CONTENTS

1. WELCOME
   Greetings from the Course Director 1
   How to use this handbook 2
   Points of contact / who’s who 3
   Induction week timetable and map of key places in Oxford 4-5

2. SCHEDULES AND AIDE MÉMOIRE
   Courses by term 6
   Courses with associated assessment units 7
   Timetable of core classes and seminars 8-10
   Aide mémoire of major deadlines 11
   Aide mémoire of tutorial and overview essays 12

3. THE DEGREE
   Structure of the degree and teaching programme 13-14
   Core courses and classes 15-16
   Options courses 17-20
   Istanbul study visit 20

4. SUPERVISION
   Supervision 21
   GSS – Graduate Supervision System 22
   Tutorial groups 23
   Overview essay (Michaelmas) / Assessment of essays 24
   Writing essays and preparing papers for classwork 25-28
   Short essay self-assessment form (student) / Short essay assessment form (lecturer) 29-30
   Feedback on your work 31

5. EXAMINATION AND ASSESSMENT
   Summary of examined elements for this degree; examination regulations 32
   Examination conventions 32-34
   Examination organisation and administration; viva voce examinations 35
   Format and presentation of submitted work 36
   Sample cover sheet for submitted work / Declaration of authorship 37-38
   The dissertation 39-41
   Dissertation writing guidelines 42-44
   Feedback on dissertations; dissertation prizes; deposit of dissertations receiving distinction in the Bodleian; how to find past dissertations in the SSL; past exam papers 45
   Good practice in citation and avoiding plagiarism 46-48
   Receiving your results; graduation from the MSc; progression from the MSc to DPhil 49

6. REFERENCES AND BIBLIOGRAPHY
   House style for references and bibliographies 50-56

7. DEGREE ADMINISTRATION
   University regulations and policies 57-58
   Ethical review procedures for research in the social sciences 59
   Oxford’s libraries 60
   Student consultation and feedback 61
   Complaints and academic appeals 62-63
   General information / departmental facilities at QEH 64-71
   General information / facilities at Anthropology 72-75
   Oxford Migration Studies Society / Oxford Monitor of Forced Migration / publishing your work 76
   Other useful information 77

September 2013
## CONTENTS

### 8. THE STAFF

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core teaching staff</td>
<td>78</td>
</tr>
<tr>
<td>Staff teaching on the degree</td>
<td>79-81</td>
</tr>
</tbody>
</table>
1. WELCOME
Welcome to Oxford and to the MSc in Migration Studies!

The degree aims at deepening your understanding of migration through examining its many facets from different perspectives across a wide range of contexts. Migration never happens in a vacuum; it is always embedded in a wider social context. In turn, migration provides a productive lens for exploring broader social changes. This is what our degree emphasises, and you are expected to be able to move between these different perspectives.

This MSc in Migration Studies is unique in that it draws on the intellectual resources of three world leading migration research centres at Oxford: the ESRC Centre on Migration, Policy and Society (COMPAS); the International Migration Institute (IMI); and the Refugee Studies Centre (RSC), as well as on two Departments: the Oxford Department of International Development (ODID) and the School of Anthropology and Museum Ethnography (SAME). You will be a full member of both Departments with access to all resources and facilities for students in both.

On top of a busy schedule of lectures, seminars and tutorials, you are also expected to attend and participate in the IMI and COMPAS seminar series, held respectively on Tuesday or Wednesday lunchtimes in QEH and Thursday early afternoons in the Pauling Centre throughout term time. The seminars feature invited speakers and are an excellent introduction to cutting-edge migration research.

We will also be running an optional short study visit to Istanbul in Week 9 of Hilary term. You can apply for a contribution towards the costs of travel and accommodation and we’ll be giving you more information about the visit during Michaelmas term.

Throughout the academic year, you will meet your supervisor regularly and you should address any concerns to your supervisor in the first instance. You are, of course, always welcome to discuss issues with other members of the teaching staff or the course director as well.

Your college is responsible for pastoral matters and for some academic matters too. In addition, student representatives (two or three, elected by the student body at the beginning of the academic year) and the Student Consultative Committee will serve as a forum for discussing teaching and academic issues more broadly. Student Consultative Committee meetings will be held at the end of the first (Michaelmas) and third (Trinity) terms to collect your feedback.

I very much hope that you will engage with the Migration Studies Society that was set up by previous students in Migration Studies at Oxford (see p. 79). In the past, the society has organised a wide range of activities and events for students and staff in Oxford with an interest in migration. However, it will only thrive if you get involved.

Finally, don’t forget that Oxford is a place full of academic and social events. Do explore and enjoy.

Dr Xiang Biao
Course Director, MSc in Migration Studies 2013-14
HOW TO USE THIS HANDBOOK

This handbook includes essential information that you will need in the course of your studies. It is intended to be as concise as possible, in order to make it useful for you as a quick reference guide.

Signposts to further reading online
Throughout this handbook you will be directed to information available online. Please take the time to investigate these links for yourself.

WebLearn ()
WebLearn is a Virtual Learning Environment, a structured web-based system to support and enhance teaching and learning at the University of Oxford. [http://www.weblearn.ox.ac.uk/](http://www.weblearn.ox.ac.uk/). All the MSc course materials (lecture lists, reading lists, schedule, etc.) are held here.

WebLearn uses the analogy of a University Campus. There are ‘building’ sub-sites for each of the University Divisions, and ‘floor’ sub-sites for the departments belonging to that Division. The site for the MSc in Migration Studies can be found in the Social Sciences building sub-site, on the International Development floor sub-site: [https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh](https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh). You will use your Oxford Single Sign-On (SSO) username and password to log in.

In parts of this handbook where you are referred to material that is on WebLearn, you will see this symbol: 

Notes on the various roles of teaching staff
Supervisor Your supervisor oversees your overall academic progress throughout the year. You will be assigned to a supervisor at the beginning of the academic year. See  section 4 for more details on the supervision system.

Dissertation supervisor The member of teaching staff, normally one of those who teach the degree, who supervises your dissertation. Your supervisor may also supervise your dissertation, if your planned topic aligns with their research interests.

Lecturer Those who give lectures and who may also provide tutorials linked directly to a lecture series. Supervisors and dissertation supervisors are normally also lecturers.

Convenor The member of the core teaching staff responsible for the overall design and delivery of the core courses.

Abbreviations used

Departments

ISCA Institute of Social and Cultural Anthropology (51-53 Banbury Road) [the main graduate teaching and research arm of SAME]
ODID Oxford Department of International Development
QEH Queen Elizabeth House, 3 Mansfield Road, Oxford, OX1 3TB [QEH is the physical building where ODID is located, but the two are terms are sometimes used interchangeably to refer to the department]
SAME School of Anthropology and Museum Ethnography [Oxford’s Department of Anthropology]

Centres

COMPAS ESRC Centre on Migration, Policy and Society (58 Banbury Road) [part of SAME]
IMI International Migration Institute [part of QEH]
RSC Refugee Studies Centre [part of QEH]

Other

 Resource available on WebLearn (see above for details about WebLearn)
 See another section or page within this Handbook
POINTS OF CONTACT/WHO’S WHO

- **Course Coordinator: Nicola Shepard**
  Nicola should be your first port of call for any non-academic and procedural queries.
  
  **Office Location:** QEH, 1st floor New Building, Room 20.07  
  **Contact:** nicola.shepard@qeh.ox.ac.uk / 01865 281701 (or 81701 from within the University network)  
  **Office Hours:** Mondays-Fridays, 09.30-13.00 / 14.00-17.30

- **Course Director 2013-14: Dr Xiang Biao**
  The Course Director has overall responsibility for the organisation of the degree and convenes the Teaching Committee and Student Consultative Committee meetings. The Course Director is happy to discuss any course-related matters, especially if you are unable to discuss them with your supervisor.

- **Supervisor:**
  Your supervisor oversees your overall academic progress throughout the year. For further details on the role of the supervisor, please see section 4.

- **Chair of Examiners 2013-14: Dr Hein de Haas**
  Queries relating to exams and assessments should be directed to the Course Coordinator in the first instance.

- **Core teaching staff** (see section 8 for further details):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dr Xiang Biao</strong></td>
<td>University Lecturer in Social Anthropology</td>
<td><a href="mailto:biao.xiang@compas.ox.ac.uk">biao.xiang@compas.ox.ac.uk</a></td>
<td>43 Banbury Road, 1st floor, Room 12</td>
</tr>
<tr>
<td></td>
<td>ISCA/COMPAS</td>
<td></td>
<td>Office Hours: Thursdays, 18.00-19.00</td>
</tr>
<tr>
<td><strong>Dr Mette Berg</strong></td>
<td>Departmental Lecturer in the Anthropology of Migration</td>
<td><a href="mailto:mette.berg@anthro.ox.ac.uk">mette.berg@anthro.ox.ac.uk</a></td>
<td>ISCA, 51-53 Banbury Road, 2nd floor (53-side of the building)</td>
</tr>
<tr>
<td></td>
<td>ISCA/COMPAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dr Hein de Haas</strong></td>
<td>University Lecturer in Migration Studies and Co-Director, IMI</td>
<td><a href="mailto:hein.dehaas@qeh.ox.ac.uk">hein.dehaas@qeh.ox.ac.uk</a></td>
<td>QEH, 2nd floor Old Building, Room 30.14</td>
</tr>
<tr>
<td></td>
<td>IMI</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dr Evelyn Ersanilli</strong></td>
<td>Departmental Lecturer in Migration Studies</td>
<td><a href="mailto:evelyn.ersanilli@qeh.ox.ac.uk">evelyn.ersanilli@qeh.ox.ac.uk</a></td>
<td>QEH, 2nd floor Old Building, Room 30.08</td>
</tr>
<tr>
<td></td>
<td>IMI</td>
<td></td>
<td>Office Hours: Michaelmas: Tuesdays 15.00-17.00 Hilary: Fridays 12.00-14.00</td>
</tr>
</tbody>
</table>

Office hours are when a member of the core teaching staff will be available in their office to see you without an appointment. If no office hours are given, please contact that staff member by e-mail to arrange an appointment.

- **Department and Centre contact details**
  These can be found on the web as follows (see also section 7):

<table>
<thead>
<tr>
<th>Departments</th>
<th>Centres</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISCA</td>
<td>COMPAS</td>
</tr>
<tr>
<td>ODID</td>
<td>IMI</td>
</tr>
<tr>
<td></td>
<td>RSC</td>
</tr>
<tr>
<td><a href="http://www.isca.ox.ac.uk/">http://www.isca.ox.ac.uk/</a></td>
<td><a href="http://www.compas.ox.ac.uk/">http://www.compas.ox.ac.uk/</a></td>
</tr>
<tr>
<td><a href="http://www.qeh.ox.ac.uk/">http://www.qeh.ox.ac.uk/</a></td>
<td><a href="http://www.imi.ox.ac.uk/">http://www.imi.ox.ac.uk/</a></td>
</tr>
<tr>
<td><a href="http://www.rsc.ox.ac.uk/">http://www.rsc.ox.ac.uk/</a></td>
<td></td>
</tr>
</tbody>
</table>

*September 2013*
## INDUCTION WEEK TIMETABLE

<table>
<thead>
<tr>
<th>Monday 7 October</th>
<th>Tuesday 8 October</th>
<th>Thursday 10 October</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9.00-9.15:</strong> Collect welcome packs</td>
<td><strong>10.30-12.00:</strong> Introduction to the Social Sciences Library</td>
<td></td>
</tr>
<tr>
<td>[Hall, QEH]</td>
<td>(Sarah Rhodes) [Social Sciences Library, Manor Road Building, Manor Road]</td>
<td></td>
</tr>
<tr>
<td><strong>9.15-10.15:</strong> MSc MS Introductions</td>
<td><strong>12.30-13.00:</strong> Individual Photos</td>
<td><strong>14.00-15.00:</strong> Introduction to Anthropology Library</td>
</tr>
<tr>
<td>(Dr Xiang Biao, Dr Hein de Haas, Dr Evelyn Ersanilli, Dr Oliver Bakewell,</td>
<td>[Rachel Crawford, Dominique Attala]</td>
<td>[Pitt Rivers Museum Lecture Theatre (Robinson Close, South Parks Road)</td>
</tr>
<tr>
<td>Dr Agnieszka Kubal)</td>
<td>[Seminar Room 3, QEH]</td>
<td>(with Social Anthropology students)</td>
</tr>
<tr>
<td>[Meeting Room A, QEH]</td>
<td><strong>15.00-17.30:</strong> Introduction to Anthropology</td>
<td></td>
</tr>
<tr>
<td><strong>10.15-10.45:</strong> Coffee and biscuits</td>
<td>[Nissan Lecture Theatre, St Antony’s College] [with Anthropology students]</td>
<td><strong>15.30-16.15:</strong> Welcome to Oxford’s Migration Research Centres (COMPAS, IMI and RSC</td>
</tr>
<tr>
<td>[Hall, QEH]</td>
<td>(followed by Anthropology drinks party)</td>
<td>(Dr Matthew Gibney, Dr Hein de Haas and Dr</td>
</tr>
<tr>
<td><strong>10.45-12.15:</strong> MSc MS Outline of Course</td>
<td><strong>16.15-18.00:</strong> MSc MS / MSc RFMS Welcome Party</td>
<td>Nicholas Van Hear] [Seminar Room 2, QEH]</td>
</tr>
<tr>
<td>(Dr Xiang Biao, Dr Hein de Haas, Dr Evelyn Ersanilli, Dr Mette Berg)</td>
<td>Representatives/information about Asylum Welcome, BID, Children’s Society in</td>
<td>[with MSc RFMS/any students interested in migration]</td>
</tr>
<tr>
<td>[Meeting Room A, QEH]</td>
<td>Oxford, Fahamu Refugee Programme, Refugee Resource, STAR will be present</td>
<td></td>
</tr>
<tr>
<td><strong>12.15-13.15:</strong> Introduction to the International Migration Institute (IMI)</td>
<td><strong>18.00-21.00:</strong> MSc MS / MSc RFMS Welcome Drinks Party</td>
<td>[Hall, QEH]</td>
</tr>
<tr>
<td>and Forced Migration Review</td>
<td></td>
<td>[with MSc RFMS and other new MPhil/DPhil students interested in migration]</td>
</tr>
<tr>
<td>[Sandwich lunch in the New Building 2nd Floor open area, QEH]</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>12.15-13.45:</strong> Group Photo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Garden/Seminar Room 2 if wet]</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>13.15-13.45:</strong> Group Photo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Garden/Seminar Room 2 if wet]</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>13.45-14.30:</strong> Introduction to Queen Elizabeth House and Departmental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Dr Nandini Gooptu, Dominique Attala)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Seminar Room 1, QEH]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[with MSc RFMS students]</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>14.30-17.00:</strong> Individual meetings with supervisors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(COMPAS/IMI offices – separate schedule will be circulated)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**September 2013**
MAP OF KEY PLACES IN OXFORD

St Antony’s College (Nissan Lecture Theatre) [entrance on Woodstock Road, no. 62 unless a college member can take you in through the back route via Winchester Road]

School of Anthropology and Museum Ethnography (SAME), which includes:
- Institute of Social and Cultural Anthropology (ISCA) (51-53 Banbury Road)
- Centre on Migration, Policy and Society (COMPAS) (58 Banbury Road)
- The Pauling Centre (Institute of Human Sciences) (58a Banbury Road)
- Teaching and seminar rooms at:
  - 43 Banbury Road
  - 61 Banbury Road
  - 64 Banbury Road

Oxford Department of International Development (ODID) – also known as Queen Elizabeth House (QEH), and where the following centres are based:
- International Migration Institute (IMI)
- Refugee Studies Centre (RSC)

Pitt Rivers Museum (Lecture Theatre) [entrance via Robinson Close off South Parks Road]

Social Sciences Library, Manor Road Building, Manor Road (SSL IT Room) [not the main Manor Road IT Room – ask at Reception if you are lost]

Timings (a very rough guide) – you should allow around:
- 15-20 minutes on foot (Anthropology to QEH)
- 5-10 minutes on foot (QEH to the SSL)

(Please ignore the numbers and letters on the map. The main places you will need in Induction Week are circled)
2. SCHEDULES AND AIDE MÉMOIRE
COURSES BY TERM

**Michaelmas Term (MT)** [Sunday 13 October – Saturday 7 December 2013]

<table>
<thead>
<tr>
<th>Course title</th>
<th>Led by</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Migration in the Social Sciences : An Interdisciplinary Introduction (IMSS) *</td>
<td>Dr Mette Berg</td>
</tr>
<tr>
<td>Migration, Globalisation and Social Transformation (MGST) I *</td>
<td>Dr Hein de Haas</td>
</tr>
<tr>
<td>Methods in Social Research I *</td>
<td>Dr Evelyn Ersanilli</td>
</tr>
<tr>
<td>Keywords Discussion Class *</td>
<td>Dr Xiang Biao</td>
</tr>
</tbody>
</table>

**Hilary Term (HT)** [Sunday 19 January – Saturday 15 March 2014]

<table>
<thead>
<tr>
<th>Course title</th>
<th>Led by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Migration, Globalisation and Social Transformation (MGST) II *</td>
<td>Dr Hein de Haas</td>
</tr>
<tr>
<td>Methods in Social Research II *</td>
<td>Dr Evelyn Ersanilli</td>
</tr>
<tr>
<td>Keywords Discussion Class *</td>
<td>Dr Xiang Biao</td>
</tr>
<tr>
<td>Migration Film Screenings</td>
<td>Dr Mette Berg</td>
</tr>
<tr>
<td>Option Course I (from Migration Studies home pool) * #</td>
<td>Various</td>
</tr>
<tr>
<td>Option Course II * #</td>
<td>Various</td>
</tr>
</tbody>
</table>

* Courses marked with an asterisk are core to the course and feed directly into assessed elements; attendance is compulsory. Attendance at the Migration Film Screenings is strongly recommended. See section 3 for further details on the course structure.

# Options Courses (see pp. 17-20 for further details). Three pools of options courses will be available:

- Pool A: Migration Studies home options
- Pool B: Refugee and Forced Migration Studies (RFMS) home options
- Pool C: Anthropology home options

You must choose your first option from Pool A (the Migration Studies home options), and will have priority for these courses. Your second option can be chosen from any of the three pools, subject to availability.

