uk/courses/english-mem.html for details).

Tutorials

The tutorial system of learning offers a wonderful platform for in-depth discussion of issues, concepts and methods of analysis. Alongside lectures and seminars, this gives Oxford students an opportunity for a greater understanding and confidence in their subject, which will – one hopes – show through both their written work and their approach to academic matters.

The backbone of the typical tutorial is normally a short essay that you will be required to write before each meeting. Your tutor will normally supply you in advance with either a specific question or a selection of questions. You will also be given a reading list, or perhaps advised where you may find relevant sources to read. Using the reading suggested you must then research the subject, taking notes as you read. It is the balance of these five elements – i.e. reading, note-taking, analysing the question, writing the essay and critical discussion of the subject with your tutor – that determines how much you take from the tutorial system. Some of your tutorials will prepare you for examinations. You will also have additional tutorials for discussing research strategies and readings for your extended essays and thesis.

Short Essays

Grasping new concepts and information can be difficult and at times overwhelming, however it is very important that you do this quickly and settle into a pattern of work. This will be helped immensely if you read the more basic, background texts concerning your subject matter in the vacations. Upon being given a specific topic for an essay, it is important to read a wide selection of material from many sources – being aware of any bias that they may hold – and to ensure that this material is both relevant and up to date.

Your notes should also be relevant to the topic and should not consist of whole paragraphs simply copied from textbooks and other sources. They must be clear and

24

focus upon the topic, as well as being comprehensible, as you will find them an invaluable aid when revising for your exams, and for this reason should not be focused too narrowly upon the actual essay question. Indeed these notes, alongside those taken in lectures, will form the main body of work from which you will revise – though including the details of the books used (title, author, library call–number etc) at the top of your notes will enable you to return to them later should this be necessary.

Having read, understood and made notes upon your assigned reading, you should then produce a final plan for your essay's structure and basic content, before you set about writing it. It is often a good idea to separate the drafting of a final plan from the reading, in order to organise all that you have read, and simply to have a break.

An ideal essay plan might be made up of the following elements:

- *Introduction* – set out your understanding of the question, including explanations of potentially ambiguous terms (but avoid mechanically defining each word).
- *Discussion* of the main issues behind the subject – if there are competing arguments, this may include a basic framework of your personal view.
- *Your answer* to the question within the framework that you have set out – this will involve a discussion of the available evidence, but make sure your line of argument is clear; it helps to refer frequently back to the question. One way to help your structure is to ensure that you make a theoretical or interpretative point that contributes to your argument, before backing it up with evidence. Make sure, if you use works that are not particularly recent, that you are aware of more recent developments in this area of study. It is of course essential that you back up any statements with evidence.
- *A discussion* of the potential problems with your answer or complications with the subject – if there is evidence that seems to contradict your argument, raise these points, and, if possible, try to reconcile them within your framework.
- *Conclusion* – restate your answer to the question, drawing together the lines of argument that you have presented in the essay. If possible, however, try to make it interesting and not just a repetition of your essay.

Once you have finished your plan, you must write it up as an essay. Essays should always be word processed unless it is absolutely impossible to do so, as this ensures both neatness and legibility, and offers more than one copy should loss or damage occur. It is also wise to use double spacing and to leave a reasonable border on each side of the page (e.g. at least 3 cm) in which your tutor can make comments upon your work.

While you must obviously draw upon them when writing, you must make every effort not to reproduce your original notes verbatim, as paragraphs straight out of textbooks (or Wikipedia) may be regarded as plagiarism. Instead, you should take note of the question asked (this advice sounds simple, but it is frequently not followed) and try to set up a structured argument that runs through the composition.

Remember that, in the final exam, you will have no more than one hour in which to write an essay. You must assume that the reader is familiar with all aspects of the subject, excluding the one upon which the question is set. Your essay should ideally be between 1,500 and 2,000 words long, however, do not try to stretch it out to this length, instead ensure that it remains relevant throughout.

You should also include a bibliography at the end of your essay, detailing what texts

and/or articles you have drawn upon and, if you have only used certain sections of a book, the page numbers of these sections. This enables your tutor to distinguish between the gaps in your knowledge, and what you had read but not quite understood. With this information he or she can tailor suggestions and explanations (both written and during the tutorial) towards the areas you are unsure of.

