



Statement of Provision for Taught Graduate Students 2011-2012

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

Responsibility for the organisation and delivery of the MSc and MPhil programmes is shared between the Board of Studies and the Director of Graduate Studies, who is Chair of the Board.

The Director of Graduate Studies is currently Dr Carolyn Hoyle.

2. *What induction arrangements will be made?*

A two-week induction programme runs before the start of Michaelmas Term, and all students must attend. The aim of the programme is to formally welcome students to the Centre, and provide a useful foundation for the course. Students receive introductory lectures on the core course ('Explanation and Understanding in Criminology'), research methods, and, for those with no legal background, or from overseas, a lecture on the structure of the English criminal justice system. Students also find out a little more about the optional courses, meet their academic supervisor and are invited to a reception with other students and academic members of the Centre. A compulsory seminar on plagiarism is offered by the Social Sciences library and there is a wide variety of IT, library and study-skill related sessions, including an introduction to the use of bibliographical, legal and social science databases. Students' colleges will also provide induction during this fortnight, and a special induction programme is offered to international students.

Information on the induction programme, including a course timetable, and further details on the optional courses, examinations and facilities, is sent to students in the Welcome Pack.

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

The MSc programmes are one-year taught courses. Students will be registered at Oxford University from October until the end of June (for the MSc Criminology and Criminal Justice) or until the middle of September (for the MSc Criminology and Criminal Justice (Research Methods)) of the following year. The second year of the MPhil programme is an additional three terms. Oxford University has three terms each of eight weeks duration, though full terms are longer and MSc students will be expected to extend their time in Oxford into Week 9 of each term, when the assessed coursework is submitted. These terms are called: Michaelmas Term (October to December); Hilary Term (January to March); Trinity Term (April to June). Students are free to leave Oxford after the end of each term when coursework is submitted, and are advised to return during the week prior to the start of the next term (referred to as Week 0). This week is often used for introductory seminars, is a useful time for students to prepare for their courses, and, most importantly, the Core Course written exam takes place in Week 0 of Trinity term. The Core Course mock exam takes place in Week 0 of Hilary.



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

Teaching on both MSc programmes is, with a small number of exceptions, seminar based, with groups of no more than 15 and often, for option classes, with much smaller groups, occasionally only three or four other students. This teaching system works satisfactorily only when students take responsibility for preparing well for classes, by reading extensively from the reading lists, and being willing to contribute to class discussions. Much of the time students will learn under their own direction and so need to be motivated to read the relevant literature and explore their critical responses to it in seminars.

Each MSc programme involves the Core Course, a compulsory research methods course (Research Design and Data Collection), several optional courses and, for the students taking the Research Methods variant of the MSc or the MPhil, further compulsory research skills training. Seminars for each of these elements are held throughout Weeks 1 to 6 of term. Preparation for classes is directed by detailed reading lists which are provided prior to the start of each term. Students should acquire the knowledge through their own reading in advance of classes, and through discussing the readings with the course tutor and their fellow students. Student learning in the Core Course is consolidated through revision tutorials at the end of each term and revision for the final assessment by unseen written examination. In the options and research methods courses it is consolidated by assessed essays.

In addition to the core and optional courses, MSc students write a dissertation on a topic of their own choice, under the guidance of a supervisor. Students can start writing their dissertation during Hilary Term but the bulk of research and writing is done during Trinity Term. The dissertation is submitted at the end of Trinity Term (for MSc candidates) or in September (for candidates on the Research Methods variant of the MSc). The word limit differs depending on the MSc programme chosen – for the MSc, candidates are expected to write between 8,000 and 10,000 words; for the Research Methods variant, the word limit is between 13,000 and 15,000.

The second year of the MPhil is self-directed, though students work under the guidance of a supervisor to produce a 25,000-30,000-word thesis. MPhil students are welcome to audit any of the MSc options, subject to availability.