We will be holding an Options Fair in Week 6 of Michaelmas, when those lecturers offering options in 2013-14 will outline their course. You will be given full information about how to register for your preferred options courses in Hilary at this meeting.
# COURSES WITH ASSOCIATED ASSESSMENT UNITS

<table>
<thead>
<tr>
<th>Assessment Unit Number / Title</th>
<th>Weighting</th>
<th>Method of Assessment</th>
<th>Submission Date</th>
<th>Term</th>
<th>Courses Relating to this Assessment Unit</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9755 / International Migration in the Social Sciences</td>
<td>14%</td>
<td>Essay</td>
<td>12 noon, Tuesday Week 1 Hilary (21 January 2014)</td>
<td>Hilary</td>
<td>International Migration in the Social Sciences (Michaelmas) and associated tutorials</td>
<td>One written essay of a maximum of 5,000 words (including footnotes, but excluding bibliography)</td>
</tr>
<tr>
<td>6062 / Migration, Globalisation and Social Transformation</td>
<td>14%</td>
<td>3- hour written exam</td>
<td>n/a</td>
<td>Trinity</td>
<td>Migration, Globalisation and Social Transformation I (Michaelmas) and II (Hilary) and associated tutorials</td>
<td>The exams are likely to be held in Week 1 of Trinity term (w/c 28 April 2014), but there is a possibility this may change. Dates will be confirmed at least 5 weeks beforehand. See the Student Gateway for further details.</td>
</tr>
<tr>
<td>6061 / Thematic and Regional Electives</td>
<td>14%</td>
<td>3- hour written exam</td>
<td>n/a</td>
<td>Trinity</td>
<td>Option Course I (Hilary) and Option Course II (Hilary)</td>
<td></td>
</tr>
<tr>
<td>9756 / Methods in Social Research</td>
<td>14%</td>
<td>Portfolio of written work</td>
<td>12 noon, Tuesday Week 0 Trinity (22 April 2014)</td>
<td>Trinity</td>
<td>Methods in Social Research I (Michaelmas) and II (Hilary)</td>
<td>A portfolio of 3 assignments: 2 of 2,500 words and 1 of 3,000 words</td>
</tr>
<tr>
<td>9767 / Dissertation</td>
<td>44%</td>
<td>Dissertation</td>
<td>12 noon Thursday, Week 8 Trinity (19 June 2014)</td>
<td>Trinity</td>
<td>All courses</td>
<td>A dissertation of not more than 15,000 words (excluding references and appendices) on a subject approved by the supervisor. Topic approval deadlines outlined later in the handbook.</td>
</tr>
</tbody>
</table>

The Keywords Discussion Classes and Migration Film Screenings are relevant to all assessment units.
## Timetable of Core Classes and Seminars

### Michaelmas Term 2013

**Sunday 13 October to Saturday 7 December**

<table>
<thead>
<tr>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>am</strong></td>
<td><strong>MGST I</strong></td>
<td><strong>IMSS Session I</strong></td>
<td><strong>Tutorial Group 1</strong></td>
<td><strong>IMSS Final Session</strong></td>
</tr>
<tr>
<td>09.30–11.30</td>
<td></td>
<td>09.30–11.00</td>
<td>09.00–10.00</td>
<td>09.30–11.00</td>
</tr>
<tr>
<td>Weeks 1–5, 7–8</td>
<td><strong>IMSS Session II</strong></td>
<td><strong>IMSS Session II</strong></td>
<td><strong>Tutorial Group 2</strong></td>
<td>Week 8 only</td>
</tr>
<tr>
<td>QEH Seminar Room 3</td>
<td>11.15–12.45</td>
<td>Weeks 1–8</td>
<td>10.10–11.10</td>
<td>64 Banbury Road</td>
</tr>
<tr>
<td><strong>lunch</strong></td>
<td><strong>Tutorial Group 3</strong></td>
<td><strong>Tutorial Group 3</strong></td>
<td><strong>Tutorial Group 4</strong></td>
<td><strong>ISCA Seminar</strong></td>
</tr>
<tr>
<td>51–53 Banbury Road</td>
<td>Weeks 3–8</td>
<td>Weeks 3–8</td>
<td>Weeks 3–8</td>
<td><strong>Weeks 1–8</strong></td>
</tr>
<tr>
<td><strong>pm</strong></td>
<td><strong>Methods I</strong></td>
<td><strong>Keywords</strong></td>
<td><strong>COMPAS Seminar</strong></td>
<td><strong>MGST I</strong></td>
</tr>
<tr>
<td>13.00–16.00</td>
<td></td>
<td><strong>~</strong></td>
<td>14.00–15.30</td>
<td>14.30–16.30</td>
</tr>
<tr>
<td>Weeks 1–8</td>
<td><strong>14.30–16.00</strong></td>
<td><strong>14.30–16.00</strong></td>
<td><strong>14.00–15.30</strong></td>
<td>Week 6 only</td>
</tr>
<tr>
<td>QEH Seminar Room 3</td>
<td>Group 1: Weeks 1, 3, 5, 7</td>
<td>Group 2: Weeks 1, 3, 5, 7</td>
<td>Weeks 1–8</td>
<td>QEH Seminar Room 1</td>
</tr>
<tr>
<td><strong>evening</strong></td>
<td><strong>RSC Public Seminar</strong></td>
<td><strong>OxDox</strong></td>
<td><strong>OxDox</strong></td>
<td><strong>RSC Public Seminar</strong></td>
</tr>
<tr>
<td><strong>~</strong> Please see pp. 14-15 to find out which Tutorial Group and which Keywords Discussion Class group you are in. **</td>
<td>**</td>
<td></td>
<td></td>
<td><strong>~</strong> Please see pp. 14-15 to find out which Tutorial Group and which Keywords Discussion Class group you are in. **</td>
</tr>
</tbody>
</table>

### Individual Seminars and Workshops in Michaelmas:

**Week 2:** Essay Writing Workshop [Friday 25 October, 14.30-16.30, QEH Seminar Room 1] (Dr Xiang Biao / Dr Agnieszka Kubal)

**Week 4:** Environmental Change and Migration: Critically Examining the Primary Debates, Theories and Epistemologies Postgraduate Student Workshop [Friday 8 and Saturday 9 November, 09.00-17.00, QEH Seminar Room 3]

**Week 5:** NVivo Workshop 1 [Thursday 14 November, 14.00-17.30, IT Room, Manor Road Building] (Maria Mancilla-Garcia)

**Week 6:** NVivo Workshop 2 [Thursday 21 November, 14.00-17.30, IT Room, Manor Road Building] (Maria Mancilla-Garcia)

**Week 6:** Options Fair [Friday 22 November, 10.00-12.00, QEH Seminar Room 3] (with MSc RFMS)

**Week 7:** Dissertation Workshops [Monday 25 November, 09.00-12.00, 43, 51-53 and 61 Banbury Road] (core teaching staff)

**Week 7:** Research Methods Fair [Friday 29 November, 09.30-12.30, QEH Seminar Room 1, Seminar Room 3, Meeting Room A, Meeting Room B, Meeting Room 10-08b, Second Floor IMI-RSC open area]

### Meetings and Performances in Michaelmas:

**Week 1:** Failed Migration No More: confronting the scourge of modern trafficking, Ambassador Luis CdeBaca, Director, US State Department’s anti-human trafficking office [Monday 14 October, 5.30-6.30, QEH Seminar Room 3]

**Week 1:** COMPAS Welcome Meeting [Thursday 17 October, 15.30, COMPAS Common Room, 58 Banbury Road]

**Week 1:** Migration Studies Society/Oxford Monitor of Forced Migration Introductory Meeting [Friday 18 October, 12.30-14.00, QEH Seminar Room 3 and sandwiches in the Hall]

**Week 1:** Juana in a Million [Friday 18 October, 20.00, The North Wall Arts Centre]

**Week 5:** Careers Orientation Session [Friday 15 November, 14.00-16.00, QEH Seminar Room 3] (with MSc RFMS)

**Week 7:** The Global Governance of International Migration: What Next? Panel discussion with Paul Collier, Ian Goldin, Cathryn Costello and Martin Ruhs / ‘migration dinner’ at Kellogg [Friday 29 November, 17.00-18.30, Natural History Museum]

**Week 8:** Student Consultative Committee (led by Dr Xiang Biao) 14.00–15.30 [Wednesday 4 December, COMPAS Board Room, 58 Banbury Road]

**Week 8:** Istanbul Study Visit Planning Meeting (led by Dr Evelyn Ersanilli) 11.00–12.00 [Friday 6 December, 64 Banbury Road]

Please check the Weblearn schedule regularly: this is where any amendments or additions to your timetable will be posted.
### TIMETABLE OF CORE CLASSES AND SEMINARS

**HILARY TERM 2014**
Sunday 19 January to Saturday 15 March

<table>
<thead>
<tr>
<th></th>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>am</strong></td>
<td>OPTIONS COURSES (see pp. 17-20)</td>
<td>MGST I 09.00–11.00 Weeks 1–8 QEH Seminar Room 3 Research Methods Tutorials QEH Seminar Room 3 Weeks 2-8 11.15–12.15: Group A 12.30–13.30: Group B</td>
<td>OPTIONS COURSES (see pp. 17-20)</td>
<td>Methods II 09.00–11.00 Weeks 1–8 QEH Seminar Room 3</td>
<td>ISCA Seminar 11.00–13.00 Weeks 1–8 Pitt Rivers Museum Lecture Theatre</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>lunch</td>
<td>IMI Seminar 13.00–14.00 Weeks 1–8 QEH Seminar Room 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>pm</td>
<td>OPTIONS COURSES (see pp. 17-20)</td>
<td>Keywords 14.30–16.00 Group 1: Weeks 1, 3, 5, 7 Group 2: Weeks 2, 4, 6, 8 64 Banbury Road Migration Film Screening 16.30–18.30 Weeks 1, 3, 5, 7 Pauling Centre</td>
<td>OPTIONS COURSES (see pp. 17-20)</td>
<td>COMPAS Seminar 14.00–15.30 Weeks 1–8 Pauling Centre, 58a Banbury Road Tutorial Group 3 ~ 15.45–16.45 Tutorial Group 4 ~ 17.00–18.00 Weeks 4 and 5 only 51-53 Banbury Road</td>
<td>OPTIONS COURSES (see pp. 17-20)</td>
</tr>
<tr>
<td>eve</td>
<td>RSC Public Seminar 17.00–18.30 Weeks 1–8 QEH Seminar Room 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Individual seminars and workshops in Hilary:**

- **Week 1 or 2:** Library Research Workshop [time and date TBC, Social Sciences Library, Manor Road Building] (led by Sarah Rhodes, Forced Migration, African and Commonwealth Subject Consultant)
- **Week 7:** Individual Research Methods Consultations [separate timetable to be circulated later] (Dr Evelyn Ersanilli)
- **Week 8:** Exam Preparation Session [Tuesday 11 March, 16.30-17.30, Pauling Centre] (led by Dr Xiang Biao/Dr Hein de Haas)
- **Week 8:** Mock Exam [Thursday 13 March, 11.30-13.30, 43 Banbury Road] (led by Dr Xiang Biao)

**Meetings in Hilary:**

- **Week 1:** Start of Term Meeting [Tuesday 21 January, 14.00-14.30, 64 Banbury Road] (led by Dr Xiang Biao)
- **Week 4:** Istanbul Study Visit Meeting [Tuesday 11 February, 16.30-17.30, Pauling Centre] (led by Dr Evelyn Ersanilli)
- **Week 6:** Careers Event [Thursday 27 February, 16.00-18.00, QEH Seminar Room 3 followed by drinks with the speakers in the Hall]

*Please note that some dates and times in Hilary are still provisional. You should check the Weblearn schedule regularly, as this is where any amendments or additions to your timetable will be posted.*
# TIMETABLE OF CORE CLASSES AND SEMINARS

## TRINITY TERM 2014
Sunday 27 April to Saturday 21 June

<table>
<thead>
<tr>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
</tr>
</thead>
<tbody>
<tr>
<td>am</td>
<td></td>
<td></td>
<td></td>
<td><strong>ISCA Seminar</strong>&lt;br&gt;11.00-13.00&lt;br&gt;<strong>Weeks 1–8</strong>&lt;br&gt;Pitt Rivers Museum Lecture Theatre</td>
</tr>
<tr>
<td>lunch</td>
<td></td>
<td><strong>IMI Seminar</strong>&lt;br&gt;13.00–14.00&lt;br&gt;<strong>Weeks 1–8</strong>&lt;br&gt;QEH Seminar Room 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>pm</td>
<td></td>
<td><strong>COMPAS Seminar</strong>&lt;br&gt;14.00–15.30&lt;br&gt;<strong>Weeks 1–8</strong>&lt;br&gt;Pauling Centre, 58a Banbury Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>eve</td>
<td></td>
<td><strong>RSC Public Seminar</strong>&lt;br&gt;17.00–18.30&lt;br&gt;<strong>Weeks 1–8</strong>&lt;br&gt;QEH Seminar Room 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Individual seminars and workshops in Trinity:

- **Week 2**: *Dissertation Workshops* [time and date to be confirmed, Anthropology] (led by core teaching staff)

### Meetings in Trinity:

- **Week 1**: *Start of Term Meeting* [time and date to be confirmed] (led by Dr Xiang Biao)
- **Week 3**: *International Centre for Migration Policy Development (ICMPD) Workshop* (Ralph Genetzke) [time and date to be confirmed]
- **Week 8**: *Student Consultative Committee* [Friday 20 June, 14.00-15.30, Anthropology] (led by Dr Xiang Biao)

> Please note that some dates and times in Trinity are still provisional. You should check the Weblearn schedule regularly, as this is where any amendments or additions to your timetable will be posted.
AIDE MÉMOIRE OF MAJOR DEADLINES 2013-14

MICHAELMAS

Week 0  Elect two or three class representatives and let the Course Coordinator have a note of their names by the end of Week 1

Week 1  Submit Avoiding Plagiarism 1 post-test results and ‘Use of Turnitin’ to Course Coordinator by 12 noon on Friday (18 October 2013)

Week 4  Methods in Social Research (Assignment 1): a 2,500 word critical review essay to be submitted via Weblearn to the lecturer by 12 noon on Friday (8 November 2013)

Week 8  Methods in Social Research (Assignment 2): 2,500 word short proposal (essay) to be submitted via Weblearn to the lecturer by 12 noon on Friday (6 December 2013)

Week 8  Decide on dissertation topic and title (provisional): draft Dissertation Title Approval Form to your supervisor by 12 noon on Friday (6 December 2013)

The form will ask you to explain your choice and list some of the questions you will ask in your dissertation, as well as to list five essential sources. You will need to have a final, approved copy of this form signed off by your supervisor by Week 1 in Hilary

HILARY

Week 1  International Migration in the Social Sciences Essay to be submitted to Examination Schools (2 bound copies) and electronically (via Weblearn) by 12 noon on Tuesday (21 January 2014)

Week 1  Final Dissertation Title Approval Form, approved in writing by your supervisor, to the Course Coordinator (for submission to the Chair of Examiners) by 12 noon on Friday (24 January 2014)

Week 9  Methods in Social Research (Assignment 3): a 3,000 word statistics essay to be submitted via Weblearn to the course coordinator by 12 noon on Monday (17 March 2014)

TRINITY

Week 0  Methods in Social Research Portfolio to be submitted to Examination Schools (2 bound copies) and electronically (via Weblearn) by 12 noon on Tuesday (22 April 2014)

Week 1  Two, three-hour written examinations (during the week commencing 28 April 2014):

Paper 6062: Migration, Globalisation and Social Transformation
Paper 6061: Thematic and Regional Electives

Please note that the exams are likely to be held in Week 1 of Trinity term (w/c 28 April 2014), but there is a possibility this may change. Dates will be confirmed at least 5 weeks beforehand. See the Student Gateway for further details.

Week 6  Full draft of dissertation to be submitted to your dissertation supervisor by 12 noon on Friday (6 June 2014) (it will be to your advantage in improving the dissertation to submit earlier)

Week 8  Dissertation to be submitted to Examination Schools (3 bound copies) and electronically (via Weblearn) by 12 noon on Thursday (19 June 2014)
## AIDE MÉMOIRE OF TUTORIAL AND OVERVIEW ESSAYS

### MICHAELMAS (all deadlines: by 12 noon on Tuesdays)

4 essays (1 overview essay*; 2 essays linked to Paper I; 1 linked to Paper II)

- **Week 1**: Sign up for Michaelmas term essays (2 essays linked to Paper II; 1 linked to Paper II)
- **Week 2**: Overview essay [to supervisor]
- **Week 3**: Paper I essay (economics of migration) [Dr Carlos Vargas Silva]
- **Week 4**: Paper I essay (politics of migration) [Professor Bridget Anderson]
- **Week 5**: Paper II essay (structure/agency) [Dr Agnieszka Kubal]
- **Week 6**: Paper I essay (sociology of migration) [Dr Franck Düvell]
- **Week 7**: Paper II essay (migration, development and social transformation) [Dr Hein de Haas]
- **Week 8**: Paper I essay (anthropology of migration) [Dr Mette Berg]

### HILARY (all deadlines: by 12 noon on Tuesdays)

3 essays (1 linked to Paper II, 2 linked to options courses*)

- **Week 1**: Sign up for Hilary term essays (1 linked to Paper II)
- **Week 4**: Paper II essay (title to be confirmed) [lecturer to be confirmed]
- **Week 5**: Paper II essay (title to be confirmed) [lecturer to be confirmed]
- **Week 4 or 6**: Options Course 1 essay (to course lecturer – deadline to be agreed with course lecturer)
- **Week 7 or 8**: Options Course 2 essay (to course lecturer – deadline to be agreed with course lecturer)

* No sign-up required

---

Please leave a printed copy of your essay and Short Essay Self-Assessment form in the lecturer’s pigeon hole by the deadline. You should also e-mail a copy of both your essay and cover sheet to the lecturer (copy to the Course Coordinator); and e-mail your essay to all other members of your tutorial group.
3. THE DEGREE
STRUCTURE OF THE DEGREE AND TEACHING PROGRAMME

Teaching programme and lecture lists
Oxford University has a three-term academic year:

- **Michaelmas term**: Sunday 13 October – Saturday 7 December 2013
- **Hilary term**: Sunday 19 January – Saturday 15 March 2014
- **Trinity term**: Sunday 27 April – Saturday 21 June 2014

Each term consists of Weeks 1-8 of classes. In addition, in Michaelmas term Noughtth Week (Week 0) is a time when introductory meetings take place; and Week 10 of Trinity term is when examination **vivas** may take place.

Attending lectures and seminars outside the MSc in Migration Studies
As members of the University, you may attend most lectures and seminars offered by the University. Occasionally special lectures may require advance permission to attend; both the lecturer and the college in which the lecture is taking place have the right to refuse admission. Lecture lists are available from the University Offices in Wellington Square during Week 0 of each term, or they can be accessed at: [http://www.ox.ac.uk/students/academic/lectures/](http://www.ox.ac.uk/students/academic/lectures/).

Auditing classes
If you are particularly interested in following a course which forms part of another masters degree offered by ODID or SAME – and this will normally be one of the options courses on offer, not the core courses – you should approach the course lecturer directly for permission to do this. This is called ‘auditing’ a course: it will not count towards your final degree, and is entirely at the lecturer’s discretion. But when you audit a course, you should be prepared to attend and contribute to all the classes and to do any written work or class presentations that the course requires. In other words, you should treat the audited course as seriously as if it were part of the MSc in Migration Studies.