Before your tutorial you should re-read your essay and ensure that you are familiar with – and able to argue for – all of its points, and also aware of the topic as a whole. It may be useful to prepare a list of questions on matters you feel that you have not grasped, although this is not vital, as there will be plenty to discuss in the hour.

The structure of the tutorial may vary from tutor to tutor, student to student, and subject to subject. You may be asked to read your essay out loud for discussion in the tutorial; alternatively, you may be required to submit your essay in advance of the tutorial so that your tutor may read and comment on it in writing. In the latter case, essays should be submitted to the tutor by email at least 24 hours before the tutorial. The main text should be double-spaced and in font size 12, and full-sentence quotations and footnotes single-spaced. Quotations should be singled out in the main text by quotation marks and referenced with footnotes. Any established reference system may be used as long as it is used consistently and fully throughout the essay. (Guides to widely used reference systems can be found on the websites of publishers such as Blackwell's.) Figures may be included as needed. Each figure should be numbered and clearly identified with a caption that includes a full citation of the source.

During the tutorial, it is important both to listen and to contribute to the discussion. Some students find that this makes it more difficult to take notes in a tutorial than in a lecture, where you merely listen. Hence it is wise to limit your notes to brief comments, which you can then expand upon as soon after the tutorial as is possible while it is fresh in your mind. If any new issues do arise during the tutorial, you may well not have the time to deal with them immediately, however if you take note of them then you can remedy the situation during your revision.

2d. Extended Essay on Approaches to Islamic Art and Architecture (Year 1)

Most of the guidelines for note-taking and engaging with secondary sources for short essays (see 2c) apply to extended essays as well, but extended essays are not simply longer versions of short essays. They require much more independent work on your part. As opposed to providing answers to questions asked by your tutor, writing an extended essay requires you to ask your own set of questions, prepare your own bibliography incorporating primary as well as secondary sources, and pursue your own path through scholarship towards the answers to your questions.

As such, they are very good exercises in exploring scholarship, defining problems, asking new questions and developing research strategies independently, all of which are skills that you will need when writing your thesis. In other words, extended essays are one step further towards establishing your independence as a scholar. Rather than being longer versions of short essays, they are essentially mini-theses. Your relationship with your supervisor or tutor will therefore be limited when writing an extended essay. It is your responsibility to do enough independent work in order to make good use of tutorials.

As you attend lectures, seminars and discussion sessions during Michaelmas and Hilary Terms in your first year, try to identity a few themes or issues that you are genuinely curious about. In particular, during Hilary Term of the first year you will attend a series of six seminars on Approaches to Islamic Art and Architecture, which will provide you with a theoretical framework for developing your extended essay topic. You should give your supervisor an idea of what your extended essay might focus on early in Hilary Term, so that she/he can find the ideal tutor for that topic. You should then make use of the library catalogues, online academic databases (such as JSTOR, ARTSTOR etc), the bibliographies of survey books and readings you were assigned for the lectures and seminars, and the material available on WebLearn in order to prepare a preliminary bibliography. Start reading from the most recent contributions or what seems to be most relevant to the questions you are interested in pursuing, in order to understand the state of scholarship on the matter. At this stage, it is a good idea to grab every opportunity to talk to the academic staff in the KRC or fellow graduate students about your topic. Keep in mind that scholarship is based on intellectual communication with peers as much as it is on books.

By 7th week of Hilary Term you should schedule a first tutorial with your supervisor or extended essay tutor, during which you will present and discuss your topic for the extended essay. Make sure you prepare for this tutorial by reading a sufficient amount of literature on the subject, and by having some idea (however vague it may be at that stage) of how your extended essay might contribute to scholarship. You should provide your supervisor with a preliminary bibliography and a statement of your thoughts on what you have read so far and on what the extended essay will be about. This could be a rough draft, submitted to your supervisor at least two days in advance of the tutorial.

