Provision for postgraduate taught students in the Department of Education

1. **Who is the Course Director with overall responsibility for students on this course?**

The Department offers two full-time MSc degrees, Education and Applied Linguistics. Dr Maria Evangelou is the Course Director for the MSc Education and Professor Victoria Murphy directs the MSc ALSLA. Within the MSc Education, each of the five pathways has its own Convenor.

<table>
<thead>
<tr>
<th>MSc Education Pathway</th>
<th>Pathway Convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Design and Methodology</td>
<td>Dr James Hall</td>
</tr>
<tr>
<td>Child Development and Education</td>
<td>Professor Terezinha Nunes</td>
</tr>
<tr>
<td>Comparative and International Education</td>
<td>Dr David Johnson</td>
</tr>
<tr>
<td>Learning and Technology</td>
<td>Dr Rebecca Eynon and Dr Niall Winters</td>
</tr>
<tr>
<td>Higher Education</td>
<td>Dr Helen Carasso</td>
</tr>
</tbody>
</table>

2. **What are the induction arrangements in the department?**

There is a compulsory departmental induction at the beginning of 0th Week of Michaelmas Term (the first week of October) and you are expected to attend. This is your chance to meet staff and other students, and learn about the Department and the University. Events include an introduction to your course, and guidance on using the Department/University network, Weblearn and the University libraries.

The MSc courses will hold group meetings where you will learn more about the course content, timetables, examinations and facilities. You will also take part in college induction events during this week.

3. **What is the overall length of the course, and for how many weeks are students expected to work in Oxford?**

The MSc courses are one-year taught courses (with the exception of the MSc in Applied Linguistics and Second Language Acquisition which also offers a part-time two-year route) and you will be registered as a student at Oxford University from October until the end of September of the following year. An Oxford academic year is made up of three eight-week terms. These terms are called: Michaelmas Term (October to December); Hilary Term (January to March); Trinity Term (April to June).

You will be expected to be in residence at Oxford for each of the 8 weeks of term, unless you seek Dispensation of Statutory Residence in order to undertake fieldwork away from Oxford; this is at the discretion of the supervisor. You are advised to be in Oxford from the week prior to the start of term (referred to as 0th week) through to the end of 9th week. Some courses arrange informal teaching sessions in 0th week and/or 9th week, so you need to check your course timetable.

Most courses are assessed by written coursework assignments, and submission dates are clearly indicated at the start of the course. Formal course assignments are due before the start of the following term. The long vacation is the period after Trinity Term ends before the start of the new academic year in October.

Preparation for your dissertation research starts early in the academic year. The Trinity Term and the summer vacation are dedicated to dissertation research, and this may include a period of fieldwork away from Oxford. You will need to submit
your dissertation either in the middle (for MSc Education) or end of August (for MSc ALSLA) and be available to return to Oxford in September if you are called back for a viva voce (an oral exam) if your dissertation is borderline between pass/fail or pass/distinction or, more rarely, where plagiarism is suspected). Your examination results will be known by mid October.

Although the course ends when dissertations are submitted, you will not receive your results until October, and you will not graduate until a later date (arranged by your college).

4. **What is the pattern of lectures, classes, seminars, tutorials and self-directed work for this course?**

Both MSc courses involve an intensive programme of lectures, seminars and structured reading. These sessions run throughout the first and second terms. Fundamental to the Oxford educational experience is individual reading and study in order to broaden and deepen knowledge of your chosen field. You will be expected to show initiative in exploring this literature and to engage critically and creatively with the debates. You will also gain a range of quantitative and qualitative research skills.

You will be able to attend various workshops linked specifically to your course and more generic workshops such as those held on dissertation writing. There will also be an opportunity to broaden your knowledge via lectures on other courses and public seminars offered by both the department and across the University. The research groupings within the department host frequent research seminars and you are encouraged to participate in these as relevant.

5. **What one-to-one or small group teaching will students on this course receive?**

Staff members will be available to advise you on reading, literature and topics and you will be assigned a supervisor to guide your dissertation research. Typically, you should expect to have meetings with your supervisor for one hour not less than ten times throughout the year.