But please bear in mind that the MSc in Migration Studies is an intensive 9-month course, and you should make sure you are keeping on top of your required work for your own course before attempting to audit another class. You should also be prepared for:

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

To find out about the other masters offered by ODID and SAME, see [http://www.qeh.ox.ac.uk/study/courses](http://www.qeh.ox.ac.uk/study/courses) or [http://www.isca.ox.ac.uk/prospective-students/degrees/](http://www.isca.ox.ac.uk/prospective-students/degrees/).

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

Attendance
You must attend all the classes and tutorials which form part of the MSc in Migration Studies. See also below regarding residence requirements in Oxford.

Submission of work
You must submit all written work on time and within the prescribed word length – both your tutorial essays and essays linked to your options courses; and work which is assessed as part of your final result (the IMSS Assessed Essay; the Methods in Social Research portfolio; and the dissertation). See below for details of how and when to submit your written work.
STRUCTURE OF THE DEGREE AND TEACHING PROGRAMME

**Aims and objectives**
The aims and objectives of the course can be found in the Programme Specification, which is available on Weblearn () and on the ODID website.

**Course structure**
The MSc in Migration Studies comprises three core courses. These are compulsory, as is the Keywords Discussion Class, which supplements the core courses and feeds into all assessment units, including the dissertation. In Hilary a range of options courses are taught, from which you must select two. And we also run a bi-weekly Migration Film Series, which you are strongly recommended to attend. Most of the courses on the degree feed into one of the final assessment units (see above, p.7).

**Course balance**
You will find that Paper I (International Migration in the Social Sciences: An Interdisciplinary Introduction) is taught intensively in Michaelmas term, with 17 classes in total, while the teaching of Papers II (Migration, Globalisation and Social Transformation) and IV (Methods in Social Research) is spread across Michaelmas and Hilary terms. This is to enable you to specialise in what interests you through the two options courses in Hilary term, and to give you time to work on your dissertation throughout the year and more intensively in Trinity term. But it does mean that more development-oriented and cross-continental topics tend to be taught in Hilary term.

Paper I (International Migration in the Social Sciences) and Paper II (Migration, Globalisation and Social Transformation) are designed to be complementary. The key difference is that Paper I approaches migration from the perspective of different social science disciplines in turn (economics, politics, sociology, anthropology, law and public policy respectively), while Paper II takes a strictly non-disciplinary perspective and focuses on the contribution of theories to our understanding of migration processes. While the course conveners have been careful to avoid significant overlaps, the two papers are strongly connected, reinforcing each other in approaching migration issues from different angles. Taken together, the lectures and readings on both papers will give students a solid theoretical and empirical insight into migration processes.

**Typical student schedule**

<table>
<thead>
<tr>
<th>Michaelmas</th>
<th>Hilary</th>
<th>Trinity Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classes/Supervision (Weeks 1-8)</strong></td>
<td><strong>Classes/Supervision (Weeks 1-8)</strong></td>
<td><strong>Classes/Supervision</strong></td>
</tr>
<tr>
<td>- Core course: Introduction to Migration in the Social Sciences</td>
<td>- Core course: Migration, Globalisation and Social Transformation II</td>
<td>- Dissertation: complete work and write up</td>
</tr>
<tr>
<td>- Core course: Migration, Globalisation and Social Transformation I</td>
<td>- Core course: Methods in Social Research II</td>
<td></td>
</tr>
<tr>
<td>- Core course: Methods in Social Research I</td>
<td>- Options course 1</td>
<td></td>
</tr>
<tr>
<td>- Class: Keywords Discussion Class I</td>
<td>- Options course 2</td>
<td></td>
</tr>
<tr>
<td>- OxDox film series</td>
<td>- Class: Keywords Discussion Class II</td>
<td></td>
</tr>
<tr>
<td>- Dissertation: identify topic and title; preliminary literature review</td>
<td>- Migration Film Series</td>
<td></td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td><strong>Vacation</strong></td>
<td><strong>Vacation</strong></td>
</tr>
<tr>
<td>- Courses: catch up on reading</td>
<td>- Optional Istanbul Study Visit (Week 9)</td>
<td></td>
</tr>
<tr>
<td>- Dissertation: literature review</td>
<td>- Courses: exam revision</td>
<td></td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td><strong>Assessment</strong></td>
<td><strong>Assessment</strong></td>
</tr>
<tr>
<td></td>
<td>- Submission: Introduction to Migration in the Social Sciences 5,000-word essay (Tuesday Week 1)</td>
<td>- Submission: Methods in Social Research 8,000-word portfolio (Tuesday Week 0)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Examinations: 2 x 3-hour written papers (Week 1 expected)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Submission: Dissertation (Thursday Week 8)</td>
</tr>
</tbody>
</table>

*September 2013*
CORE COURSES AND CLASSES

International Migration in the Social Sciences: an Interdisciplinary Introduction [Paper I]
(Dr Mette Louise Berg) [Michaelmas]
This paper covers theories and approaches in migration studies; basic concepts in migration studies; types of human migration and mobility; and the history and development of migration studies. It includes key concepts and analysis in the economics, politics, sociology and anthropology of migration, and an overview of migration law and public policy on migration issues.

Migration, Globalisation and Social Transformation [Paper II]
(Dr Hein de Haas) [Michaelmas and Hilary]
This paper introduces you to the main migration theories, discusses their strengths and weaknesses, and explores whether and how theories can be integrated. The paper shows how an improved theoretical understanding of migration questions conventional migration categories and distinctions, for instance between ‘internal’ and ‘international’, ‘forced’ and ‘voluntary’ and ‘permanent’ and ‘temporary’ migration, which often do not reflect migrants’ experiences and ignores their agency. An improved theoretical understanding of migration processes also enables a more realistic assessment of what migration policies can and cannot achieve.

Methods in Social Research [Paper IV]
(Dr Evelyn Ersanilli) [Michaelmas and Hilary]
The course aims to familiarise you with common qualitative and quantitative research methods in migration studies. It will train you to be both critical a consumer and producer of social scientific data by increasing your understanding of the choices involved in conducting research and the consequences of these choices. The materials covered in the course will also support you in developing the methodology for your dissertation.

Keywords Discussion Class [Dr Xiang Biao]
[Michaelmas and Hilary]
Based on a small number of readings, we discuss how keywords such as ‘population’, ‘rights’, ‘market’ and ‘legality’ were born, developed, and used in particular contexts. By so doing, we seek to deepen understanding of the debates that reflect, as well as define, the current state of migration and social change. We also aim to destabilize some conventional notions and reconceptualize the keywords. Exposure to writings ranging from philosophical treatises to policy speeches, and to debate in class, helps develop the skills of engaging productively with written materials; crafting fruitful questions and learning from your peers.

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

You have to submit 1,500 word tutorial essays linked to three of the six tutorials during Michaelmas and one in Hilary. **However, you are expected to prepare in full for each tutorial and come to the class ready to discuss the essay question every week.**

You will have to submit one additional 1,500 word essay to your general supervisor in Week 2 of Michaelmas. There is no tutorial linked to this essay, but your supervisor will discuss the essay with you during one of your one-to-one supervisions. Your other supervisions will check your general progress on the degree, and start you thinking about and reading around your dissertation topic. See section 4 for further details on the supervision system.
CORE COURSES AND CLASSES

Migration Film Screenings
(Prof Mette Louise Berg) [Michaelmas and Hilary]

In Michaelmas 2013, the OxDox documentary film season is screening a series of films about the significance of home, belonging and identity in a migration context. Each film will be followed by a panel discussion featuring writers, activists, academics and film directors. The ‘home strand’ has been organised in collaboration with COMPAS and we strongly encourage all students to attend the screenings. All screenings take place at the Ultimate Picture Palace (http://www.uppcinema.co.uk/), Jeune Street, Cowley Road. The cost of entry (£6 per show) will be reimbursed upon receipt of tickets at the end of the run. For more details and tickets visit OxDox Home Strand: http://www.oxdox.com/home-strand/

The regular fortnightly film discussion session held especially for MSc in Migration Studies students will resume in Hilary Term.

OPTIONS COURSES

In addition to the core courses, you must choose two further courses in Hilary from a list of options. Your first options course must be from the list of Migration Studies ‘home’ options; your second options course may come from either the home pool; the pool offered by the MSc in Refugee and Forced Migration Studies; or from the Anthropology home pool. The availability of any particular options course will be dependent on numbers. More information about the Migration Studies home options is available below. You will have to write two 1,500 word essays linked to your two options courses in Hilary; essay deadlines and topics to be confirmed by the course lecturers in early Hilary term.

SEMINARS

Various individual seminars and workshops linked to the course have been scheduled in Michaelmas and Hilary; see pp. 8-10 for details.

On top of a busy schedule of lectures, seminars and tutorials, you are also expected to attend and participate in the IMI and COMPAS seminar series, held respectively on Tuesday or Wednesday lunchtimes in QEH and Thursday early afternoons in the Pauling Centre throughout term time. The seminars feature invited speakers and are an excellent introduction to cutting-edge migration research.

Please note that some dates and times in Hilary are still provisional. Please check the Weblearn schedule regularly: this is where any amendments or additions to your timetable will be posted.
OPTIONS COURSES IN HILARY

We will be holding an Options Fair in Week 6 of Michaelmas when:
- we will confirm final titles and course descriptions for all options pools;
- those lecturers offering options in 2013-14 will outline their courses; and
- you will be given full information about how to register for your preferred two options courses in Hilary.

You must take two option courses in Hilary Term 2014, and these are assessed by a 3-hour written examination at the start of Trinity term (Regional and Thematic Electives).

In 2013-14 the Migration Studies home options are expected to be as follows, and you will find course descriptions below:

<table>
<thead>
<tr>
<th>Migration Studies home options pool</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship, belonging and the legal system</td>
<td>Dr Evelyn Ersanilli and Dr Agnieszka Kubal</td>
</tr>
<tr>
<td>Ethnographies of transnationalism and diasporas: anthropological and</td>
<td>Dr Mette Louise Berg and Dr Ben Gidley</td>
</tr>
<tr>
<td>sociological perspectives</td>
<td></td>
</tr>
<tr>
<td>Labour immigration policy and the rights of migrant workers</td>
<td>Dr Martin Ruhs</td>
</tr>
<tr>
<td>Latin American and Caribbean migration and diasporas</td>
<td>Dr Maria Villares-Varela and Dr Olivia Sheringham</td>
</tr>
<tr>
<td>Migration and development</td>
<td>Dr Hein de Haas</td>
</tr>
<tr>
<td>Mobility, governance and the state</td>
<td>Dr Xiang Biao</td>
</tr>
</tbody>
</table>

Your first option choice MUST come from the Migration Studies home options pool.

All Migration Studies home options will have a maximum of 12 places available and students on the MSc in Migration Studies will have priority for these places. Places will be allocated strictly on a first come, first served basis. You may find that your first choice is not available and you will have to sign up for another course from the Migration Studies home options pool.

Your second choice option may be from any of the following:
- another course from the Migration Studies home options pool; or
- a course from the Refugee and Forced Migration Studies home options pool; or
- a course from the Anthropology options pool

There are likely to be six courses in the Refugee and Forced Migration Studies home options pool:

<table>
<thead>
<tr>
<th>Refugee and Forced Migration Studies home options pool</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispossession and displacement in the modern Middle East</td>
<td>Professor Dawn Chatty</td>
</tr>
<tr>
<td>The history and politics of humanitarianism</td>
<td>Tom Scott-Smith</td>
</tr>
<tr>
<td>International relations and forced Migration</td>
<td>Dr Alexander Betts</td>
</tr>
<tr>
<td>Movement and morality</td>
<td>Dr Matthew Gilney</td>
</tr>
<tr>
<td>Refugee camps and containment</td>
<td>Dr Kirsten McConnachie</td>
</tr>
<tr>
<td>UNHCR and world politics</td>
<td>Professor Gil Loescher</td>
</tr>
</tbody>
</table>
OPTIONS COURSES IN HILARY

You will find a list of possible Anthropology options in the ISCA Graduate Studies Handbook 2013-14, which is available from: http://www.isca.ox.ac.uk/current-students/course-information/

Please note the following about your choice of options:

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

We will do our best to accommodate your preferences, but we cannot guarantee places for all on your preferred options. We will therefore ask you to indicate two alternatives, just in case.

Migration Studies home options pool: course descriptions

Citizenship, belonging and the legal system (Dr Evelyn Ersanilli and Dr Agnieszka Kubal)

This option examines the complex and multi-faceted relationship between states’ legal systems, citizenship and belonging. In the ideal-typical nation-state the territory coincides with the people who consider themselves to be part of the same nation forged by an (invented) shared history, and the state institutions and legal system reflect the preference and culture of the nation-state members. We will explore the tensions that occur when the population residing on the territory – i.e. within the jurisdiction of a state – no longer coincides with the people who are considered to make up the members of the nation. It employs a wide range of angles, asking questions such as; how important is access to nationality for the ability of immigrants to exercise rights?, how do democracies cope with tensions between liberalism and state sovereignty?, how can a legal system deal with a defence based on cultural arguments? The perspective of the state is contrasted with that of immigrants, showing the importance of agency. The course draws on examples from a wide range of geographical regions.

Ethnographies of transnationalism and diasporas: anthropological and sociological perspectives (Dr Mette Louise Berg and Dr Ben Gidley)

This course is an introduction to ethnographic approaches to transnationalism and diasporas, covering contributions from anthropology and sociology in particular. The emphasis is on the cultural and social aspects of transnational mobility and diasporic formations in an interconnected, post-colonial world. The course takes as its point of departure the lived experiences of migrants and refugees themselves, and asks how they make sense of displacement and construct belonging. We will discuss the challenges of conceptualising, interpreting and contextualising new forms of transnational mobility and diasporic formations, but also ask if these really are new phenomena. This leads to a critical re-assessment of concepts such as place, space and context, and to reflections on methodological nationalism in social science research on migration and mobility. The course is structured around discussion of key debates and concepts including: subjectivities, racialization and belonging; multiculturalism, communitarism and cosmopolitanism; gender; transnational families and parenthood; digital diasporas and material culture. The course draws on ethnographic examples from across the world.
OPTIONS COURSES IN HILARY

Labour immigration policy and the rights of migrant workers (Dr Martin Ruhs)

How and why do high and middle-income countries regulate labour immigration? What explains the widespread and differentiated restrictions of the rights of different groups of migrant workers? This paper discusses theories, empirical research and policy debates about the regulation of labour immigration and the rights of migrant workers in high- and middle-income countries. The paper engages with theoretical debates about the tensions between human rights and citizenship rights, the determinants of labour immigration policy, the agency and interests of migrants and states, and the ethics of labour immigration policy. It draws on economics, politics and law.

Latin American and Caribbean migration and diasporas (Dr María Villares-Varela and Dr Olivia Sheringham)

This course aims to introduce students to the main trends and evolution of migration patterns to, from and within Latin America and the Caribbean (LAC). As a region of immigration and emigration, as well as one that is characterised by complex internal national and regional migration flows, LAC represents an important case study to explore diverse migration patterns. The region also provides examples through which to study the linkages between post-colonialism and migration, migration and development, internal displacement and exile, and religion and migration. Scholarship on LAC migration has tended to focus on particular migration corridors and, in the Latin American case, the US-Mexico border which has received vast scholarly attention. This option will draw attention to other Latin American and Caribbean migratory movements, both within the region and to other international destinations. The course will consider different types of migration such as forced (as in slavery and indentured labour), labour migrations (e.g. the Bracero programme in the US, post-war programme migration to UK, nineteenth century migration to Brazil, etc), high-skilled migration and post-colonial migrations. It will provide a broader framework for LAC migration, paying particular attention to the transnational and diasporic identity formation, as well as the intersection of issues such as gender, race, generation, social class and religion within such migratory patterns. It will be interdisciplinary, with perspectives from anthropology, geography, sociology, history and economics as well as cultural studies.

Migration and development (Dr Hein de Haas)

What is the relation between migration and development? How do remittances affect poverty, inequality and growth in origin countries? How does migration affect broader processes of social, economic and cultural change? And how does development affect migration? This topic has been the subject of heated debate, opposing optimistic and pessimistic views. This course discussed theories and empirical evidence on the reciprocal, but asymmetric relation between migration and broader processes of development. The option sources will also reviews the extent to which immigration and development policies can enhance the development impact of migration.

Migration and displacement in Africa (Dr Oliver Bakewell)

This option examines the historical, political and socio-economic context of African migration and displacement. This course analyses the causes and consequences of migration and displacement in Africa through a critical examination of African mobility, the multi-faceted forces underlying different forms of migration across the continent and the search for appropriate policy responses. African migration is often framed in both academic and policy literature within a misery discourse of problems and crises. Across Africa, migration is widely represented as a consequence of poverty and conflict; it is seen as the cause of the expansion of urban slums, the ‘brain drain’ and inequality; mobility is conceived as a traumatic wrenching of people from their attachment to land and their traditional lives. While these discourses have been tempered by the recent upsurge of interest in migration and development, the underlying negative picture of African migration remains unchanged.

September 2013
OPTIONS COURSES IN HILARY

Mobility, governance and the state (Dr Xiang Biao)

From Chinese emperors’ great fear of the ‘floating people’ to the EU’s push for student exchange across Europe, from the Soviet propiska to the US government’s requirement about transfer of air passenger data ... population mobility, both domestic and international, has historically been an important subject of governance and is ever more so today. Different political regimes adopt different measures to induce, curtail or manipulate mobility. But population mobility remains neglected in political anthropology and political sociology because, in most cases, political systems are supposed to be about the ‘fixed’ population. This option paper thus invites you to reflect on politics from an unusual angle – by examining how mobility challenges established political systems and how, in turn, governing mobility becomes constitutive of particular political regimes. The course will address forced, labour, marriage, military and other types of mobility. Conceptually we explore connections between thoughts surrounding the concepts of state, governance, and governmentality. Grounded in anthropology, we will also draw insights from other disciplines, especially history and political science.

ISTANBUL STUDY VISIT

We are planning to run a short field trip to Istanbul in Week 9 of Hilary term. This is a 2.5-3 day programme in Istanbul, and you should allow time for travel between the UK and Turkey on either side of the visit. It will be led by Dr Evelyn Ersanilli.

Turkey offers an excellent case study for many key issues in migration studies. Often seen as a country of emigration, and specifically the large outflow of guest workers to Western Europe from the 1960s on, Turkey has also historically experienced considerable immigration. The 2000s saw the country become a transit point for refugees entering from Iran, Iraq, Somalia and Afghanistan: and the city of Istanbul is a centre for Iraqi asylum seekers. Turkey also has a sizeable population of Kurdish IDPs, currently living on the edges of its cities. Istanbul is a historically cosmopolitan city, and is today a complex and dynamic hub of migration of various kinds, including internal, international, emigration, immigration, highly-skilled, ethnic return, transit, refugee, irregular migration, migration-tourism nexus.