27

Again, the structure of the tutorial may vary from tutor to tutor. Your tutor may go over your bibliography with you and identify some of the most important sources. She/he may discuss with you what you have read so far, or suggest further material including specific primary sources that you might not be able to locate otherwise. This first tutorial is also a good opportunity to discuss the potential scholarly contribution of your extended essay. For many graduate students there is nothing more disconcerting than realising that another scholar has already uncovered what you have been trying to uncover for weeks, but in fact, reinventing the wheel is something that almost every scholar in the making inevitably does. Your tutor might save you some valuable time by directing you to crucial publications that are missing from your bibliography.

By Monday of 8th Week in Hilary Term, Year 1, applications for approval of the precise and final title of the extended essay must be submitted to the Faculty Office. Use form 18: https://resources.orinst.ox.ac.uk/forms

The rest of the process is very similar to what you do with a short essay. Following the suggestions above on note-taking and structuring your essay, you should complete an outline and revise your bibliography during the Easter Vacation. You will be offered two more tutorials in Trinity Term to discuss your progress and get feedback on your outline and bibliography. You must submit a draft of the extended essays to your supervisor sometime in September 2021, and you will receive feedback on it.

By 12 noon on Friday of 0th Week in Michaelmas Term of your second year, you must submit your extended essay. The extended essay must be submitted in printed form and an electronic copy in PDF on a memory stick. Two printed copies and the memory stick must be submitted in a securely sealed parcel clearly addressed to the Chair of Examiners, M.Phil. in Islamic Art and Architecture (Oriental Studies), Examination Schools, High Street, Oxford. The parcels must bear the words 'FINAL EXAMINATION FOR THE M.PHIL. IN ISLAMIC ART AND ARCHITECTURE (APPROACHES TO ISLAMIC ART AND ARCHITECTURE). Each piece of work must bear the candidate's examination number (but not the candidate's name, which must be concealed). Candidates must include a signed declaration ('Declaration of the Candidate's Own Work' – http://tinyurl.com/o2zrwr7 (See 2g. Guidelines for Submission) sealed in an envelope addressed to the Chair of Examiners that the work is the candidate's own.

2e.   Thesis – Guide to Good Practice

Planning and Choice of Subject

The subject of the thesis may, but need not, overlap with the subject covered in the extended essay, but you must not repeat material used in the extended essay in your thesis. (You should also not repeat material used in your extended essay and your thesis in your answers to the questions in the timed examination in Islamic Art and Architecture). You will not be given credit for material extensively repeated.

In consultation with your supervisor, you should decide upon the subject of your thesis by the end of Hilary Term, Year 1. If your supervisor does not feel qualified to give detailed advice, he or she will put you in touch with a suitable thesis adviser. Your thesis adviser (who may or may not also be your course supervisor) will advise on the choice of subject and give initial advice on background reading, and relevant sources and methods.

Prospectus

During the Easter Vacation, Year 1, you should undertake background reading for your thesis. You should ideally give your adviser a rough draft of your thesis prospectus at the start of Trinity Term. Early in Trinity Term, Year 1, you will have a tutorial in which you will discuss the prospectus. By Friday of 5th week of Trinity Term, you should complete the final version of your thesis prospectus and submit it to your adviser. You will have the opportunity to discuss your prospectus in a second thesis tutorial to be held later in the term. Your adviser will also advise on primary and secondary sources, and on the research to be conducted during the Long Vacation between the first and second years of your course.

Though the thesis prospectus is not examined, it is an essential component of the course. It is meant to enable you to define your research before embarking on it during the summer vacation. The prospectus should be approximately 2,000 in length. You should state the topic and boundaries of the thesis, and identify the most important problems to be addressed. The prospectus must include an analysis of existing scholarship on the topic. You should state your methodology clearly, summarise the nature of the available sources and provide a tentative outline. You should also append a preliminary bibliography of primary and secondary sources. Primary sources should be listed with as much information as possible, and divided into categories of archival, manuscript and printed material wherever relevant, and other categories as requested by your adviser.