Students often arrange reading groups to discuss work before their seminars. Research students within the department may be willing to offer guidance on dissertation topics related to their research areas. During the Summer vacation some assistance with statistical analysis, to supplement that of your supervisor, may be available.
6. **Who will take overall responsibility for an individual student’s progress and for completing the joint progress report form in each term of the course?**

Your supervisor has overall responsibility for your progress. Your termly GSS (Graduate Supervision System) report is completed by this supervisor, and they also support your dissertation research preparation. If you have any concerns about your progress or your contributions you should speak with your supervisor in the first instance.

7. **What workspace will be provided? What IT (Information Technology) support/library facilities/experimental facilities will be available?**

There is wifi access throughout the department, as well as a computer room within the Department. There is an online HelpDesk system for help relating to any aspects of Departmental IT provision, and you can also seek support from the Oxford University IT Services. IT Services also runs courses that are open to all students of the University.

Oxford University has an extensive library system. The Bodleian Education library in the department is the main lending service within the University for the material you will require. A tutorial on using the library and IT facilities will be provided at your induction. The librarian and staff organise sessions throughout the year designed to fit with your assignments and academic tasks (e.g. literature searching, reference management). In addition, one to one appointments are offered at key points in the academic year, to discuss strategies for searching the literature.

8. **What opportunities are provided for students to take part in research seminars or groups? What formal graduate skills training and transferable skills will be provided?**

The department has a lively set of research groups that hold research seminars throughout term-time (see our web page for further information). The MSc courses are linked to research groups and students are encouraged to actively participate in these groups and attend as many relevant seminars as possible. Each MSc course provides in-depth knowledge over a wide range of topics through lectures, seminars, and workshops.

You will take part in research skills training in preparation for your dissertation and develop an understanding of the research process; these courses will cover a range of qualitative and quantitative research methods. There are also a set of career and transferable skills (e.g. conference presenting) workshops organised each year.

9. **What are the provisions for providing written feedback on both formative and summative assessment?**

You will receive formative written feedback on formative assignments each term to help you develop your writing and thinking. You will also receive individual written feedback on your summative assignments, once these have been formally examined and marks have been approved by Exam Boards.

10. **What are the arrangements for receiving student feedback on provision and for responding to student concerns? What are the arrangements for appointing representatives for the Divisional PGT student discussion forum?**

Concerns regarding your own individual academic welfare should be directed to your supervisor, who is drawn from the department’s academic staff. Your supervisor can assist you with many aspects of academic life at Oxford. Practical concerns related
to your MSc programme may be directed to your course director and administrative concerns can be directed to the Higher Degrees Administrator.

The Oxford University Student Union also has considerable expertise in the area of academic welfare and offers several publications and services that may be of use to you. These include the provision of study skills sessions with an expert in this area. Information can be found on their web site at [http://www.ousu.org](http://www.ousu.org).

Each MSc course has student representatives on its course committee that meet each term. There is also one meeting each term of the Joint Consultative Forum (JCF): a forum for students to provide comprehensive feedback to the department. Representatives from the MSc courses attends the department’s Academic Committee, the committee responsible for addressing concerns about provision. The JCF also nominates representatives to participate in a termly student discussion forum that brings together taught MSc students from across the Social Science Division.

11. **What arrangements for accommodation, meals and social facilities will be made for students on a graduate taught course?**

Oxford has a range of graduate-only and mixed (undergraduate and graduate) colleges. Most colleges can provide you with some form of accommodation. Catering provision varies from college to college, especially during vacations. In addition there are usually self-catering facilities available in graduate accommodation. You will be a member of the Middle Common Room (MCR) of your college. The MCR provides a common room and usually organises a programme of social events throughout the year. Your college usually has a bar, some computing facilities and a library, and may have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected committee or through elected representatives to college committees. You are encouraged to participate in the social and sporting life of your college. Please see individual college websites for further details about all aspects of college provision.

12. **What arrangements are in place for pastoral and welfare support?**

There is an extensive framework of support for graduates within each college. Your college will allocate to you a College Advisor, usually in a cognate subject, who will arrange to see you from time to time and who you may contact for additional advice and support on academic and other matters. In college you may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates/Senior Tutor is a fellow of the college with particular responsibility for the interests and welfare of graduate students. Each college will also have other named individuals who can offer individual advice. The student union can also offer help and advice.