The field trip will give you the opportunity to meet:

- Local representatives from international agencies such as the IOM, UNHCR and Caritas;
- Representatives from local NGOs such as the Union of Young Refugees, among others; and
- Turkish scholars in the field and their students.

We would also plan to arrange visits to a neighbourhood of the city with specific migration issues.

This study visit is open only to students on the MSc in Migration Studies and is contingent on student interest. We would look for volunteers from among you to arrange logistics such as flights, accommodation and (in liaison with Nicola) insurance; and to take responsibility for organising rapporteurs for each meeting and putting together a report on the visit at the end. Volunteers will also be involved in drawing up the programme in collaboration with academic staff in Oxford and in Istanbul.

We have a small allowance within the course budget to support our students’ work on their dissertations. You may apply for up to £250 and the funds are intended for use – among other things – in meeting academics and other experts outside Oxford. Participation in the Istanbul field trip is one legitimate use of these funds.

We will hold an initial planning meeting in Week 8 of Michaelmas term and will set up a sign-up on Weblearn for you to express interest shortly before this.
4. SUPERVISION
SUPERVISION

You will be assigned an individual supervisor, with whom you will have a short, introductory meeting on the Monday of Induction Week.

After this initial meeting, you will be expected to meet regularly with your supervisor on a one-to-one basis to discuss your progress, programme of study, research interests and tutorial essays.

It is up to you and your supervisor to agree exactly when and for how long you meet, but it is a good idea to get this into your diaries at the start of each term. As a general guide, you should expect to see your supervisor at least twice – and probably three times – a term (after your initial meeting in Week 0). Meetings should last for some 30 minutes, and will probably take place around:
- Michaelmas: mid-term (Week 3 or 4) and again towards the end of term (Week 7 or 8);
- Hilary: at the beginning, middle and end of term (Week 1 or 2; and Week 4 or 5; and Week 7 or 8); and
- Trinity: at the beginning and middle of term (Week 2 and around Week 4-5).

Your supervisor will help you to start thinking about your dissertation from the start of the course, and will suggest preparatory readings to help you develop your thinking. Come prepared to discuss your ideas, as your supervisor will help you to identify a suitable topic and questions. By the end of Michaelmas term, you have to submit a draft Dissertation Title Approval Form to your supervisor for feedback; and your supervisor must have approved this by Week 1 in Hilary, when it is submitted to the Course Coordinator for approval by the Chair of the Examiners (see section 2 of this handbook for further information on deadlines).

Your supervisor will also receive copies of your Short Essay Self-Assessment sheets and the Short Essay Assessments from your course lecturers. They may discuss with you any challenges you are facing in the writing of tutorial essays, and suggest measures for improvement. However, your supervisor will only read your essays if the lecturers’ feedback causes concern.

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

Depending on your choice of dissertation subject, you may be allocated a dissertation supervisor who is more of a specialist in the field to oversee work on your dissertation in Hilary and Trinity terms. Please see section 5 for further details on dissertation supervision.

Please follow this link to read the Examination Regulations relevant to the supervision of students on the MSc in Migration Studies:
http://www.admin.ox.ac.uk/examregs/17-39_General_Regulations.shtml#subtitle_3

A memorandum of guidance for students and supervisors is available on Weblearn ( ), explaining the role of students and supervisors in full, or from:
http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/educationcommittee/documents/notesofguidance/Graduate_Taught_Courses.pdf
GSS – GRADUATE SUPERVISION SYSTEM

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

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

Students are asked to report in Weeks 6 and 7 of term. Once you have completed your sections of the online form, it is released to your supervisor for completion, and will also be visible to your Course Director, the Director of Graduate Studies at ODID and to your college advisor. When the supervisor’s sections are completed, you will be able to view the report, as will your Course Director, the ODID Director of Graduate Studies and your college advisor. (Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place; college advisors are a source of support and advice to students.)

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

When reporting you should
- review progress during the current term, measuring this against the timetable and requirements for the MSc
- briefly describe which subject-specific research skills and more general personal/professional skills you have acquired or developed during the current term
- report and comment on attendance at classes that form part of the MSc programme
- report and comment on any seminars or workshops offered or arranged by the Department or Division and on your engagement with the academic community
- reflect on the skills required to undertake the work you intend to carry out, commenting on any skills training you have undertaken or may need in the future

Your supervisor should discuss the report with you, as it will form the basis for feedback on your progress, for identifying areas where further work is required, for reviewing your progress against an agreed timetable, and for agreeing plans for the term ahead.
**TUTORIAL GROUPS**

Students are divided into five tutorial groups (with some 4-5 students in each group). The tutorial groups meet on Thursdays in Weeks 3-8 of Michaelmas Term and in Weeks 4 and 5 of Hilary. You must attend all meetings of your group, and have done the reading in preparation for each meeting – regardless of whether you will be submitting an essay that week. Meetings take place in Anthropology (Seminar Room, 51-53 Banbury Road).

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

In addition to attending all your tutorial group meetings, you must write:

- **four** essays in Michaelmas (2 linked to Paper I; 1 linked to Paper II; and 1 overview essay [no tutorial is associated with this overview essay]); and
- **three** essays in Hilary (1 linked to Paper II; and 1 linked to each of your options course [no tutorials are associated with the options course essays]).

You should sign up on Weblearn () early in Michaelmas term for the Paper I and Paper II essays; and then again early in Hilary term for the remaining Paper II essay. (You do not need to sign up for your overview essay or for the options course essays: you will find details of the overview essay titles on the following page; and your options course lecturers will give you details of these essay titles and submission deadlines separately). Please note that the sign-up system works on a first come first served basis, and automatically closes an essay topic when the allocated maximum number of students has signed up. You will receive further instructions from the Course Coordinator during Induction Week once the sign-up is open.

You must hand your essay in to the lecturer taking the tutorial by noon on the **previous Tuesday**. Your essay and **Short Essay Self-Assessment** form should also be e-mailed to the lecturer (copy to the Course Coordinator) by the deadline. And you should also e-mail your essay to all members of your tutorial group. You should receive written feedback from the lecturer on your essay within 2 weeks of the tutorial group. Your essay, together with your **Short Essay Self-Assessment** and the lecturer’s feedback, will be passed on to your supervisor.

### Tutorial Schedule (Michaelmas):

<table>
<thead>
<tr>
<th>Week</th>
<th>Essay Due (12 noon Tuesday)</th>
<th>Tutorial (Thursday)</th>
<th>Topic</th>
<th>Lecturer</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>29 October</td>
<td>31 October</td>
<td>The economics of migration</td>
<td>Carlos Vargas Silva</td>
<td>I</td>
</tr>
<tr>
<td>4</td>
<td>5 November</td>
<td>7 November</td>
<td>The politics of migration</td>
<td>Bridget Anderson</td>
<td>I</td>
</tr>
<tr>
<td>5</td>
<td>12 November</td>
<td>14 November</td>
<td>The structure/agency debate in migration processes</td>
<td>Agnieszka Kubal</td>
<td>II</td>
</tr>
<tr>
<td>6</td>
<td>19 November</td>
<td>21 November</td>
<td>The sociology of migration</td>
<td>Franck Düvell</td>
<td>I</td>
</tr>
<tr>
<td>7</td>
<td>26 November</td>
<td>28 November</td>
<td>Migration, development and social transformation</td>
<td>Hein de Haas</td>
<td>II</td>
</tr>
<tr>
<td>8</td>
<td>3 December</td>
<td>5 December</td>
<td>The anthropology of migration</td>
<td>Mette Berg</td>
<td>I</td>
</tr>
</tbody>
</table>

### Tutorial Schedule (Hilary):

<table>
<thead>
<tr>
<th>Week</th>
<th>Essay Due (12 noon Tuesday)</th>
<th>Tutorial (Thursday)</th>
<th>Topic</th>
<th>Lecturer</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>11 February</td>
<td>13 February</td>
<td>To be confirmed</td>
<td>To be confirmed</td>
<td>II</td>
</tr>
<tr>
<td>5</td>
<td>18 February</td>
<td>20 February</td>
<td>To be confirmed</td>
<td>To be confirmed</td>
<td>II</td>
</tr>
</tbody>
</table>
OVERVIEW ESSAY (MICHAELMAS)

The aim of the overview essay is to encourage you to start synthesising the reading you have done over the summer, and to get you into the habit of writing Oxford-style essays. There are no separate reading lists for this essay, but you should use the material from the Summer Reading List as a basis for your work.

Your essay and Short Essay Self-Assessment form (see below) should be submitted to your supervisor by e-mail (with a copy to the Course Coordinator) by 12 noon on Tuesday in Week 2 of Michaelmas (Tuesday 22 October). Please also check with your supervisor if they would also like to receive a hard copy of your essay via their pigeon hole.

Please note: you should answer the questions as they are set, but by all means critically evaluate the underlying implications and assumptions of the question (see also section 5 on the importance of answering questions as set in examinations).

ASSESSMENT OF ESSAYS

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

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

Your course lecturer and supervisor will expect your essay to be a well-written, typed piece of analytical work based on approximately half a dozen readings around a specific topic. See the section immediately below for notes on how to approach these short essays. There are also writing guidelines for your dissertation in section 5 of this handbook, which you should find helpful.

You are expected to complete a Short Essay Self-Assessment sheet (see below) and attach it to your essay before submission. Your course lecturer will complete a Short Essay Assessment Sheet (see below). Please note that tutorial essays do not form part of the formal assessment of your work. However, they are an integral part of teaching and learning. To help with this, they will be given an indicative mark from the range to be found below.

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

Self-assessment sheets are available to download and print from Weblearn.
WRITING ESSAYS AND PREPARING PAPERS FOR CLASS WORK

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

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

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

Step One: Decide what the problem is all about
Underline the key words in the essay question and set out the relationship between them. Ask yourself simple questions such as: ‘What is ....?’, ‘Why is ....?’, ‘How does ....?’, or even ‘Is/are .....?’

For example, if you were writing an essay entitled:

**Compare and contrast legal pluralism and legal culture as ways of studying migrants’ relationship with the law**

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

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

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

If you were unable to break down the question in this way, you would not be able to answer the question. It could be that you had not done the required reading or had not attended classes. There is no substitute for this. However, if you have read widely and attended classes and are still uncertain or confused about the terms being used, it is useful to consult the *Encyclopaedia of the Social Sciences* or even the *Shorter Oxford English Dictionary*.

[If you are giving a paper to fellow students in class, then ask yourself: ‘What is interesting about the topic?’ ‘What should they know about the topic?’. Then formulate your answers as a simple question or questions: e.g. ‘What is the difference between detention and imprisonment?’. ‘Does detention deter asylum seeking?’ This helps to clear your mind and focuses your attention on what you need to explain. It also reminds you that you are explaining the topic to other people, as well as providing you with hints on how to set about explaining the topic.]
WRITING ESSAYS AND PREPARING PAPERS FOR CLASS WORK

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

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

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

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

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

Step Three: State your major points
When you have located the missing links you should be able to state the major points of your essay in the form of short, linked statements. This is an essential part of preparing your explanation. Very often students (and lecturers) find they can explain something better the second time around. It may be that they were not sure what the major points were, or how they were linked, the first time. Usually, it is because they were not rigorous enough about isolating the major points and indicating how they were linked. When you know what the major points are and thus what you want to leave out, you can begin to plan your essay.

In planning your essay, you will find that each of the major points you want to make will form the focus of a major section. Typically, each major section will consist of the statement of the major point (the principle at issue); evidence (examples, illustrations, analogies, diagrams); qualifications (elaborations and important exceptions); and, finally, a restatement of the major point.

Step Four: Structure each section
- **Express the point at issue in a simple, direct statement.** Keep technical terms to a minimum, though some will be unavoidable, and avoid complex grammatical structures. Useful introductions to your major sections could be: ‘Now the next point is ...’, ‘A second feature is ...’. These serve as markers between sections and draw attention to the major points.
- **Choose one or two apt examples or illustrations.** They should be short and appropriate. Little point is served by dredging up vast chunks from your sources, unless you wish to work out theoretical implications arising from the texts at length. If you are discussing the economic consequences of labour migration, do not digress into the ecological consequences of labour migration.
- **Give any important qualifications.** Again, it is more helpful to give ‘lead-ins’ such as ‘Of course there are exceptions ...’, ‘Now there are problems / difficulties ...’. In writing up your essay you will naturally wish to select more elegant phrases and ring the changes but these act as clarifiers. Remember to give only the main elaborations and leave out vague cases which are not essential.
- **Restate your major point.** At the end of each section you should restate the point at issue in a slightly extended form and in different words. The use of alternative words increases the chances of being understood and enhances your own understanding. Often a change of words, or word order, brings impact to your meaning and opens up entirely new perspectives.
WRITING ESSAYS AND PREPARING PAPERS FOR CLASS WORK

Step Five: Summarise the main points you have made
At the end of the essay or paper you should summarise the major points you have made and give a conclusion. Sometimes, this will be your own answer to the question posed.

Summarising your main points brings together your argument and makes a conclusion possible. Useful introductions to your summary might be: ‘So, we can assert that...’, ‘Our conclusion must be...’, ‘It seems that...’. The summary might also contain any final thoughts: for example, if you found it hard to answer the question posed yourself or to come to a conclusion about the title set, you might want to indicate a few reasons why. Diagrams are sometimes useful in a summary.

Step Six: Plan your introduction
Planning introductions and conclusions is what most students find hardest. In the case of the conclusion, it is most frequently because they are not sure of their stance on a topic or problem. In the case of the introduction, it usually is because they cannot make up their minds about what they want to say. Accordingly, it is easier to plan the start of the essay or paper after you have planned the major sections and their summary. The reason is that you need to know what your explanation will consist of before you can draw the attention of your readers or audience to what you are going to explain and the way you are going to tackle it. If you don’t know what your major sections will be, clearly you cannot do this.

The main functions of an introduction are to indicate the essential features of the essay or paper and generate interest in what is being explained. The introduction is also a good place for specifying basic assumptions and indicating any theoretical slants which you wish to take up later. All of this will be important to gain and hold the attention of your reader or audience. Clear structure generates interest, understanding and favourable attitudes to the topic.

In most cases, the introduction will also contain a short essay plan.

Step Seven: Write your completed essay plan
Select a single large sheet of paper. Leave enough space for any extra thoughts which may occur to you as you write out the plan. Ideally, with good planning there ought not to be any, but there are always some. Your essay plan should look something like this:

Introduction
Section One: major point, example, qualification, restatement
Section Two: major point, example, qualification, restatement
Section N: major point, example, qualification, restatement
Summary / conclusion

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

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

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

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

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

Useful Sources

On writing a masters thesis:


General Reference Books

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

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

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

ENGLISH FOR ACADEMIC STUDIES

If English is not your first language, and you feel you could do with some more formal help to develop your academic writing skills, remember that the University’s Language Centre offers courses in English for Academic Studies. Details can be found at: http://www.lang.ox.ac.uk/courses/english.html.
# MSc in Migration Studies 2013-14

## SHORT ESSAY SELF-ASSESSMENT (STUDENT)

<table>
<thead>
<tr>
<th>Course Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Student</td>
<td></td>
</tr>
<tr>
<td>Title of Essay</td>
<td></td>
</tr>
<tr>
<td>Name of Lecturer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall evaluation</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Main argument of your essay</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Strengths of your essay</th>
<th></th>
</tr>
</thead>
</table>

| Areas for improvement |  |

Signed: .................................................... Date: ........................................
## MSc in Migration Studies 2013-14

### SHORT ESSAY ASSESSMENT (LECTURER)

<table>
<thead>
<tr>
<th>Course Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Student</td>
<td></td>
</tr>
<tr>
<td>Title of Essay</td>
<td></td>
</tr>
</tbody>
</table>

**Overall evaluation**

**Further comments regarding any of the following aspects of the essay:**
- relevance
- coherence
- clarity
- originality
- use of literature

**Areas for improvement; questions to explore with the student**

<table>
<thead>
<tr>
<th>Name of Lecturer</th>
<th>Indicative mark</th>
</tr>
</thead>
</table>

Signed: ................................................................. Date: ....................................................

*September 2013*
FEEDBACK ON YOUR WORK

Feedback on both formative and summative assessment is an important element of all programmes at Oxford and may be provided informally and/or formally. Feedback on formative assessment e.g. course essays or assignments, should provide guidance to those for whom extended pieces of writing are unfamiliar forms of assessment, will indicate areas of strength and weakness in relation to an assessment task, and will provide an indication of the expectations and standards towards which students should be working. Feedback on summative assessment e.g. theses and dissertations, should provide a critical review of the work and provide suggestions for improvements and future development of the topic of research to enable students to develop their work for doctoral study if appropriate.

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

- Your essays returned to you within two weeks of the tutorial/submission, with a completed Short Essay Assessment sheet attached giving you overall comments on your work and an indicative mark. In addition, the lecturer may have marked up the copy of your essay, highlighting individual points of strength and weakness in your argument.

- Your essay, together with your Short Essay Self-Assessment sheet and the Short Essay Assessment from the lecturer, will be copied to your supervisor, and you should expect to discuss these during your regular supervisions.

All students will also receive formal written feedback on their dissertation submitted in the final term of the course. Please see section 5 for further details.
5. EXAMINATION AND ASSESSMENT
SUMMARY OF THE EXAMINED ELEMENTS FOR THIS DEGREE

The successful completion of the MSc Degree requires the submission of several assessment units.

Please look carefully at the table on page 7 of section 2, which summarises information relating to each unit.

EXAMINATION REGULATIONS

The Examination Regulations (which you will also hear referred to as ‘the Grey Book’) contain most of the University’s formal regulations relating to examinations and to the programmes of study offered by the University.

They are available online at: http://www.admin.ox.ac.uk/examregs/contents.shtml

Of particular use are the following sections:

Regulations for the Conduct of University Examinations
http://www.admin.ox.ac.uk/examregs/08-00_REGULATIONS_FOR_THE_CONDUCT_OF_UNIVERSITY_EXAMINATIONS.shtml

Regulations for the Degree of Master of Science by Coursework, which is is split into two subsections:

General regulations for all MSc by coursework degrees
http://www.admin.ox.ac.uk/examregs/17-39_General_Regulations.shtml

Special regulations specific to the MSc in Migration Studies
http://www.admin.ox.ac.uk/examregs/17-40_SPECIAL_REGULATIONS.shtml#subtitle_85

Hard copies of the regulations should be available in college libraries. However the most up-to-date version of the regulations are published online. The on-line version of the Examination Regulations is the printed version plus any changes that have been subsequently approved and published in the University Gazette: http://www.ox.ac.uk/gazette/. There is normally a short time between Gazette publication of changes and their appearance in the online version.

