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 following is the Course Director for each course and is the person you should contact in the first instance with any queries:

<table>
<thead>
<tr>
<th>Course</th>
<th>Director</th>
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<tbody>
<tr>
<td>MSc Applied Linguistics and Second Language Acquisition</td>
<td>Dr Victoria Murphy</td>
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<tr>
<td>MSc Educational Research Methodology</td>
<td>Professor Pam Sammons</td>
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<tr>
<td>MSc Education (Child Development and Education)</td>
<td>Professor Terezinha Nunes</td>
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<tr>
<td>MSc Education (Comparative and International Education)</td>
<td>Professor David Phillips</td>
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<tr>
<td>MSc Education (Learning and Technology)</td>
<td>Dr Chris Davies</td>
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<tr>
<td>MSc Education (Higher Education)</td>
<td>Dr Hubert Ertl</td>
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2. **What are the induction arrangements in the department?**

   There is a compulsory departmental induction at the beginning of 0th Week of Michaelmas Term (usually the first week of October) and you are expected to attend. This is your chance to meet staff and other students, receive information on the Department and the University. Events include an introduction to your course, guidance on accessing 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. The induction will also include a social event where you will have the opportunity to meet your classmates and other MSc students and also meet members of staff. 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 the next term (referred to as 0th week) and through 9th week. Some courses arrange informal teaching sessions in 0th week and/or 9th week, so you need to check your course timetable. The written examinations, for those courses which have this form of assessment, will take place at the beginning of Trinity Term and you will need to make sure that you do not leave Oxford until your examinations have finished.

   For those courses which are assessed by written coursework assignments, submission dates are clearly indicated at the start of the course and are likely to be
spread over the academic year. 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 should start early on in the academic year and continue throughout the year. The Trinity Term and the summer vacation are periods when you will dedicate substantial time to your dissertation research in Oxford or overseas (according to your research), and this may include a period of fieldwork away from Oxford. You will need to submit your dissertation at the end of August and you will need to be available to return to Oxford in September if you are called back for a viva voce (an interview between the examiners and candidate usually called if the candidate 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 at the end of August (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?**

Each MSc course has a programme of lectures, seminars and structured reading lists. These sessions are held throughout the first and second terms. It is a fundamental component of the Oxford educational experience that students engage in individual reading and study in order to broaden and deepen their knowledge of their chosen field. You will be expected to show initiative and effort in exploring literature and ideas and to ask questions about the material covered to date and other aspects of your course. Research skills training will be provided which will cover a range of quantitative and qualitative approaches to educational research.

You will be able to attend various workshops linked specifically to your course and more generic workshops such as those held on essay writing skills. There will also be an opportunity to broaden your knowledge via the great number of lectures in other courses and public seminars offered by both the department and other departments and colleges within the University. Each of the seven research groups within the department holds specific research seminar series 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 help guide you through 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 small group meetings between themselves to discuss reading lists before their seminars. Research students within the department may be willing to offer guidance on dissertation topics which are similar to their research areas, and 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. The joint progress report form each term is completed by your dissertation supervisor who will meet you in tutorials to support your research for the dissertation. If you have any queries 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 available for you to use. There is an online HelpDesk system for help relating to any aspects of Departmental IT provision, and you will also be advised on when it is appropriate to seek support from the Oxford University Computer Services (OUCS). OUCS also runs courses that are open to all students of the University.

   Oxford University has an extensive library system and 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 are very helpful and organise sessions throughout the year and which are 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 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 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 to develop an understanding of the research process and research literature; these will cover a range of qualitative and quantitative research methods. There is an optional course provided by the Social Sciences Division on Statistics for Social Science which may be helpful to those who are likely to use statistical techniques in their dissertations. You will also be able to attend an Dissertation workshops which are provided at the end of each of the three terms to help you to develop in this area.

9. **What are the arrangements for student feedback and for responding to student concerns?**

   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 who attend its course meetings each term and there will be one meeting each term of the Joint Consultative Committee: a forum for students to provide comprehensive feedback to the department. A representative from the MSc courses will also be asked to attend the department’s Graduate Studies Committee which meets once or twice a term. This committee is ultimately responsible for addressing any concerns raised by students.

10. **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 will 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, or equivalent, 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.

11. **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 is a fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. Each college will also have other named individuals who can offer individual advice. The student union can also offer help and advice.