Here is an outline for a typical thesis prospectus (section headings may change, and new subheadings may be added in consultation with your adviser):

- Synopsis
- State of Research on the Topic
- Methodology and Sources
- Tentative Outline
- Expected Outcomes
- Bibliography (primary and secondary sources)

Thesis Research

You should complete most of the research for the thesis, and must complete any fieldwork, during the Long Vacation, Year 1. As this will be the biggest chunk of time you will have for research for your thesis, you need to plan it in advance. Fieldwork may include photographic documentation, museum and library visits, and archival research as agreed with your adviser. You should aim to acquire some first-hand specialist knowledge of the material you will examine in your thesis, and read the relevant primary and secondary sources before the start of Year 2. Any outstanding research may be completed in Michaelmas Term, the Christmas Vacation, and Hilary Term, Year 2, but other work for your Final Examination will inevitably occupy most of your time.

During the Long Vacation, your adviser may, but will not necessarily, be available for advice on research; the only practicable method of communication may be by email – it is your responsibility to make sure that communications work.

Writing

Soon after you come back for Michaelmas Term of your second year, you should discuss the progress that you have made on research for your thesis with your supervisor or adviser.

You can have up to two thesis tutorials in Michaelmas Term, Year 2. Your adviser may arrange for reading classes for the primary sources you will use and ask you to attend lectures and seminars that are relevant to the subject of your thesis. By the end of Michaelmas Term, you should submit a detailed outline and bibliography to your adviser. The outline should include at least one paragraph for each chapter, sub-section and appendix, explaining its subject matter and relevance to the questions set out in the prospectus.

By Monday of 6th week Michaelmas Term, Year 2, applications for approval of the precise and final title of the thesis should be submitted to the Faculty Office. Use form 18: https://resources.orinst.ox.ac.uk/forms

During the Christmas Vacation, you should write a draft of at least one chapter of your thesis and submit it to your supervisor/adviser by the start of Hilary Term. In Hilary Term, you will have two more tutorials to discuss your thesis, typically one at the beginning of term to discuss the comments of your supervisor/adviser upon the draft material submitted so far, one later in the term to discuss further progress made on your research in the course of the term.

During the Easter Vacation, you must complete a draft of the whole thesis, including notes and bibliography, to submit to your supervisor/adviser. He or she will provide you with detailed comments upon your draft at a tutorial early in Trinity Term, and will offer you two (but no more) further tutorials to discuss points of detail, but will not be able to read further drafts of the thesis as a whole.

The Role of Thesis Adviser

The thesis must be your independent work. You should therefore not rely too heavily on your supervisor/ adviser. Her/his role is to guide your research and provide feedback on your progress during the process, but it is your responsibility to ensure

the quality and integrity of the final product. Your adviser will offer up to two meetings in each of Michaelmas and Hilary Terms of Year 2, and up to three meetings in Trinity Term. It is up to you to ensure that you have made sufficient progress with your thesis to benefit from this schedule of meetings. Your adviser will read and comment upon only one complete draft, and only if it is submitted before the end of first week of Trinity Term, Year 2.

Thesis – Good and Indifferent

[See also 'General Guidelines for Thesis Writers' – http://tinyurl.com/or9kjns]

The hallmark of a good thesis is that it contains a consecutive argument or set of arguments on its subject. Apart from showing a sound grasp of the secondary literature on the field and/or period and an awareness of the problems of the subject, the writer deploys the evidence of the sources to support the elements in the general argument. It is made clear how the writer has approached the subject, what conclusions have been reached and, if appropriate, how the approach and conclusions are related to the views of other scholars.

The work should be well-written and properly presented; it should have footnote references in orderly and consistent form, and a sensibly-selected bibliography. Good presentation, in the experience of many examiners, is usually combined with high quality of analysis. Conversely, careless or unclear writing, uncorrected misspellings, typing errors and plain misquotations often go with an uncertain or myopic focus on the subject.

Authors sometimes become so interested in their subject that they overlook the need to provide at least a brief introduction to it and – equally, if not more, important – to set it in its broader historical context or contexts. (An introductory section to a thesis may often usefully include a survey of the existing literature on a subject and 'pointers' to its particular interest and problems).

While reading and research are being carried on, planning how to shape materials into an argument must be seen as a simultaneous process. Research, while sometimes frustrating, is intensely stimulating; it can also become a beguiling end in itself. Laboriously collected materials are worthless unless made to contribute to a coherent argument. For this reason, planning should start as early as possible; some plans may need to be discarded until the most feasible one has been found.