EXAMINATION CONVENTIONS ()

[You will find below excerpts from the guidelines for marking on the MSc in Migration Studies]

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

- Paper I: submission essay for International Migration in the Social Sciences 14%
- Paper II: written examination paper Migration, Globalisation and Social Transformation 14%
- Paper III: written examination paper Thematic and Regional Electives 14%
- Paper IV: submission portfolio for Methods in Social Research 14%
- Paper V: dissertation 44%
EXAMINATION CONVENTIONS

Rules for arriving at the final marks
All components of the final examination are blind double-marked by examiners or assessors. After assigning a mark, the two initial examiners/assessors are asked to agree on a final mark. If they are unable to agree a mark, the examiners/assessors are asked to return the papers with their mark sheets. The Chair of Examiners will then refer the paper to the external examiner who will act as a third marker.

The final mark assigned by the external examiner will be considered and agreed at the final examiners’ meeting. The external examiner will also review any of the individual components of a student’s examination (i.e. the dissertation, written papers, and submitted essay or research methods portfolio) where it is deemed to have failed by the examiners/assessors.

Marking scale and guidelines
The marking scale uses a pass mark of 50 and a distinction threshold of 70.

**Distinction level**

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>Distinction</td>
<td>Superb work showing fine command of intellectual debates and making a creative contribution to them</td>
</tr>
<tr>
<td>75-79</td>
<td>Distinction</td>
<td>Excellent work, intellectually stimulating argument</td>
</tr>
<tr>
<td>70-74</td>
<td>Distinction</td>
<td>Fine work showing powerful analysis, a distinctive argument, and full awareness of the secondary literature and critical engagement with it</td>
</tr>
</tbody>
</table>

**Pass level**

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>65-69</td>
<td>Pass</td>
<td>Strong pass: strong and well-developed analysis with some indication of distinction potential; no significant errors of fact or interpretation</td>
</tr>
<tr>
<td>55-64</td>
<td>Pass</td>
<td>Good pass: sound analytical standard with most points developed rather than stated</td>
</tr>
<tr>
<td>50-54</td>
<td>Pass</td>
<td>Pass: basic analytical skills apparent from identification of intellectual problems and some structured discussion of them</td>
</tr>
</tbody>
</table>

**Fail**

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>45-49</td>
<td>Fail</td>
<td>Marginal fail: inadequate development of points made</td>
</tr>
<tr>
<td>0-44</td>
<td>Fail</td>
<td>Outright fail: inadequate coverage and inadequate analysis</td>
</tr>
</tbody>
</table>

**Rubric violation, short weight and word limit**
*Rubric violation:* There is no compensation for missing answers (short weight). In the case of incomplete answers, the examiners will adjudicate at the meeting. Where students answer more questions than the rubric allows, the weakest question will be dropped.

The examiners may penalise a candidate who exceeds the word limit in any of the examined submissions.
EXAMINATION CONVENTIONS

Criteria for award of distinction
Distinction is awarded to students achieving an average of 70 or more across all examined elements. Students must pass all examined elements of the course.

Viva voce examination
The examiners (including the external examiner) may at their discretion require any candidate taking the final examination to attend an oral examination. There are a number of circumstances in which a viva may be offered:

i. where the candidate is on the borderline between pass/fail or pass/distinction
ii. where there are personal or medical reasons which may have affected the candidate’s performance

The examiners may ask questions relating to any part of the final examination. Candidates are required to bring with them to the oral examination a copy of all of the work they have submitted to Examination Schools. Candidates who are required to attend an oral examination will be informed of this as early as possible by the Chair of Examiners.

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

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

Failure and provision for re-sits
Failure in one (or more) component of the final examination results in failure of the degree. The examiners may permit candidates to re-take the examination of the failed component(s) in Trinity Term of the following academic year. No earlier examination re-sits are offered.

In the case of a failed dissertation, IMSS Assessed Essay or Methods in Social Research Portfolio, the paper must be resubmitted by the deadline in Hilary or Trinity Term of the following year, but there is no entitlement to further supervision.

Only one resubmission or re-sit is permitted, normally in the following academic year.

Failures in a taught masters programme do occasionally occur. This may be due to a multiplicity of causes. One possible reason is a failure of the student to realise that a post-graduate course requires continuous effort both during term and during the vacations. Students from outside Oxford may sometimes have insufficient training in the Oxford mode of examining or may have difficulties in writing at speed in English. If you feel you are facing such problems, talk to your general supervisor about this, who will help you to address them in a timely fashion.

It cannot be emphasised too strongly that when students do fail, the regulations on retaking the examination are rigorously applied.
EXAMINATION ORGANISATION AND ADMINISTRATION

Conduct
The proper conduct of all examinations in the University comes under the jurisdiction of the Proctors.

Complaints and academic appeals (see also § section 7)
http://www.admin.ox.ac.uk/proctors/complaints.shtml

Extensions
In very exceptional circumstances (usually because of illness) it may be possible to request a short extension of time to hand in your dissertation or other submitted work (the IMSS Assessed Essay or Research Methods Portfolio). Contact your College Tutor who will send the application to the Proctors for consideration. If they accept the request, they will forward the request to the Chair of the Examiners for the MSc.

Please note that such extensions have to be approved in advance by the Proctors, and must be requested through your College. Failure to hand in papers and deposit your dissertation by the deadline and without prior approval may result in failure to complete the degree.

Location
Submissions are handed in at the Examinations School on the High Street and this also is where written examinations are usually held.

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

VIVA VOCE EXAMINATIONS

At the Examiners’ discretion an oral (viva voce) examination may be held at the end of Trinity term. This applies to all parts of the examination. The viva is an interview between the Examiners and the candidate. The Examiners are free to ask questions relating to all examined elements. Students should make sure to bring copies of their submissions with them. If a viva is required it takes place after all marks for the submissions and written examination papers have been collated.

The purpose of the viva is to confirm the final marks to be awarded. A viva may be required where the student is on a borderline between Pass/Fail, or Pass/Distinction. The final mark is never reduced as a result of the viva, but it may be increased. Candidates who receive less than the pass mark on any one element (papers or essays) may possibly be called for a viva at the discretion of the Examiners.

It is important that you do not leave Oxford immediately after the Examinations in Trinity term, but you should wait until at least Week 11 (the week starting 7 July 2014) to see whether a viva is scheduled and whether you are being called on to attend.
FORMAT AND PRESENTATION OF SUBMITTED WORK

Format
- Must be presented in size 12 font (preferably Times New Roman)
- Must be double spaced, on only one side of A4 paper
- Must be anonymous, with only your candidate/examination number on the front cover sheet
- Must have a bibliography that consists only of references that are cited in the text; the section title should be ‘References Cited’
- Must follow the Harvard or author-date system of referencing (see section 6 below)
- Must be within the permitted word limit and include the word count clearly stated on the front cover sheet
- Must be soft bound (either glued or spirally bound between semi-rigid covers)
- Must have a standard cover sheet, showing your essay title, candidate number and word count, bound into the front (You will find templates on Weblearn – see also below)

~ Do not include anything in the examiners’ copies that might identify you: this includes acknowledgments for help given [and in the Methods in Social Research portfolio, references to previous work using your name or syntax files containing the name of a personal document folder].

* The word count should include your main text and any footnotes (which should be kept to a minimum); but exclude reference tools such as your bibliography (and in your dissertation, any appendices, a list of abbreviations, short abstract and table of contents). Do not exceed the word count for submitted work: if you do, you may face an academic penalty (see above).

Screening/retaining an electronic copy of your work (Guidance is available on Weblearn)
You will be required to use Turnitin to screen your work when you submit your electronic copy via Weblearn (see below). Turnitin is a plagiarism detection service which screens students’ work and compares it with the Turnitin database. You will be asked to sign a declaration that the electronic material you have screened is identical in content with the hard-copy. Checks will be made of such declarations and dishonesty will be treated as an attempt to cheat in the examination. You will be responsible for retaining an electronic copy of your submitted work until the examination is concluded.

Authorship declaration form (You will find the form on Weblearn – see also below)
You will also be asked to sign an authorship declaration form. This should be put in a separate envelope and included in the larger envelope with the hard copies submitted to Examination Schools.

Where, when and how to submit hard copies
- Two of your International Migration in the Social Sciences Assessed Essay (by Tuesday Week 1 Hilary, 21 January 2014)
- Two of your Methods in Social Research Portfolio (by Tuesday Week 0 Trinity, 22 April 2014)
- Three of your dissertation (by Thursday Week 8 Trinity, 19 June 2014)

All submissions are handed in to the Examinations School on the High Street no later than 12 pm on the deadline date. The covering envelope should be addressed to: Chairman of Examiners, MSc in Migration Studies, c/o Examination Schools, High Street, Oxford and include only your examination candidate number as identification.

Deadlines
It is essential that deadlines are strictly complied with. Penalties can be imposed for non-observance. At their most severe, these can amount your being deemed to have failed part of your course. Requests to the Proctors for extension of time to hand in papers due to illness or other urgent cause must be made before a deadline has passed. This must be done through your College. A fee may be charged.

Electronic submission (Guidance is available on Weblearn)
In addition to hard copy submission, you will be required to submit electronic copies of your submissions to the Course Coordinator, for the purposes of checking word counts if required. Penalties may be applied if students exceed the word limit.

COVER SHEET TEMPLATES, AUTHORSHIP DECLARATION FORMS AND GUIDANCE ON TURNITIN ARE AVAILABLE ON WEBLEARN
SAMPLE COVER SHEET FOR SUBMITTED WORK

EXAMINERS’ COPIES

(Title of Essay)

International Migration in the Social Sciences: An Interdisciplinary Introduction

Paper submitted in partial fulfilment of the requirements for the Degree of Master of Science by Coursework in Migration Studies at the University of Oxford

by

(Examination number)

Word Count: (number of words excluding bibliography)

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

University of Oxford

INSTRUCTIONS FOR COMPLETION [full instructions on submissions are available on Weblearn]:

1. Complete your essay title, examination/candidate number and word count where highlighted. Remove the highlighting and brackets.
2. Delete this instructions section (in red) before printing out your cover sheet.
3. Remember: do not insert acknowledgments for help given in the preparation of this essay in the Examiners’ copies or anything else that might identify you. The essay must remain anonymous.
# DECLARATION OF AUTHORSHIP

<table>
<thead>
<tr>
<th>Name:</th>
<th>Candidate number(^1):</th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
<td>Word count(^2):</td>
</tr>
<tr>
<td>Title of dissertation/essay(^3):</td>
<td></td>
</tr>
<tr>
<td>Supervisor(s)(^3) of dissertation/essay(^3):</td>
<td></td>
</tr>
</tbody>
</table>

[Please type or complete in BLOCK CAPITALS]

There is extensive information and guidance on academic good practice and plagiarism on the University website: [http://www.ox.ac.uk/students/academic/goodpractice/](http://www.ox.ac.uk/students/academic/goodpractice/). You must read all the information contained there, and complete the on-line plagiarism course.

*Please check the boxes ☒ to confirm the following:*

- I am aware of the University’s disciplinary regulations concerning conduct in examinations and, in particular, of the regulations on plagiarism (see The Proctors’ and Assessor’s Memorandum, Section D 9.6 at [www.admin.ox.ac.uk/proctors/info/pam/section9.shtml](http://www.admin.ox.ac.uk/proctors/info/pam/section9.shtml)).
- The dissertation/essay I am submitting is entirely my own work except where otherwise indicated.
- I confirm that the content of the hard copies I am submitting is the same as the content of the electronic copy submitted to Turnitin through Weblearn for screening.
- It has not been submitted, either wholly or substantially, for another degree of this University, or for a degree at any other institution.
- I have clearly signalled the presence of quoted or paraphrased material and referenced all sources.
- I have acknowledged appropriately any assistance I have received in addition to that provided by my supervisor(s).
- I have not repeated any material from other pieces of work that I have previously submitted for assessment for this degree, except where permitted.
- I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission in hand-written format is permitted. I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

Candidate’s signature: ……………………………………………………………. Date: ………………………………..

---

\(^1\) You candidate number is the same as your examination number.

\(^2\) The word count should **include** your main text and any footnotes; but **exclude** reference tools such as your bibliography (and in your dissertation, any appendices, a list of abbreviations, short abstract and table of contents).

\(^3\) For your IMSS Assessed Essay and the Methods in Social Research Portfolio, you should give your general supervisor; for your Dissertation, please give both your general supervisor and your dissertation supervisor (if different).

* Delete as appropriate.
THE DISSERTATION

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

You should note that primary fieldwork is generally discouraged, due to the time constraints of the course.

Please make sure you discuss the possibility of limited primary fieldwork/ interviews with your supervisor, if your dissertation subject would benefit from such inputs. If your supervisor agrees that limited fieldwork/interviews would be appropriate, you will need to obtain ethical approval from the University before this is undertaken. Please see section 7 for further details. Forms and guidance notes are available on Weblearn. Your supervisor will need to approve your application, which also has to be signed off by the Head of Department at ODID before being submitted to Division.

Approval can take up to 4 weeks to come through from Division, so please make sure you apply in good time.

Timetable

<table>
<thead>
<tr>
<th>Michaelmas</th>
<th>Start to discuss possible topics and approaches with supervisor, and undertake a preliminary literature review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 7</td>
<td>First dissertation workshop (Monday 25 November 2013, 9.00–12.00):</td>
</tr>
<tr>
<td></td>
<td>- You will be asked to submit in advance a Dissertation Preparation Sheet (See Weblearn) to help formulate your thoughts on your dissertation title, topic and preliminary bibliography</td>
</tr>
<tr>
<td></td>
<td>- You will be divided into smaller discussion groups, each led by member(s) of the teaching staff</td>
</tr>
<tr>
<td></td>
<td>- We will ask you to give a very brief presentation of your ideas for your dissertation, based on your preparation sheet</td>
</tr>
<tr>
<td></td>
<td>The form will also ask you for your suggestions as to possible supervisors for your dissertation. Please see the notes below.</td>
</tr>
<tr>
<td>Week 8</td>
<td>You must complete a draft Dissertation Title Approval Form (See Weblearn) and submit this to your supervisor for feedback by 12 noon on Friday (6 December 2013). The form will ask you to explain your choice and list some of the questions you will ask in your dissertation, as well as to list five essential sources</td>
</tr>
<tr>
<td>Vacation</td>
<td>Continue work on formulating your dissertation topic, approach and literature review</td>
</tr>
</tbody>
</table>

| Hilary     | Final Dissertation Title Approval Form (See Weblearn), signed off in writing by your supervisor, to be submitted to the Course Coordinator (for approval by the Chair of Examiners) by 12 noon on Friday (24 January 2014) |
| Week 2     | Allocation of dissertation supervisor (based on your Dissertation Title Approval Form), if different from your general supervisor |
| Weeks 2-8  | Start more detailed work on literature review and framing your dissertation; regular meetings with your dissertation supervisor |
| Vacation   | Continue working on your dissertation literature review and undertake any interviews. (See notes above and section 7 on the need for prior approval for any limited fieldwork/interviews) |
**THE DISSERTATION**

Trinity

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Second dissertation workshop (time and date to be confirmed):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- You will be asked to submit a revised Dissertation Preparation Sheet (<a href="#">See Weblearn</a>) based on your work to date</td>
</tr>
<tr>
<td></td>
<td>- This will ask you to provide a chapter-by-chapter outline and your plan of operationalization of the research: how you are going to break down the overarching research questions into different parts and what your sources of information will be</td>
</tr>
<tr>
<td></td>
<td>- Similar format to the first workshop, with the group divided into smaller discussion groups, each led by member(s) of the teaching staff</td>
</tr>
<tr>
<td></td>
<td>- We will ask you to give a very brief presentation of your work on your dissertation to date</td>
</tr>
</tbody>
</table>

| Week 6 | Full draft of your dissertation to be submitted to your dissertation supervisor by 12 noon on Friday (6 June 2014). If you can get this in to your dissertation supervisor before Week 6, this would be to your advantage, as it would give you longer for final revisions. |

| Week 8 | Final submission of your dissertation to Examination Schools by 12 noon on Thursday (19 June 2014). |

**Your dissertation supervisor**

- Please note that we do not expect you to suggest a possible dissertation supervisor by the start of Hilary: only do so if you have a decided preference. Your general supervisor will have been allocated based on your research interests and how they mesh with those of the staff supervising on the course. Many students are happy for their general supervisor to supervise their dissertation, and we will assume this is the case unless you have strong views to the contrary.

- The final decision about who will act as your dissertation supervisor will be taken by the Course Director, and you **should not** approach staff members yourself.

- Many of the staff at COMPAS and IMI have limited availability for dissertation supervision, so please do not be disappointed if your preferred supervisor is unavailable.

**Supervision and reading drafts**

ONLY your dissertation supervisor should be asked to read a draft of part or all of your dissertation. You may consult other members of staff for a discussion on a specific aspect of your work, but make sure you discuss this with your dissertation supervisor in advance. This is to ensure we are fair to all students and will prevent the markers from reading your work in advance.

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

**Proof reading/copy editing**

We have in the past had enquiries about whether it is permissible to use a copy-editor to review your dissertation before submission, in particular to pick up any minor errors in English usage. There are no rules against having some help with proof-reading and we recognise that it is very useful to have other eyes reviewing your work before submission. However, it is important to note that the final work submitted **must** be your own and any assistance from a copy-editor should be limited to correcting English language.
THE DISSERTATION

Proof reading/copy editing (cont)
With reference to this, we would draw your attention to points 3-6 of the Proctors’ instructions for conduct in examinations (http://www.admin.ox.ac.uk/proctors/info/pam/section9/#d.en.40066):

3. No candidate shall cheat or act dishonestly, or attempt to do so, in any way, whether before, during or after an examination, so as to obtain or seek to obtain an unfair advantage in an examination.
4. No candidate shall present for an examination as his or her own work any part or the substance of any part of another person’s work.
5. In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person’s work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.
6. Unless specifically permitted by the Special Subject Regulations for the examination concerned, no candidate shall submit to the Examiners any work which he or she has previously submitted partially or in full for examination at this University or elsewhere. Where earlier work by a candidate is citable, he or she shall reference it clearly.

Changes of title
After Week 1 in Hilary term, ALL substantive changes of title (i.e. those which affect the content of your dissertation, and not simply minor changes to the title itself) MUST be formally approved by the Chair of Examiners. Please discuss this with your dissertation supervisor if in doubt as to the extent of any proposed changes. Your supervisor must, in any case, approve any changes to your dissertation title. Should you wish to change your title substantively, write to the Chair with an explanation of the proposed change. You will find a Dissertation Title Change Form on Weblearn ().

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

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

Funds may also be applied for towards the costs of travel and accommodation on the Istanbul Fieldwork Trip in Week 9 of Hilary term (see  section 3 for further details). Forms and guidance are available on Weblearn ().

Safety in Fieldwork/Risk Assessment questionnaire, travel insurance forms, CUREC
If your supervisor approves a limited amount of primary fieldwork, or if you are participating in the Istanbul Fieldwork Trip, you must apply in good time for University travel insurance, which will involve completing a Safety in Fieldwork/Risk Assessment questionnaire. For any primary fieldwork, you should also be aware of the University’s research ethics requirements (CUREC) (see  section 7). Full details and forms are available on Weblearn ().