Students will also have an opportunity to broaden their knowledge via the great number of lectures in other courses and public seminars offered by both the Centre and other departments and colleges within the University. Students are expected to attend the All Souls Criminology seminars and are invited to attend the Brown Bag seminars which are organised by the Centre. They must also complete the series of three workshops on writing skills (Academic Writing; Referencing and Plagiarism; How to Publish Your Work). In addition, the Centre runs a discussion group which is open to all: Classics of Social and Political Thought. Students are also welcome to attend the Extra-legal Governance and Organised Crime Discussion Group organised by the Department of Sociology. There is also a research students' discussion group (Criminology Discussion Group); some of its meetings may be of particular relevance and interest to students on the taught programmes. Finally, students have the opportunity to discuss their research plan at the Criminological Research Workshops, which are held over six lunchtimes in Trinity Term. This Research Workshop is compulsory for those on the Research Methods MSc.



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

Most of the teaching is in small groups. The Core Course seminars generally have up to 15 students, and some of the MSc options have smaller groups, sometimes with four or five students. One-to-one teaching takes place when the students prepare their MSc dissertation and/or MPhil thesis, when students are assigned a supervisor to guide them. For all specific academic and course-related matters students are encouraged to seek guidance from their course tutors or their Academic Supervisor (see section 6 below) in the first instance. Should they need any further advice, or where their tutor or Supervisor is unavailable, they can approach the Director of Graduate Studies.

6. *Who will take overall responsibility for an individual student's progress and for completing the joint Graduate Student Supervision (GSS) report form in each term of the course?*

Each student is assigned an Academic Supervisor, whose role it is to guide and advise the student throughout his or her course of study, and prepare a termly progress report on the GSS system. Students have scheduled meetings with their Supervisor at key points throughout the year. The Director of Graduate Studies has overall responsibility for each individual student's progress.

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

We are unable to offer MSc students study space within the Centre, although hot-desks may be available for use by MPhil students. However, the libraries provide students with ample study space and facilities. Students can access many libraries across the University, but the two described below will be the most significant to MSc and MPhil students.

The Social Science Library (<http://www.bodleian.ox.ac.uk/ssl>) is an integrated, interdisciplinary facility housed below the Centre, on the ground floor of the Social Sciences (Manor Road) building. Along with the Bodleian Law Library (http://www.law.ox.ac.uk/bodleian_law_library.php), it resources all MSc reading lists. It offers over 300 reader desks, many equipped with Ethernet points. There are also non-computer designated areas for quieter study, group study rooms, and dedicated graduate student study spaces. The library facilitates access to significant, internationally recognized research collections in the social sciences, including 8,000 electronic journals and over 300 databases. The Bodleian Law library holds the Bodleian's main collection on criminology and criminal justice. It receives material by copyright deposit and also purchases items of academic merit from other countries. Series of relevant government papers are also held. It therefore has an extensive collection of UK and Irish law, including subsidiary jurisdictions, and has one of the largest holdings of UK statutes and law reports. There is also a graduate reading room which includes 50 study spaces. Students will be taken on a tour of both libraries during their induction, and receive training on how to use the legal and journal databases.

OUCS (<http://www.oucs.ox.ac.uk/>) is the main provider of IT services across the University and can offer training and advice on many IT matters, and has a shop which sells hardware, software and peripherals. Students can also sign up to wireless access through OWL (Oxford Wireless Lan) giving them access to internet from all university buildings.



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

Students have the opportunity to broaden their knowledge of research issues and discuss their research plans at the Criminological Research Workshops, which are held in Trinity Term. This is a compulsory element of the MSc (Research Methods) programme, but is open to all other interested students.

Students may attend the Centre's 'brown bag' seminars where members of staff, visiting fellows and students present draft versions of their research work. They also have access to many optional seminars organised by other departments in areas relevant to their interests as mentioned above. There is a research students' Criminology Discussion Group (CDG); some of the meetings may be of particular relevance and interest to students on the taught programmes. News and further details of such events are publicized via the web and email.