It is a reasonable assumption that writing the thesis will take longer than expected: a good thesis will certainly require more than one draft of parts if not of the whole. Plenty of time should be allowed for getting the final version into presentable form without this disrupting work for other papers, for the language papers, or for revision.

Format of the Thesis

[See also 'General Guidelines for Thesis Writers' – http://tinyurl.com/or9kjns]

Length and Presentation

Length of the thesis must not exceed 30,000 words including footnotes and references, but excluding bibliography. Permission may be sought from the Board of the Faculty of Oriental Studies, no later than second week of Trinity Term, Year 2, for appendices containing essential data (e.g. catalogues of material evidence, tables of experimental

results, edited texts, etc.) to be exempted from the word limit of the thesis. The thesis must be typed or printed double-spaced on one side only of A4 paper with a margin of 3 to 3.5 cm on the left-hand edge of the page, and securely bound in either hard or soft covers. Loose-leaf binding is not acceptable. It is recommended that you use 12-point type. Do not justify the text.

Pagination

Pagination should run consecutively from beginning to end and include any appendices etc. Cross-references should be to pages and not to any sectional divisions.

Order of Contents

- Title page (N.B. This must bear your examination number but not your name).
- A table of contents, showing, in sequence, with page numbers, the subdivisions of the thesis. Titles of chapters and appendices should be given; titles of subsections of chapters may be given.
- A list of illustrations (if appropriate)
- A list of tables (if appropriate)
- A list of abbreviations, symbols etc.
- A brief introduction in which the examiners' attention is drawn to the aims and broad argument(s) of the work and in which any relevant points about sources and obligations to the work of other scholars are made.
- The thesis itself, divided into chapters. The chapters should have clear descriptive titles.
- A conclusion, consisting of a few hundred words which summarise the findings and briefly explore their implications.
- Any appendices.
- A bibliography. This is essential, and should be sensibly selective, omitting nothing which has been important in the production of the thesis. Works which are not specifically mentioned in the text may be included, but it is not necessary to include everything that may have been read or consulted. Works should be listed alphabetically by surname of author (see below for form of references).

Footnotes

These (except for references) should be as few and as brief as possible: they count towards the overall word-limit. The practice of putting into footnotes information which cannot be digested in the text should be avoided. Notes should be printed, single- spaced, at the foot of the page if the technology you are employing allows this to be done conveniently. Footnote numbers should be superscript (not bracketed) and run in a continuous sequence starting with number 1 at the beginning of each chapter.

Tables, maps, graphs, etc.

You are encouraged to employ tables, maps, and graphs on any occasion when an argument can be more clearly and elegantly expressed by their employment. These should be inserted into the body of the text at the relevant point and their relevance explained clearly in the text. They should not be collected together at the end of the thesis. If they are not your own work, their original source must be acknowledged.

Illustrations

You are also encouraged to include illustrations of buildings or artefacts discussed in the thesis when their evidence is required for your argument. If only a few illustrations

are employed, they may best be inserted into the body of the text, but if many illustrations are necessary it may be more appropriate to collect them together at the end of the text. The source of illustrations taken from published works must be clearly indicated: e.g. '(After Hillenbrand 2000, fig.97)'. Scanned images or photocopies may be used but must be completely legible in both copies of the thesis.

Appendices

These should be used only to convey essential data which cannot be included within the body of the text without detracting from the argument. They are particularly appropriate for material which does not count within the word limit of the thesis, such as catalogues of material evidence, tables of data, edited texts, etc. They should not be used as a place to express views about questions which are material to the main thesis.