Submitting your dissertation
Please see notes earlier  p. 36 (FORMAT AND PRESENTATION OF SUBMITTED WORK).

Marking conventions
Please see notes earlier  p. 33 (MARKING SCALE AND GUIDELINES).
DISSERTATION WRITING GUIDELINES

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

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

   Discuss it with your supervisor
   You should take the opportunity during your first meeting with your supervisor to discuss any thoughts for your dissertation topic, even if they are embryonic. Your supervisor will be able to direct you to reading material that could assist you in your choice, as well as identify key researchers in the field working in either Department or in one of the Research Centres.

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

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

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

Use bibliographies of existing works, look at the most recent editions of relevant journals and attend conferences of direct relevance to your work. Refer to the reading lists pertinent to your area of study; the summer reading list also lists websites that may be of general interest to many students. Investigate the sources that are available, and draw upon the expertise of the librarians to point you to sources you had not considered. You may wish to conduct a small number of interviews, but make sure this is ancillary research to the topic. You should refer to the discussions in Research Methods regarding ethical research and ensure that you have completed the necessary forms for the Department (e.g. CUREC, Safety in Fieldwork/Risk Assessment and travel insurance forms \ref{curec}). Ensure that you begin to compile your own bibliography as you go along.

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

*Refine your question*
Once you have undertaken preliminary research, refine your question. Discuss the scope of the question with your supervisor; your dissertation will be weak if the research area is too broad or too thin. Finally, be flexible. The literature you read during the course of your research may change the direction of your thoughts or your opinions.

4. **Planning the dissertation**

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

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

*Write a plan*
Write a one-page document ‘What am I trying to say’ which will help you to collate and order your main arguments. This will help you to form a plan/structure for the work itself. You will probably find that you refine the plan as your ideas evolve, but make sure you still use a plan, as this will ensure your structure remains logical. Divide up your time according to the plan, ensuring you spend an appropriate amount of time proportionate to the length of text or importance of the point to the general argument. Diversions might be tantalisingly interesting, but you will find that 15,000 words is a limited space in which to fit all your research.
DISSERTATION WRITING GUIDELINES

5. Writing the dissertation

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

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

Structure
The paragraph is the basic unit making up the dissertation. Ensure that each paragraph has a point that is set out at the beginning, justified with evidence and related to the broader argument. Evidence, in the form of data or case studies, should be short and directly relevant. Don’t quote chunky passages of text, unless you’re analysing the theoretical implications of the text at length. Make sure you explain the significance of the example included. Each paragraph should build on the argument of the previous one as the logical progression of your argument. You will have more material than space and will need to carefully select and prioritise your material. Ask yourself how each example/point advances the argument as a litmus test for its inclusion in the dissertation and to ensure that your message is clear.
At the end of each section you should very briefly restate your major points in alternate words, relating them to the broader argument. This will help you to conclude the section and the dissertation as a whole, as well as ensuring that the reader is entirely clear of the point you are making.

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

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

6. Referencing
The purpose of a bibliography is to allow readers to find the original book, article or source. You should adopt a clear and consistent system and take care to ensure the accuracy of each citation. Make sure that you only include sources which you have referred to in the dissertation. See also section 6.

7. Some useful resources:


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

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

DISSERTATION PRIZES

The Examiners may, at their discretion, award a prize for the best dissertation submitted by a student on the MSc in Migration Studies. The student will be notified during the summer and will be awarded the prize (which is currently £100).

The School of Anthropology also awards the Nicola Knight Prize, for the best use of statistical methods in a master’s thesis. The winning student is notified in the October following completion of the degree.

DEPOSIT OF DISSERTATION RECEIVING DISTINCTION IN THE BODLEIAN

The Examiners will normally recommend that dissertations awarded a distinction should be deposited in the Bodleian Library. The Course Coordinator will write to you if this is the case, asking you to complete an Information for Thesis Cataloguing form (GSO.26b – available on Weblearn). We do not need you to send an extra copy of your dissertation for cataloguing: simply a signed and completed form. But please wait until you hear from the Course Coordinator in this regard.

HOW TO FIND PAST DISSERTATIONS IN THE SSL

To find copies of previous dissertations by students on the MSc in Migration Studies, go to the Bodleian Library main catalogue (http://solo.bodleian.ox.ac.uk). Under ‘Refine your search’, select ‘Theses’. If you search for the words ‘Migration Studies’ anywhere in the record, this will bring up a list of recent dissertations which received distinction and which are available to be consulted in the Social Sciences Library.

PAST EXAM PAPERS

Past exam papers are available in the Library or at: www.oxam.ox.ac.uk.

Papers are available for 2010-11, 2011-12 and 2012-13. If searching by using free text, enter ‘Migration Studies’ and then select ‘Master of Science in Migration Studies (by coursework)’. This will bring up the four past papers.

If searching by course, scroll down until you reach ‘Master of Science (by coursework)’ and then look for the exam paper code JMIG.

The paper numbers in 2010-11 and 2011-12 were:

- 6060 (Paper II: Key Themes in International Migration)
- 6061 (Paper III: Thematic and Regional Electives)

In 2012-13, the syllabus for Paper II changed somewhat and the paper became:

- 6062 (Paper II: Migration, Globalisation and Social Transformation).
GOOD PRACTICE IN CITATION AND AVOIDING PLAGIARISM

Online avoiding plagiarism course/Use of Turnitin
By the end of Week 1 Michaelmas term, you will be required to show that you have read and understood the University’s guidelines on academic good practice, which are available at: http://www.ox.ac.uk/students/academic/goodpractice/

You will also have to take two online courses: Avoiding Plagiarism 1 and Avoiding Plagiarism 2. These are available at: https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic

Avoiding Plagiarism 1 involves an online pre- and post-test. Once you have completed the post-test successfully, the system will automatically send an e-mail confirming your results to your University e-mail address. Please check carefully that this has not been sent to your junk mail box.

Please print out this confirmation that you have successfully completed the test and submit it to the Course Coordinator by 12 noon Friday Week 1 Michaelmas (18 October 2013).

You should also read, sign and date the Use of Turnitin declaration, which is included in your Induction Pack (and is also available on Weblearn), and submit this to the Course Coordinator by the same date.

University of Oxford Education Committee (EC) notes of guidance on plagiarism
Below are the EC’s short notes you should also look at the website which has a wealth of information: http://www.ox.ac.uk/students/academic/goodpractice/.

What is plagiarism?
Plagiarism is the copying or paraphrasing of other people’s work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work.

Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations http://www.admin.ox.ac.uk/proctors/info/pam/section9.shtml concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.

Why does plagiarism matter?
It would be wrong to describe plagiarism as only a minor form of cheating, or as merely a matter of academic etiquette. On the contrary, it is important to understand that plagiarism is a breach of academic integrity. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another’s work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.
GOOD PRACTICE IN CITATION AND AVOIDING PLAGIARISM

What forms can plagiarism take?

- Verbatim quotation of other people’s intellectual work without clear acknowledgement. Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else’s ideas and language.

- Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author’s overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

- Cutting and pasting from the Internet. Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

- Collusion. This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

- Inaccurate citation. It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. *Title of Book*, discussed in Wilson, E., *Title of Book* (London, 2004), p. 189).

- Failure to acknowledge. You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

- Professional agencies. You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.

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

*Not just printed text!*

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

Proctors and Assessors Memorandum: Essential information for students

This memorandum provides essential information for students and should be read in full: http://www.admin.ox.ac.uk/proctors/info/pam/index.shtml

You should make sure you read the sections that cover plagiarism and disciplinary regulations:

Section 9 (Examinations): http://www.admin.ox.ac.uk/proctors/info/pam/section9.shtml#_Toc95
Section 11 (Disciplinary Procedures): http://www.admin.ox.ac.uk/proctors/info/pam/section11.shtml

In particular, please note the following points (taken from Section 9) which draw attention to the disciplinary regulations relating to plagiarism:

Section 9.5

‘... you must always indicate to the examiners when you have drawn on the work of others; other people’s original ideas and methods should be clearly distinguished from your own, and other people’s words, illustrations, diagrams etc. should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted. Failure to acknowledge your sources by clear citation and referencing constitutes plagiarism. The University reserves the right to use software applications to screen any individual’s submitted work for matches either to published sources or to other submitted work. In some examinations, all candidates are asked to submit electronic copies of essays, dissertations etc. for screening by Turnitin. Any matches might indicate either plagiarism or collusion. Although the use of electronic resources by students in academic work is encouraged, you should remember that the regulations on plagiarism apply to on-line material and other digital material just as much as to printed material ...’

‘If university examiners believe that material submitted by a candidate may be plagiarised, they will refer the matter to the Proctors. The Proctors will suspend a student’s examination while they fully investigate such cases (this can include interviewing the student). If they consider that a breach of the Disciplinary Regulations has occurred, the Proctors are empowered to refer the matter to the Student Disciplinary Panel. Where plagiarism is proven, it will be dealt with severely: in the most extreme cases, this can result in the student’s career at Oxford being ended by expulsion from the University. (See sections 10 and 11 of this booklet for information about disciplinary procedures.)’

Section 9.6

3. No candidate shall cheat or act dishonestly, or attempt to do so, in any way, whether before, during or after an examination, so as to obtain or seek to obtain an unfair advantage in an examination.

4. No candidate shall present for an examination as his or her own work any part or the substance of any part of another person’s work.

5. In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person’s work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.

6. Unless specifically permitted by the Special Subject Regulations for the examination concerned, no candidate shall submit to the Examiners any work which he or she has previously submitted partially or in full for examination at this University or elsewhere. Where earlier work by a candidate is citable, he or she shall reference it clearly.’
RECEIVING YOUR RESULTS

You will receive an automatic e-mail once your examination results are available via your Student Self Service Academic and Assessment Results page. You will need to log in to Student Self Service using your Oxford Single Sign-on at: http://www.ox.ac.uk/students. Your Academic and Assessment Results page will detail all of your assessment results and your final classification. Results are generally available by the first half of July.

You can view the full list of programmes for which results have been released on the Examination Schools website at: http://www.admin.ox.ac.uk/schools/examinations/results.shtml.

NB: You will not receive results for any of the assessment units which make up your final degree* until you receive your assessment results and final degree classification in early July.

* IMSS assessed essay; Methods in Social Research portfolio; Dissertation; MGST 3-hour exam paper; Thematic and Regional Electives 3-hour exam paper.

GRADUATION FROM THE MSc

Degrees are not automatically conferred at the end of the course, but either at a degree ceremony (in person) or in absentia: http://www.ox.ac.uk/students/graduation/ceremonies/

Degree ceremonies are arranged via your College, rather than by the Department. You will receive an invitation to a 2014 degree ceremony quite soon after arriving in Oxford (during Michaelmas term 2013). Degree ceremonies will take place in late July and mid-September 2014. You should check with your College to find out which is the first ceremony that you will be eligible for.

PROGRESSION FROM MSc TO DPHIL

On completion of the degree, you can apply to study for a DPhil at Oxford. This could be in Anthropology with ISCA; in International Development with ODID; or with another Department of the University (subject to their eligibility criteria).

Admission to read for a DPhil at both ISCA and ODID is at the discretion of their respective Graduate Studies Committee, which will take into account:

1. the feasibility and coherence of your research proposal;
2. the availability of appropriate supervision; and
3. the marks you achieve in the MSc*.

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

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

* If you are applying to Anthropology, your overall MSc grade should be 70% or above; ODID normally requires an overall grade of 67% with a distinction (70% or above) on your dissertation.
6. REFERENCES AND BIBLIOGRAPHY
HOUSE STYLE FOR REFERENCES AND BIBLIOGRAPHIES

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

1. Citations in the text

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

**Single author**

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

or

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

**Multiple authors**

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

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

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

or

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

**Multiple sources**

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

The new economics of labour migration places the household in imperfect credit (capital) and risk (insurance) markets that prevail in most developing countries (Stark and Levhari 1982; Stark 1985; Taylor 1986; Taylor and Wyatt 1996; Taylor 1999; Vertovec 1999)
HOUSE STYLE FOR REFERENCES AND BIBLIOGRAPHIES

1. Citations in the text (continued)

If reference is made to more than one work published by the same author in the same year, the sources are distinguished by adding a lower-case letter to the year of publication in both the in-text citations and the reference list. The order of sources is determined by the alphabetical order of the titles, ignoring words such as ‘the’, ‘an’ and ‘a’, e.g. (Ruhs 2008a; Ruhs 2008b).

No author

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

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

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

Secondary referencing

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

Law cases

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

Personal communications and interviews

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

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

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

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

NB: Remember that you MUST obtain approval before undertaking any research projects which involve human participants. This includes elite interviews. See section 7 for further details.

Websites

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

2. Direct quotations

When quoting directly in the text, single quotation marks should be used and the author’s name, year of publication and page number(s) of the source (preceded by a colon) should be inserted in round brackets: (Kubal 2012: 10-15) not (Kubal, 2012 pp10-15). Commas and ‘pp’ are not needed and are not neat.

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

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

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

   Oliver Bakewell argues that:

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

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

   ‘Such self-identification is … socially constructed’ (Bakewell 2007: 17).

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

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

3. Listing references at the end of a text

A full list of all references cited in the text must be provided at the end of the paper. The references should be listed alphabetically by author’s surname and then by date (earliest first). If an item has no author, it should be cited as ‘Anon’ and ordered in the reference list by the first significant word of the title. Authors’ surnames should be followed by the author’s initials (not forenames) and the date of publication (in brackets). The format of the reference depends on the nature of the source (see examples below). Second and subsequent lines of each entry are indented three spaces, to highlight the alphabetical order, and the author’s name may be replaced by a line in cases where an author has multiple entries. If a source has editors, rather than authors, this should be indicated by the use of ‘(ed.)’ or ‘(eds)’.
HOUSE STYLE FOR REFERENCES AND BIBLIOGRAPHIES

3. Listing references at the end of a text (continued)

3a. Books

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

Single author


Joint authors

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


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


Edited book


Translated book


Same author(s), multiple publications


Chapter in an edited volume

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


3b. Journal Articles


3c. Newspaper and periodical articles

If an individual author can be identified:

Collier, P. (2013) ‘How much is enough? For too long we have allowed xenophobes to set the terms of the immigration debate. We do need controls over who comes, but better ones’, *Prospect*, October 2013: 24-26.
HOUSE STYLE FOR REFERENCES AND BIBLIOGRAPHIES

3. Listing references at the end of a text (continued)

If no author can be identified:


If reference is made to an entire edition:


3d. Conference papers


3e. Papers from published conference proceedings


3f. Reports


3g. Government publications

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


3h. Acts of Parliament


3i. Theses or dissertations

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


3j. Law cases

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

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

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

HOUSE STYLE FOR REFERENCES AND BIBLIOGRAPHIES

3. **Listing references at the end of a text** (continued)

3k. **Personal communications**

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


or


3l. **Interviews**

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


3m. **Electronic sources**

**Website references**

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


**Documents on the internet**

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


**Electronic journal articles**

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

HOUSE STYLE FOR REFERENCES AND BIBLIOGRAPHIES

3. Listing references at the end of a text (continued)

Email discussion lists

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


or


CD-ROMs

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


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


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

Video recordings

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

7. DEGREE ADMINISTRATION
UNIVERSITY REGULATIONS AND POLICIES

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

Oxford University Statutes and Regulations: [www.admin.ox.ac.uk/statutes/](http://www.admin.ox.ac.uk/statutes/)

Policy Statements and Codes of Practice: [http://www.admin.ox.ac.uk/lso/statutes/](http://www.admin.ox.ac.uk/lso/statutes/)

Education Committee Guidance Notes: [http://www.admin.ox.ac.uk/edc/](http://www.admin.ox.ac.uk/edc/)
The Education Committee of the University is responsible for academic policy matters.

Proctors’ Office: [www.admin.ox.ac.uk/proctors](http://www.admin.ox.ac.uk/proctors) (see in particular ‘Essential Information for Students’). Students should receive a copy of the Proctors and Assessors’ Memorandum booklet from their college and it can also be found on the website. This gives useful information on examinations, general conduct, welfare, safety, disciplinary procedures, complaints, support services, residence requirements etc.

There are two Proctors who are University officers, elected annually from the academic staff. They ensure generally that the statutes, customs and privileges of the University are observed and are responsible for seeing that the University examinations are properly and fairly conducted. When a complaint is received, the Proctors have the power to summon any member of the University to help them in their enquiries. A student is entitled to appear before the Proctors to put his/her case and may be accompanied by a friend or an adviser. A leaflet explaining the procedure followed by Proctors in investigating complaints or appeals is available from the Graduate Studies Office.

Examination Regulations (also referred to as ‘the Grey Book’) [http://www.admin.ox.ac.uk/examregs/contents.shtml](http://www.admin.ox.ac.uk/examregs/contents.shtml).
Of particular use are the sections on ‘Regulations for the Conduct of University Examinations’, ‘Regulations for the Degree of Master of Science by Coursework’, which has general regulations at the beginning, and those specific to the MSc in Migration Studies.

Hard copies of the regulations should be available in college libraries. However the most up to date version of the Regulations are published online, with changes entered into the gazette [http://www.ox.ac.uk/gazette/](http://www.ox.ac.uk/gazette/) before being updated on the main regulations website above.

Paid employment

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

Attendance registers / visa requirements

Please note that we will take a register of attendance during one or more of the core courses in Michaelmas and Hilary. This is to fulfil UK Border Agency requirements for monitoring the attendance of students on a Tier 4 visa. If you are on a Tier 4 visa, please ensure you read and comply with the following: [http://www.ox.ac.uk/students/international_students/visaduring/legal/](http://www.ox.ac.uk/students/international_students/visaduring/legal/)
UNIVERSITY REGULATIONS AND POLICIES

Residence requirements
MSc candidates are required to keep statutory residence and pursue their studies in Oxford for no less than three terms after admission.

The Examination Regulations 2013 states on page 7 that

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

Anyone wishing to live further than this will need to apply in writing to the Proctors who may authorize this in special circumstances.

Academic dress
All members of the University are required to wear academic dress with subfusc clothing when attending any university examination (including vivas), i.e a dark suit with dark socks, or a dark skirt with black tights or stockings or dark trousers with dark socks and an optional dark coat; black shoes; plain white collared shirt or blouse; a white bow tie, black bow tie, black full-length tie, or black ribbon. Clothes should be appropriate for formal occasions. Hoods are worn by graduates at University examinations and at presentations for degrees.

Please refer to the Proctors’ and Assessor’s Memorandum for further information. You should receive a copy of this from your college and it is also available on the web at: http://www.admin.ox.ac.uk/proctors/.

Gowns and squares are available for hire (and purchase if you wish) from the Student Union, Shepherd and Woodward on High Street or from similar shops.
ETHICAL REVIEW PROCEDURES FOR RESEARCH IN THE SOCIAL SCIENCES

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

Why is ethics scrutiny and approval important?
- It is part of the responsible conduct of research.
- It demonstrates that your research has been conducted according to the highest ethical standards. It is important to protect the dignity, rights and welfare of all those involved in the research (whether they are participants, researchers or third parties).
- It is a University requirement.
- It is now the expectation - and in some cases formal requirement - of funding bodies.
- If you are a DPhil student, you will have to answer a series of questions regarding ethical scrutiny of your research in your Transfer and Confirmation of Status application forms.

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

What you need to do
Under the University’s policy, ethical approval must be obtained before a research project begins.

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

Details of the procedure and application forms can be found on the Central University Research Ethics Committee (CUREC) website - http://www.admin.ox.ac.uk/curec/

Applications are considered by the Social Sciences and Humanities Interdivisional Research Ethics Committee (IDREC).
OXFORD’S LIBRARIES

The Bodleian Libraries form the integrated library service of the University of Oxford, offering over 10 million volumes, 25 site libraries, 3,800 study places, 48,000 online journals, hundreds of research databases, document supply services, information skills training programmes and world-class staff expertise: www.bodleian.ox.ac.uk/.

To search the collections, locate items, access online resources, reserve or renew books, and for the library’s instant chat service, please use SOLO (Search Oxford Libraries Online): http://solo.bodleian.ox.ac.uk/. For off-site access to online resources log-in to SOLO with your Single-Sign-On. Once you have received your University Card, please set-up your library password in order to log-in to library PCs or connect your laptop to the Bodleian Libraries network: https://register.bodleian.ox.ac.uk/. An extensive range of guides to resources and services are available online, http://libguides.bodleian.ox.ac.uk/, including details of forthcoming training, http://ox.libguides.com/workshops.

The Bodleian Social Science Library (SSL) is the main library for Oxford University’s Social Sciences Division and particularly supports the Departments of: Economics, International Development, Politics and International Relations, Sociology, and Social Policy and Intervention, and the Centres for: Criminology, Refugee Studies, Russian and East European Studies, and Socio-Legal Studies. Of particular interest is the unique grey literature collection on refugee studies and forced migration, now fully searchable via SOLO. The SSL is housed on the ground floor of the Manor Road Building, www.bodleian.ox.ac.uk/ssl, and is open 7 days a week during term-time (9am to 10pm Mon – Fri, 10am – 6pm Sat, 12 noon - 6pm Sun). The Library offers a variety of study spaces including graduate study rooms, individual study carrels, and two group discussion rooms which are available for booking. For answers to FAQs (Which password do I use? How do I print, copy and scan? How do holds work? etc.), please see the SSL Getting Started webpage: bodleian.ox.ac.uk/ssl/gettingstarted/. The SSL website also provides links to the Library’s Facebook page, RSS feed, Twitter account and the ‘ask an SSL Librarian’ enquiry form.

To arrange a one-to-one research support appointment with the subject consultant please email sarah.rhodes@bodleian.ox.ac.uk. For information about library services for readers with disabilities please contact the SSL Reader Services Librarian, craig.finlay@bodleian.ox.ac.uk. To request new library materials for purchase, email the details to ssl-orders@bodleian.ox.ac.uk.

The MSc in Migration Studies is one of the courses selected for a new pilot service (SSL eReadings) providing digital copies of print-only book chapters and articles cited on reading lists. These scans are created and hosted under the terms of the CLA HE Licence (maximum of one chapter/article from any single book/journal per course). It is hoped that this service will help supplement/ease pressure on the provision of print copies in the library, and will complement the library’s provision of online journals and ebooks. More details about the service, an example scan and an online scan request form can be found on the SSL Weblearn site at: https://weblearn.ox.ac.uk/portal/hierarchy/socsci/ssl. Feedback is always welcome: ssl-orders@bodleian.ox.ac.uk

In addition to the SSL, there are separate social science libraries for Anthropology, Business, Education and Law. Area studies are well-served by the Vere Harmsworth Library, Rhodes House Library, the Oriental Institute Library, the Latin American Centre Library, the Bodleian Japanese Library, the Institute for Chinese Studies Library and the Indian Institute collections. For further information about the libraries at Anthropology, see below.

Oxford College Libraries offer collections and services to their own members. Nuffield College also offers reference access to its library to all postgraduate members of the University, and hosts and supports the Data Library with a Data Officer who specializes in supporting graduates needing to create or use qualitative data.
STUDENT CONSULTATION AND FEEDBACK

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

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

Class representatives
One of the first things we will ask you to do during Induction Week is to elect two or three class reps from among your number. The reps act as a channel for the class to convey their collective views to the Course Director.

We would welcome class reps who reflect the diversity of the student body. So if possible, please try to make sure that no two come from the same continent (Europe, Asia, Africa, Australia, North America, South America). Ideally, the class reps will also reflect your cohort’s gender balance and diversity in educational backgrounds.

You should let the Course Coordinator have the names of your two or three class reps by the end of Week 1 of Michaelmas.

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

Course evaluation
During the final session of each class/series of lectures during Michaelmas and Hilary terms, you will be asked to complete and submit an evaluation form to the Course Coordinator before leaving the seminar room (forms are also available from Weblearn). All answers are confidential and you are welcome to continue your answers on a separate page if you wish. Detailed entries will be kept on file and a summary of the views expressed will be circulated to the MSc in Migration Studies Teaching Committee for discussion.

The MSc in Migration Studies Teaching Committee meets in Week 2 of each term and may also hold ad hoc meetings at other times should these be necessary. This Committee deals with matters related to the MSc degree course such as the organisation and content of teaching, liaison with the library, staff and personnel, equipment, time-tableing, publicity and funding. It reports to the Graduate Studies Committee for Migration Studies, which includes representatives from both ODID and SAME and meets in Week 5 of each term. Decisions made by the Graduate Studies Committee for Migration Studies are forwarded to the respective Graduate Studies Committees of both ODID and SAME, and to the Social Sciences Division.
COMPLAINTS AND ACADEMIC APPEALS

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

However, all those concerned believe that it is important for students to be clear about how to raise a concern or make a complaint, and how to appeal against the outcome of assessment. The following guidance attempts to provide such information.

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

Many sources of advice are available within colleges, within faculties/departments and from bodies like Oxford University Students’ Union or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should, of course, continue to be raised through Consultative Committees or via student representation on the faculty/department’s committees.

Complaints

1. If your concern or complaint relates to teaching or other provision made by ODID/SAME, then you should raise it with your Course Director (Dr Xiang Biao) or with the Director of Graduate Studies at ODID (Professor Jocelyn Alexander) as appropriate. Within the department the officer concerned will attempt to resolve your concern/complaint informally.

2. If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. A complaint may cover aspects of teaching and learning (e.g. teaching facilities, supervision arrangements, etc.), and non-academic issues (e.g. support services, library services, university accommodation, university clubs and societies, etc.). A complaint to the Proctors should be made only if attempts at informal resolution have been unsuccessful. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the Proctors and Assessor’s Memorandum http://www.admin.ox.ac.uk/proctors/info/pam/section13/ and the relevant Council regulations http://www.admin.ox.ac.uk/statutes/regulations/1101-120.shtml.

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

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

5. For taught graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. *It must not be raised directly with examiners or assessors.* If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college. As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are on the web [http://www.admin.ox.ac.uk/proctors/info/pam/section13/](http://www.admin.ox.ac.uk/proctors/info/pam/section13/)

6. Please remember in connection with all the cases in paragraphs 4-5 that:

(a) The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.

(b) The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate’s performance.

(c) On no account should you contact your examiners or assessors directly.

7. The Proctors will indicate what further action you can take if you are dissatisfied with the outcome of a complaint or appeal considered by them.
GENERAL INFORMATION / DEPARTMENTAL FACILITIES AT QEH

Introduction
Welcome to the Oxford Department of International Development, Queen Elizabeth House. We hope you have an enjoyable and successful time in the department. These notes are to provide you with information on how the department works. If after reading them you still have queries about aspects of departmental functions, please do not hesitate to ask questions of the members of staff listed below.

The Oxford Department of International Development comprises over 100 staff – academics, researchers and support staff – and some 200 students. In addition to the MSc in Migration Studies, the department’s student body consists of those undertaking the MPhil in Development Studies, the MSc in Refugee and Forced Migration, the MSc in Economics for Development, the MSc in Global Governance and Diplomacy, and those working for a research degree.

As well as academics working on individual research, the department hosts six research groups: the Refugee Studies Centre (RSC), the International Migration Institute (IMI), the Oxford Poverty and Human Development Initiative (OPHI), Young Lives, the Programme for Management and Technology for Development (PTMD) and the International Growth Centre (IGC).

Visiting research fellows also work here under a variety of schemes to undertake reading and research into aspects of development. At any one time the department has up to ten fellows associated with it.

The department is located at 3 Mansfield Road. Development studies and forced migration library holdings are housed in the Social Science Library in Manor Road, which is five minutes’ walk away.

Further information about the department can be found on http://www.qeh.ox.ac.uk

People
Listed below are the names and internal telephone numbers of the administrative and support staff based in the main ODID site with whom you are likely to come into contact in the course of your degree studies here.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Internal Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Migration Studies Course Coordinator</td>
<td>Nicola Shepard</td>
<td>(81701)</td>
</tr>
<tr>
<td>Graduate Student Administrator</td>
<td>Dominique Attala</td>
<td>(81806)</td>
</tr>
<tr>
<td>Main Reception</td>
<td>Penny Rogers</td>
<td>(81800)</td>
</tr>
<tr>
<td>Assistant to the Head of Department</td>
<td>Denise Watt</td>
<td>(81803)</td>
</tr>
<tr>
<td>Departmental Administrator</td>
<td>Julia Knight</td>
<td>(81804)</td>
</tr>
<tr>
<td>Assistant to the Administrator</td>
<td>Luci Cummings</td>
<td>(81805)</td>
</tr>
<tr>
<td>Accounts Officer</td>
<td>Wendy Grist</td>
<td>(81824)</td>
</tr>
<tr>
<td>IT Officer</td>
<td>Rachel Crawford</td>
<td>(81821)</td>
</tr>
<tr>
<td>Caretaker</td>
<td>Gary Jones</td>
<td>(81818)</td>
</tr>
</tbody>
</table>

Administrative offices
The departmental administrative staff are based on the first floor of the old building adjacent to the departmental graduate student administrative office (20.24). Office hours are Monday to Friday 9.00 am to 5.15 pm. A message can be left on general enquiries voice mail ((2)81800) out of office hours. The Migration Studies Course Coordinator is based in the Refugee Studies area on the 1st floor of the new extension.

Opening hours
The main Mansfield Road building is open and Reception staffed from Monday to Friday 9.00 am to 5.15 pm. Access is unavailable after this time.
GENERAL INFORMATION / DEPARTMENTAL FACILITIES AT QEH

Teaching Rooms
The main seminar rooms in the department are the Seminar Room 1 (ground floor, old building), Seminar Room 2 (first floor, old building), and Seminar Room 3 (lower ground floor, new extension). There are also two additional seminar/meeting rooms, one in the Frances Stewart wing and one on the lower ground floor of the new extension, available in addition to these.

Details of the day’s programme of lectures and seminars for all courses will be available at Reception. If you are unsure where a lecture is being held, please check in Reception.

| Smoking is not allowed anywhere in the department. |
| No food or drink (other than bottled water) is allowed in the teaching rooms. |

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

General Facilities
There are notice boards in reception which cover information about University seminars and courses, health and safety and general what's-on-in-Oxford.

Telephones in the public areas of the department can be used for calls within the University and Colleges at no cost. Emergency calls (999) can also be made on these phones.

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

Pigeon holes
IMI staff pigeon holes are located on the second floor of the QEH old building. Take the stairs in Reception straight up to the top floor, follow the corridor ahead (through a swing door) and then round to the left. The pigeon holes are immediately to your left at the end of the corridor.

There are pigeon holes for MSc students at both ODID and ISCA (see below). At ODID, they are on the ground floor corridor which leads off the Hall (turn right immediately after entering the Hall from Reception). These are for all MSc and MPhil students and you will find any mail for you under the first letter of your surname. But it is probably best if you arrange for mail to be sent to you at your College, where you should have your own pigeon hole.

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

The department has a kitchen run by Will Pouget, who operates the Vaults and Alpha Bar in the Covered Market, supplying mainly organic snacks and light lunches from 12.00 to 1.30 pm, Monday – Friday in term time. A Fair Trade coffee machine is also available in the common room. The main seating area for consumers is in the area adjoining the kitchen, but people are welcome to use the common room and courtyard.

Manor Road also has a catering facility and a common room which is available to students during the building's open hours.
GENERAL INFORMATION / DEPARTMENTAL FACILITIES AT QEH

Parking
Car parks are for permit holding University staff only and are patrolled by the University’s Security Service staff who have the authority to clamp parked cars not displaying a permit.

There are public bicycle racks in Mansfield Road and Jowett Walk. You are strongly advised to secure your bike with a strong lock. Please do not leave your bike in the racks over long holiday periods.

Addresses
It is important that the Migration Studies Course Coordinator is kept informed of any change of address.

Safety and Security
The departmental guidance note Safety for Staff, Students and Visitors can be found on WebLearn at: https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/safety. Read it carefully and if you have any queries please refer to the Administrator or the Safety Officer. A fire drill will be held in Michaelmas Term. Please ensure that you understand the procedures by reading the blue notices posted around the building. If the drill is not carried out satisfactorily we are obliged to repeat it.

The Thames Valley Police Student Safety website can be found at: http://www.thamesvalley.police.uk/crprev/crprev-student.htm.

The contact number for non-emergency enquiries is 101.

All students, whether or not they use a computer in the department, should read the DSE (Display Screen Equipment) notes carefully (for departmental notes on DSE use see https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/safety/page/resources and http://www.admin.ox.ac.uk/safety/policy-statements/s8-09/ for the University’s policy statement on the use of DSE). The department has staff who can advise on workstation layout. Please refer to the IT Support Officer if you would like advice.

The department’s insurance cannot accept liability for loss of personal possessions. It is important that belongings are not left unattended in seminar and lecture rooms. If your class leaves a room for a short break, do not leave any valuables in the room, particularly cash or cards. CCTV is in operation in various parts of the department.

Safety in Fieldwork and Travel Insurance
There are extensive guidance notes and information regarding safety in fieldwork on WebLearn (https://weblearn.ox.ac.uk/portal/hierarchy/socsci/qeh/safety/page/resources). These must be read before any fieldwork is contemplated. When you know in which countries you wish to undertake your fieldwork you will need to complete a questionnaire and undertake a risk assessment which must be approved and signed off by your supervisor. Information about travel and medical insurance can also be found in the same document. Please read this carefully and complete the appropriate forms at least two weeks in advance of travel in case there are queries with the Insurance section.

Please note that you must complete and return both a travel insurance application and safety in fieldwork questionnaire if you will be going on the Istanbul Study Visit in March 2014.

Library Services
The extensive Development Studies holdings are housed in the Social Science Library at Manor Road, the Social Sciences building, five minutes’ walk from Mansfield Road. From November 2013, John Southall will be the Social Sciences Subject Consultant. The Refugee Studies Library is also based in the SSL. The Subject Consultant for Forced Migration, African and Commonwealth studies is Sarah Rhodes.

See the Social Science Library webpages (http://www.ssl.ox.ac.uk/) for more information. See also above.

September 2013
GENERAL INFORMATION / DEPARTMENTAL FACILITIES AT QEH

Occupational Health Service
The Service provides travel advice, immunisations and antimalarial prophylaxis to University staff and certain students travelling in the course of their work, for example, undertaking research abroad, attending conferences or going on field trips. There is a travel clinic on Monday afternoons in the University Occupational Health Service at 10 Parks Road, telephone 01865-(2)82676, or e-mail enquiries@uohs.ox.ac.uk.

Book well in advance so that courses of immunisation can be completed in good time (at least six weeks before your departure date). Bring a completed travel appointment request form (see Dominique Attala for more information on this form). This service does not extend to families or other accompanying persons or to travel on College business. Advice for non-University business should be obtained from your GP.

More information on vaccinations and preparation for travel abroad are available from the Occupational Health website at: http://www.admin.ox.ac.uk/uohs/at-work/travel/

Computing
There are two hot-desking areas at Mansfield Road:

1. Room 10.09 (ground floor, Frances Stewart Wing) – this is a quiet study area with 11 computers and 2 network printers. This area is open between 9 am and 5.15 pm, although it is normally possible to stay later.

2. Outside the lower ground floor seminar rooms (in the new extension). This area is open between 9 am and 5.15 pm, although it is normally possible to stay later.

The doors between the new extension and the main building lock at 8 pm; however, exit is always possible using the green button.

In order to use the computers, students will require a username and password. To obtain a username/password, please send an email to the ODID IT Support Officer at: it-support@qeh.ox.ac.uk.

Although the department does not normally charge for printing, all print usage is monitored and the department reserves the right to make a charge where printing is regarded as excessive.

Wireless
The department is linked to the Oxford Wireless LAN (OWL). Full details of OWL and how to connect to it are available at: http://www.oucs.ox.ac.uk/network/wireless/

Within Mansfield Road, wireless access is available in the following locations:

Seminar Rooms 1 and 2
The Main Hall
Servery
Frances Stewart Wing
New Extension

Computing Facilities

IT at Oxford
You will find a useful introduction to IT at Oxford at http://welcometoit.ox.ac.uk/. This site provides information on the various resources available throughout the University, and how to obtain access to them. The University’s Computer Usage Rules and Etiquette can be found at http://www.ict.ox.ac.uk/oxford/rules/. A copy of the University’s Rules for Computer Use can be found in this pack.
GENERAL INFORMATION / DEPARTMENTAL FACILITIES AT QEH

IT Services
The University's IT Services is located 15 minutes' walk away in Banbury Road. It offers a wide range of services, including a large variety of courses which are open to all students. Further details may be found at http://www.oucs.ox.ac.uk/ or via the department's Noticeboard page, in various information leaflets available from IT Services and displayed on ODID Foyer notice boards. In order to use these services you will be required to identify yourself by your University Card, giving the Card's barcode number where necessary.

Email
The main central email server at Oxford is called Nexus. Nexus is one of the systems run by the University's IT Services.

All new members of the University are automatically pre-registered for a Nexus account for when they arrive in Oxford. Most Oxford users have an email address relating to their college, e.g. chris.jones@sant.ox.ac.uk. Graduate and staff users also get an email address relating to their department, e.g. chris.jones@qeh.ox.ac.uk.

WebLearn ()
All course materials (lecture lists, reading lists, etc) are now held on WebLearn. WebLearn (http://www.weblearn.ox.ac.uk/) is a web-based virtual learning environment (VLE). In order to access the site you will require a username and password. Your username is your Oxford Username (i.e. the same as your Nexus username/password) (see Webauth (https://webauth.ox.ac.uk/) for more details about University of Oxford Authentication).