References

When reference is given for a quotation or for a viewpoint or item of information it must be precise. Judgement needs to be exercised as to when reference is required: statements of fact which no reader would question do not need to be supported by references. It is recommended that references be given in footnotes by means of author's name and year of publication, volume number (if a multi-volume book), page number(s): e.g. 'Creswell 1932, vol.1, pp. 45–48'. In more scientific areas of the subject, it may be appropriate to give references within the main text by author's name and year of publication (with page and/or illustration references): *e.g.* '... Jekyll (1999, 23) conducted experiments to show that...' or '...It therefore represents a variation of the frit-ware seen at Khirbat al-Fil (Hyde 2001, 121)'. This practice may be perfectly acceptable but the adviser's opinion should be sought before adopting it. In both cases, a consolidated bibliography must be placed at the end of the thesis. Avoid gratuitous quotations from secondary sources. Generally, it is sufficient to extract and integrate information or ideas into your own sentences and cite your source in the reference. Quote word-for-word only when the author's exact words are crucial to your own argument or are remarkably well expressed. Quotations do not need to be italicised. Quotation marks are sufficient for quotations under four lines. Those that are four lines or longer should be set off from the paragraph by indenting and using single line spacing.

Bibliography

All works referred to in the thesis must be listed in full at the end of the text in alphabetical order by author's name. Use the following as a guide:

Books:

> Grabar, Oleg (1987), *The Formation of Islamic Art*, 2nd edition, New Haven: Yale University Press.

> Euthymiades, S., Rapp, C., and Tsougarakis, D. (eds) (1993), *Bosphorus. Essays in Honour of Cyril Mango presented in Oxford, 6 July 1995* (*Byzantinische Forschungen*, 21), Amsterdam: Hakkert.

Contributions to books:

> Raby, Julian (1993), 'Terra Lemnia and the Potteries of the Golden Horn. An Antique Revival under Ottoman Auspices', in Stephanos Euthymiades, Claudia Rapp, and Dimitris Tsougarakis (eds), *Bosphorus. Essays in Honour of Cyril Mango*

presented in Oxford, 6 July 1995 (*Byzantinische Forschungen*, 21), Amsterdam: Hakkert, pp. 305–342.

Journal Articles:

Allan, James (1972), 'Silver: the Key to Bronze in Early Islamic Iran', *Kunst des Orients*, 5, pp. 5–21.

It is strongly recommended that, right from the start, you use a bibliographic package (e.g. Endnote or Zotero). It is helpful, but not essential, to give such information as an author's full first name, publisher, series, etc. If several publications by the same author and from the same year are cited, a, b, c, etc. should be added to the year of publication (2001a, 2001b etc.). The use of the phrase *et al.* (= *et alii*) to indicate multiple authorship is permissible in the notes and text, but not in the bibliography, where all names should be given. In subject areas where standard abbreviations for much-quoted books and periodicals are in common use, these abbreviations may be employed in text, footnotes, or bibliography, and they should be listed separately before the bibliography.

Text Formatting and Capitalisation

Italics should be used for: titles of books and periodicals; technical terms or phrases in languages other than English (but not for quotations in foreign languages); for abbreviations of foreign words (*e.g.*, *loc. cit.*). Most such abbreviations are best avoided altogether. Avoid the use of bold, italics, underline, exclamation marks, etc. for emphasis**. (**It's **_rude_** to shout!!!)

Capital letters should be used as sparingly as possible. They should be used for institutions and corporate bodies when the name used is the official title or part of the official title.

Spelling
English not American spelling should be used, e.g. 'colour' not 'color'. When in doubt, consult the *Oxford English Dictionary*, not your spell-checker.

Transliteration

A standard system of transliteration of Arabic, Persian, Ottoman etc. should be consistently used. No system is perfect, but we recommend that adopted by the *International Journal of Middle East Studies*: https://www.cambridge.org/core/services/aop-file-manager/file/57d83390f6ea5a022234b400/TransChart.pdf

Consistency

Above all, every attempt should be made to be consistent in practice throughout the thesis.

Submitting the Thesis

Once the final draft of the whole thesis is complete, make sure that you allow adequate time for checking, copying, collating, binding, checking again, packing, and submitting: all this is likely to take longer than expected. By 12 noon on Thursday of 6th Week in Trinity Term, Year 2, you must submit two bound copies (soft binding is acceptable) and a memory stick containing a PDF of the thesis to the Examination Schools, with a signed 'Declaration of the Candidate's Own Work':

https://weblearn.ox.ac.uk/access/content/group/a55c44d3-9f21-4dec-b48c-2dc6fa4e4bee/Forms/work_declaration.pdf (See 2g. Guidelines for Submission)

Late submission is to be avoided. The procedure for late submission is long and complicated, involving the Senior Tutor of your college, the Proctors and the Chairman of Examiners. You may incur both a late-presentation fee and a reduction in the mark awarded to your thesis. For the University policy on late submission, see under 14 here: http://www.admin.ox.ac.uk/examregs/2019-20/rftcofunivexam/

2f.   Guidelines for Submission of Material for Examination

History of Islamic Art and Architecture and language papers are examined with timed examinations in the Examination Schools, High Street, Oxford, OX1, usually in the ninth week of Trinity Term. Timetables are published online at least five weeks in advance: https://www.ox.ac.uk/students/academic/exams/timetables

All other material for examination (Extended Essay, Portfolio of Practical Work, and Thesis) must be submitted to the Examination Schools by the deadlines listed below.

Each submission must include two bound copies (soft binding is acceptable) and a digital version on a memory stick. Make sure that all hardcopies and digital files bear your candidate number, but *not* your name.

You must also submit a 'Declaration of the Candidate's Own Work' — download from http://tinyurl.com/o2zrwr7 — stating that the submitted material is your own work and has not previously been submitted, in whole or in part, for another degree in Oxford or elsewhere. This declaration must be placed in a separate, sealed envelope bearing your examination number but not your name, and addressed to: Chair of Examiners, M.Phil. in Islamic Art and Architecture (Oriental Studies).

Submit both bound copies, the memory stick containing the digital version and the envelope containing the signed 'Declaration of the Candidate's Own Work' in a single parcel addressed to the Clerk of the Schools, Examination Schools. The parcel should bear your candidate number and the following information in block capitals as appropriate:

PORTFOLIO OF PRACTICAL WORK FOR THE M.PHIL. IN ISLAMIC ART AND ARCHITECTURE – FINAL

or

EXTENDED ESSAY FOR THE M.PHIL. IN ISLAMIC ART AND ARCHITECTURE – FINAL

or

THESIS FOR THE M.PHIL. IN ISLAMIC ART AND ARCHITECTURE – FINAL

Deadlines and Late Submission

Approaches: Year 2, Michaelmas Term, 12 noon Friday of 0th Week → 8th October 2021

Portfolio: Year 2, Trinity Term, 12 noon Monday of 4th Week   → 2nd May 2022

Thesis: Year 2, Trinity Term, 12 noon Thursday of 6th Week   → 2nd June 2022

Late submission must be avoided except in exceptional circumstances. The procedure for late submission is long and complicated, involving the Senior Tutor of your college, the Proctors and the Chairman of Examiners. You may incur both a late-presentation fee and a reduction in the marks awarded. For the University policy on late submission, see under 14 here: http://www.admin.ox.ac.uk/examregs/2019-20/rftcofunivexam/

3. Applying for the D.Phil. in Oriental Studies

Should you wish to continue research at doctoral level after completing your Master's degree, before the end of Michaelmas Term of your second year, you should discuss your future plans with your supervisor. He or she will be able to give you a realistic assessment of your suitability for doctoral research. Please bear in mind that your performance in your final examinations will largely determine whether or not you are readmitted as a D.Phil. student. The normal expectation is that you will either have attained a Distinction in the M.Phil. or have done exceptionally well in the parts of the final examination most relevant to your proposed research, in particular the thesis.

A limited number of scholarships for research degrees in the art, architecture and archaeology of Islamic societies (before 1900) may be open to applicants accepted to a postgraduate degree (M.St., M.Phil., D.Phil.) in Islamic Art and Architecture in the Faculty of Oriental Studies. Further details will be given on the KRC Website as and when they become available; you should also make an appointment to discuss funding with Prof. Jeremy Johns, Director of the KRC. If you wish to be considered for a scholarship you must apply for 'readmission' by the January deadline in your second year of study. The relevant deadline for the second year of your M.Phil. course is likely to be announced during the summer vacation of 2020.

For further information, see:

http://www.ox.ac.uk/admissions/graduate/courses/dphil-oriental-studies