Harassment
The University's policy relating to Harassment is available at: http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/harprint.pdf. The department has two advisors who are ready to advise in complete confidence on any problems that may arise from alleged or apparent breaches of the Code. The advisors are:

Ms Julia Knight (2)81804 julia.knight@qeh.ox.ac.uk
Professor Chris Adam (2)81816 christopher.adam@qeh.ox.ac.uk

Disability

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

- LGBT Staff Network (staff and graduate students)
- Race Equality Network (staff and students)
- Oxford Women’s Network (staff and students)
- LGBT History Month
- Black History Month
GENERAL INFORMATION / DEPARTMENTAL FACILITIES AT QEH

Equality and Diversity Unit (cont)
The Equality and Diversity Unit supports a network of over 300 harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University’s Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice/

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

The Counselling Service is here to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service. For more information visit: www.ox.ac.uk/students/shw/counselling/
A range of services led by students are available to help provide support to other students, peer support, OUSU Student Advice Service and Nightline. For more information visit: www.ox.ac.uk/students/shw/peer/

Department contacts
If you have any concerns or need advice please refer to your supervisor or the Graduate Student Coordinator, Dominique Attala. The University’s Disability Office website is at: http://www.admin.ox.ac.uk/eop/disab/.

The department’s Disabilities and Special Needs Committee usually meets twice a year. Issues to be raised should be forwarded to the secretary Luci Cummings (tel: 81805, email: lucienne.cummings@qeh.ox.ac.uk) who will refer to the Chair if immediate action is required.

Language Centre
The University’s Language Centre is located at 12 Woodstock Road. It provides resources for members of the University who need foreign languages for their study or interest. There may be a charge. For more information see the website: http://www.lang.ox.ac.uk/.

If English is not your first language and you wish to have formal help to develop your academic writing skills, you may want to check out the courses in English for Academic Studies offered by the Language Centre: http://www.lang.ox.ac.uk/courses/english.html.

You may apply for subsidies from the Department to cover part of the costs of either language courses (if of direct relevance to your dissertation topic), or English for Academic Studies. Please discuss this with your supervisor (who will need to approve your application) and let the Course Coordinator have your course application form once it has been approved by your supervisor. The form is obtainable from the Language Centre in early Michaelmas term.

Careers Service
The University’s Careers Service is situated at 56 Banbury Road Oxford. The Careers Service exists to enable current and recent Oxford University students to make and implement well-informed decisions about their careers. More information regarding this is available from their website at: http://www.careers.ox.ac.uk/.

September 2013
GENERAL INFORMATION / DEPARTMENTAL FACILITIES AT QEH

Cycling in Oxford
Oxfordshire County Council provides a website offering comprehensive information on cycling in Oxford (e.g. regulations, safety, details of cycle lanes/routes). The website is at http://www.oxfordshire.gov.uk/cms/public-site/cycling.

Useful Information for Students
The drop down list on the department’s Noticeboard page has links to many useful sites, mainly in the University but some outside. The University of Oxford link directs you to the University's home page where a current students link http://www.ox.ac.uk/students/index.html leads to a wide range of information including Careers Service, Language Centre, IT, student organisations, study information, funding information and publications. If you cannot find what you require please ask Hannah Stacey or your supervisor who will help.

We all wish you a pleasant and productive time in the Department.

The ODID Intranet
The Noticeboard page:
GENERAL INFORMATION / DEPARTMENTAL FACILITIES AT QEH

The main Departmental WebLearn page:

Safety and insurance page, showing safety in fieldwork information (WebLearn):
GENERAL INFORMATION / FACILITIES AT ANTHROPOLOGY

Structure of the School of Anthropology and Museum Ethnography
Welcome to the School of Anthropology and Museum Ethnography of the University of Oxford (henceforward ‘the School’). The School is the department of anthropology in the University and forms part of the Social Sciences Division. Its website is at: http://www.anthro.ox.ac.uk/.

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

A much more recent foundation is the Institute of Cognitive and Evolutionary Anthropology (ICEA, at 64 Banbury Road: http://www.icea.ox.ac.uk/), whose activities also involve graduate teaching and research (both ISCA and ICEA also have a number of post-doctoral researchers). ICEA includes the Centre for Anthropology and Mind or CAM, whose principal theme is religion and cognition. The rest of ICEA is mainly concerned with biological or physical anthropology.

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

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

Another unit, the Institute of Human Sciences (HIS, at 58a Banbury Road, behind the main COMPAS building at no. 58: http://www.ihs.ox.ac.uk/), is the base for the undergraduate degree in Human Sciences. Graduate-related lectures and seminars are sometimes held there.

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

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

Staff details
These are subject to frequent updating and can be found on the School website. Note especially the following officers for 2013-14:

- Head of School: Professor Marcus Banks
- School Administrator: Gil Middleton
- Director of ISCA: Professor Stanley Ulijaszek
- Director of Graduate Studies: Dr Robert Parkin

Student-staff interaction
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: http://www.anthro.ox.ac.uk/current-students/oxford-university-anthropological-society/

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

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

Oxford also has its own anthropology journal, the Journal of the Anthropology Society of Oxford (JASO), strictly an independent organization, though housed in ISCA and drawing on its staff and students both administratively and for contributions. After a period of inactivity, JASO was re-launched as a freely downloadable online journal in 2009. It accepts articles of interest to anthropologists from academics and graduate students from anywhere in the world. Its current editors are Dr Robert Parkin and Prof. David Zeitlyn. Depending on the level of contributions, it appears up to twice a year: http://www.isca.ox.ac.uk/publications/jaso/

Practical arrangements and facilities

Opening times
The main ISCA building at 51 Banbury Road is open from 9.00 am to 5.30 pm, Monday to Friday in term time (also Saturday afternoons, library only); and from 9.00 am to 12.45 pm and from 2.15 until 5 pm in most of the vacations on Monday-Friday only (the building and library are entirely closed for some days in every vacation; see notices posted on the main library door for up-to-date information). The above timings are subject to variation at short notice, and library staff are not always available. In August most key School facilities (including the Tylor and Balfour Libraries) are open on a skeleton basis only, if at all (exact information will be posted). Students are granted access to School buildings at other times by arrangement (e.g. to use desk space allocated to students).
GENERAL INFORMATION / FACILITIES AT ANTHROPOLOGY

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 (ISCA) and the Balfour Library (PRM), 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 Wellcome Institute, and individual college, departmental and faculty libraries. All the libraries in Oxford are linked through an electronic library and information system (OLIS). The primary search interface is Search Oxford Libraries Online (SOLO), which includes an on-line catalogue and provides access to both remote and locally mounted datasets: http://solo.bodleian.ox.ac.uk/. For further information, see above.

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.

Where borrowing is permitted, care should be taken to follow the regulations and procedures laid down for doing so. Anyone who is found to have violated the regulations by removing books without properly recording the fact is liable to have library access withdrawn, either for a certain period or indefinitely. It is normally not permitted to borrow periodicals or other serials, nor pamphlets or unpublished materials. Any outstanding library fines normally have to be paid before you can take your degree.

Museums
The Pitt Rivers Museum, located at the back of the University Museum, is one of the two leading ethnographic museums in the UK. In addition to nearly half a million ethnographic objects, it also has an extensive photo archive of some 125,000 items from the nineteenth and twentieth centuries, and many other special holdings in the areas of material culture theory, museum history and praxis, and material culture in ethnographic contexts. The Pitt Rivers Museum Research Centre for study and other activities can be accessed either from the Museum itself or from South Parks Road.

Other major museums in Oxford of possible interest to anthropologists include the Ashmolean Museum of Art and Archaeology, the Museum of the History of Sciences, the University Museum of Natural History and the Bate Collection of Musical Instruments.

Rooms available for use
- Students may use the COMPAS Board Room for events related to the Migration Studies Society. Students should plan the events well in advance and need the Course Director’s approval to book the room.
- The School common room in the basement of 43 Banbury Road, with coffee-and tea-making facilities in the kitchen nearby, is available during Institute opening hours.
- All MSc students are also encouraged to use ISCA’s graduate common room in 64 Banbury Road.
- Students are welcome to join tea in the common room at COMPAS following Thursday seminars, but should bear in mind that the COMPAS common room is primarily for staff use and students should not normally occupy it at other times.

Pigeon holes
Pigeon holes re provided for staff in the ground-floor lobby of 51 Banbury Road, or in the ground-floor lobby of COMPAS at 58 Banbury Road. There is also a pigeon hole at 51 Banbury Road for any mail that comes for students. Students are nonetheless encouraged to have mail sent to them at their college and not to give correspondents the School address.
GENERAL INFORMATION / FACILITIES AT ANTHROPOLOGY

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

Computers
The IT Officers for the School are responsible for the School’s computing facilities, including those available to students, which are accommodated in the basement of 43 Banbury Road. 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 MSc students of up to 100 sheets.

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

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

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

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

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

You are all automatically members of the Society and will receive information from the Society and are invited to its events. If you are interested in getting more involved, there will be an introductory meeting in Week 1 of Michaelmas Term (on Friday 18 October in Seminar Room B from 12.30-14.00).

More information is available from the Society’s webpage: http://cheukk.wix.com/oxfordmigration

OXFORD MONITOR OF FORCED MIGRATION

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

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

More information is available from OxMo’s web site: http://oxmofm.com/

PUBLISHING YOUR WORK

We encourage students who get a distinction for their MSc dissertations to edit their research for submission for simultaneous publication in the COMPAS and IMI Working Paper series, and a number of the Working Papers on these sites have originated in this way.

You are also very much encouraged to participate in public debates on migration and related issues, for instance by publishing in various forums, and we are proud to be associated with you. We suggest you identify yourself as follows: XX is/was an MSc student in Migration Studies, Oxford, 2013-14.
OTHER USEFUL INFORMATION

Support services and information
For all student-related information visit the Student Gateway:
http://www.ox.ac.uk/current_students/index.html

This is an extremely useful resource and worth exploring early on. It is where you can order on-course transcripts, among other things.

OUCS – Oxford University Computing Services
For all your IT needs:
http://www.oucs.ox.ac.uk/

A guide for new students:
http://www.oucs.ox.ac.uk/welcometoit/

University Computer Usage Rules and Etiquette
http://www.ict.ox.ac.uk/oxford/rules/

OULS – Oxford University Library Services
Links to the catalogues, individual libraries and library support services (see also above):
www.ouls.ox.ac.uk and http://www.ssl.ox.ac.uk/

Overseas students
Advice for overseas students on a wide range of matters is available from the International Student Advisory Service, including visa information:
http://www.ox.ac.uk/students/international_students/

Health and welfare
Information regarding Equality, Health and Welfare, including counselling, childcare and financial hardship: http://www.ox.ac.uk/students/shw/

Student counselling
A free and confidential service to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential:
http://www.ox.ac.uk/students/shw/counselling/

University Gazette
http://www.ox.ac.uk/gazette/

The University Gazette is a useful source of information on changes to regulations, prizes available, lectures and seminars, jobs, accommodation etc. A copy is usually available in the QEH Common Room.

Useful Website - Migration Observatory Website
This website contains lots of interesting and diverse commentaries, briefings, policy primers, data and experts interviews with Oxford migrant scholars.
http://www.migrationobservatory.ox.ac.uk/
8. THE STAFF
CORE TEACHING STAFF

Dr Mette Louise Berg, Departmental Lecturer, Anthropology of Migration
College: Kellogg  Office: ISCA, 51-53 Banbury Road, 2nd floor (53-side)
Office Hours: By appointment
Contact: mette.berg@anthro.ox.ac.uk / (01865) (2)74684
Teaching:
- Paper I: International Migration in the Social Sciences (Convenor)
- Paper II: Migration, Globalisation and Social Transformation
- Option Course: Ethnographies of Transnationalism and Diasporas
- General supervision / Dissertation supervision
Research Interests: Migration, diasporas and transnationalism; questions of belonging and generation; and the anthropology of education and social memory; Cuba and its diaspora

Dr Evelyn Ersanilli, Departmental Lecturer, Migration Studies
College: Kellogg  Office: QEH, 2nd floor Old Building, Room 30.08
Office Hours: Michaelmas: Tuesdays 15.00-17.00
Hilary: Fridays 12.00-14.00
Contact: evelyn.ersanilli@qeh.ox.ac.uk / (01865) (2)81817
Teaching:
- Paper IV: Methods in Social Research (Convenor)
- Option Course: Citizenship, Belonging and the Legal System
- General supervision / Dissertation supervision
Research Interests: International migration; immigrant integration; citizenship; migrant families and marriage patterns; research design/methodology

Dr Hein de Haas, University Lecturer, Migration Studies / Co-Director, IMI (Chair of Examiners)
College: Wolfson  Office: QEH, 2nd floor Old Building, Room 30.14
Office Hours: By appointment
Contact: hein.dehaas@qeh.ox.ac.uk / (01865) (2)81794
Teaching:
- Paper II: Migration, Globalisation and Social Transformation (Convenor)
- Option Course: Migration and Development
- General supervision / Dissertation supervision
Research Interests: Theories of human mobility, development and globalization; the role of states and policies in migration processes; migration determinants; role of migration in development in migrant sending countries; rural-urban transformations; natural resource management

Dr Xiang Biao, University Lecturer, Social Anthropology (Course Director)
College: Kellogg  Office: 43 Banbury Road, 1st floor, Room 12
Office Hours: Thursdays, 18.00-19.00
Contact: biao.xiang@compas.ox.ac.uk / (01865) (2)74687
Teaching:
- Keywords Discussion Class (Convenor)
- Methods in Social Research
- Option Course: Mobility, Governance and the State
- General supervision / Dissertation supervision
Research Interests: Labour migration from China; transnational governance in east Asia; globalization, governance, labor and uncertainty; India-China comparisons/connections
STAFF TEACHING ON THE DEGREE

Professor Bridget Anderson
Professor of Migration and Citizenship and Deputy Director, COMPAS
Research: Citizenship; immigration enforcement (including ‘trafficking’); low waged labour,
Interests: migration and the state
Teaching: · Paper I (International Migration in the Social Sciences)
· Dissertation supervision

Dr Oliver Bakewell
Co-Director, IMI
Research: Migration, diasporas and global development; social theory and migration;
Interests: ‘forced’ versus ‘voluntary’ migration; African migration; borderlands; identity papers; migration discourses; Zambia; and Angola
Teaching: · Paper II (Migration, Globalisation and Social Transformation)
· Option Course (Migration and Displacement in Africa)
· General supervision / dissertation supervision

Professor Robin Cohen
Emeritus Professor and former Director, IMI
Research: The sociology and politics of developing areas; ethnicity; international migration;
Interests: diasporas and transnationalism; globalisation; cosmopolitanism; creolisation
Teaching: · Paper II (Migration, Globalisation and Social Transformation)

Dr Cathryn Costello
Andrew W. Mellon University Lecturer in International Human Rights and Refugee Law, RSC and Research Associate, COMPAS
Research: EU immigration and asylum law, including asylum procedures, EU Citizenship and
Interests: third country national family members and family reunification
Teaching: · Paper I (International Migration in the Social Sciences)

Dr Franck Düvell
Senior Researcher, COMPAS
Research: Irregular immigration, highly skilled migrants; health issues; aspects of migration
Interests: politics and management on EU and international level
Teaching: · Paper I (International Migration in the Social Sciences)

Florian Foos
Teaching Assistant, Research Methods
Research: Role of political parties in voter mobilization, motivations for party
Interests: membership/political activism; expertise includes randomised field experiments, regression discontinuity designs, randomisation inference
Teaching: · Paper IV (Methods in Social Research)

The contact details of University staff and students can be found on the main University website
## STAFF TEACHING ON THE DEGREE

### Dr Ben Gidley
Senior Researcher, COMPAS

**Research Interests:** The impact of new forms of diversity on local contexts in the UK; both new and old forms of intolerance and conviviality; and the politics of migrant citizenship and belonging, both today and historically

**Teaching:** Option Course (Ethnographies of Transnationalism and Diasporas)

### Dr Hiranthi Jayaweera
Senior Researcher, COMPAS

**Research Interests:** Issues related to social divisions, particularly gender and ethnic divisions in the UK; barriers to care for low income childbearing women

**Teaching:** Dissertation supervision

### Professor Michael Keith
Director, COMPAS

**Research Interests:** Interface between culture, urbanism and migration; the dynamics of urbanism; the study of cultural difference; the impact of migration on structures and processes of governance

**Teaching:** Paper I (International Migration in the Social Sciences)

### Dr Agnieszka Kubal
Research Fellow, Centre for Socio-Legal Studies and Research Associate, IMI

**Research Interests:** European migration systems; migrants' legal incorporation; the rights-citizenship nexus; questions of legality and semi-legality; social theory and comparative legal culture

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

### Maria Mancilla-Garcia
Teaching Assistant, ODID

**Research Interests:** Environmental management; institutional change; poverty alleviation; eco-political theory; Latin America

**Teaching:** Paper IV (Methods in Social Research)

### Dr Martin Ruhs
University Lecturer in Political Economy and Senior Researcher, COMPAS

**Research Interests:** The economics and politics of international labour migration, with a strong international comparative dimension

**Teaching:** Option Course (Labour Immigration Policy and the Rights of Migrant Workers)

---

The contact details of University staff and students can be found on the main [University website](http://www.ox.ac.uk)
STAFF TEACHING ON THE DEGREE

Dr Olivia Sheringham  
Research Officer, IMI  
*Research Interests:* Transnationalism, return migration and identity and belonging, with a particular focus on Latin American migration  
*Teaching:* Option Course (Latin American and Caribbean Migration and Diasporas)

Dr Sarah Spencer, CBE  
Senior Fellow, COMPAS  
*Research Interests:* Migrant integration; human rights and equality; and the policy making process  
*Teaching:* Paper I (International Migration in the Social Sciences)

Dr Sorana Toma  
Research Officer, IMI  
*Research Interests:* Drivers of international mobility; economic integration of immigrants at destination; second generation school-to-work transitions; life-course perspectives on migration; the role of social capital in international mobility  
*Teaching:* Dissertation supervision

Dr Nicholas Van Hear  
Senior Researcher and Deputy Director, COMPAS  
*Research Interests:* Forced migration; conflict; development; diasporas and transnationalism; with field experience in Africa, the Middle East, South Asia and Europe  
*Teaching:* Paper II (Migration, Globalisation and Social Transformation)

Dr María Villares Varela  
Researcher, IMI  
*Research Interests:* Immigration, labour markets and employment relations, with a particular focus on entrepreneurial strategies as a means of social incorporation into host societies, from a gender perspective  
*Teaching:* Paper II (Migration, Globalisation and Social Transformation)  
· Paper IV (Methods in Social Research)  
· Option Course (Latin American and Caribbean Migration and Diasporas)  
· Dissertation supervision

Dr Carlos Vargas-Silva  
Senior Researcher, Migration Observatory/COMPAS  
*Research Interests:* Economic impact of immigration on migrant receiving countries; and the link between migration (including forced migration) and economic development in migrant sending countries  
*Teaching:* Paper I (International Migration in the Social Sciences)

The contact details of University staff and students can be found on the main [University website](#).