The compulsory Research Design and Data Collection course and the other Research Methods courses (optional for the MSc programme, and compulsory for the Research Methods variant), provide formal graduate skills training, which can be further developed if students opt to stay on for a research degree. As part of the MPhil requirements, students follow two courses of instruction in Research Methods: Research Design and Data Collection in the first year of the programme and Social Explanation and Data Analysis in either the first or the second year.

Other components of the MSc courses, such as a seminar on choosing a dissertation topic and a dissertation writing workshop, also aim to develop graduate skills. Finally, the Centre also runs a series of three workshops (Academic Writing; Referencing and Plagiarism; How to Publish Your Work) aimed at developing students writing skills during and after their studies.

Students who wish to proceed to a research degree can also seek guidance on how to prepare their research proposal and application.

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

The Director of Graduate Studies and course tutors are committed to making a thorough evaluation to assess whether the aims and objectives of each programme are being achieved, and to improve the courses by identifying strengths and weaknesses. There are various methods by which we obtain feedback from students about their experiences. There are informal means by which students can communicate their experiences: through their meetings with their Academic Supervisor and through direct communication with the course tutors. Rather more formal is the role of the Student Representative. Students have the opportunity to elect a representative amongst their cohort at the start of Michaelmas Term to represent their needs and interests. The rep will attend termly meetings with the Centre for Criminology Board of Studies. The Board of Studies then feeds back, via the Student Representative, their responses to students' comments and concerns.

As part of the wider Law Faculty students also have the opportunity to elect a representative to sit on the Law Faculty's Graduate Studies Committee (GSC). This committee has six postgraduate representatives: 1 BCL, 1 MJur, 1 MLF, 1 MSc/MPhil in Criminology and Criminal Justice, 1 first year research student (representing PRS, MSt and MPhil in Law students) and 1 DPhil. The GSC meets twice a term and postgraduate students are given the chance to help



shape the agenda and prepare papers for each meeting. They are active participants on the Committee and consult with their respective constituencies on issues of interest.

Over the course of the year students who have suggestions they wish to make to the Centre and the Faculty, who have issues to raise, or who seek advice may do so through these committee representatives.

Additionally, the MSc has a structured method for conducting course evaluation. Anonymous questionnaires, which cover all aspects of the courses, teaching, supervision, facilities, and assessment, are administered at the end of each term. The feedback is then collated, and the findings presented to the MSc Board of Studies, which then acts as appropriate.

The Centre also provides students with information on the University procedures for complaints and appeals.

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

Many colleges will be able to provide students with accommodation. Generally speaking colleges will provide meals throughout the year, but provision varies from college to college, especially during vacations, and students will need to familiarise themselves with their college's detailed arrangements. In addition there are usually self-catering facilities available in graduate accommodation. Students will be a member of the Middle Common Room (MCR), or equivalent, of their college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often 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. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

The Centre arranges several social events throughout the year, for example a reception to welcome new students to the Centre, and end-of-term drinks parties, to which all MSc, MPhil and DPhil students are invited, as are course tutors, research officers and associates. There is also the chance to meet with other students from the Centre and wider Faculty at the Criminology Seminars, and the MSc rep is instrumental in organising *ad-hoc* social gatherings. Finally, Friday Week 9 (22 June 2012) the Centre will hold its End-of-Year party, details of which will be distributed nearer the time.

Graduate students may become members of the University Club in Mansfield Road, and participate in the range of sporting and cultural activities provided by the University.

The Centre for Criminology runs a book review competition for MSc, MPhil and DPhil students each year. The best review submitted by the end of Week 6 of Trinity Term will win a small prize and members of the Centre will help in finding somewhere to have it published. Up to two awards of £100 will be made, as research students' entries will be considered separately. Further details are announced at the beginning of Trinity Term.



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

Centre:

The role of the Academic Supervisor is to guide and advise the student throughout his or her course of study, and students have scheduled meetings each term with their Supervisor. Students are free to contact their Supervisor at any time during term if they have problems or concerns which they feel cannot wait until the next scheduled meeting. Likewise, Supervisors might proactively arrange additional meetings during term if they have concerns about a student's progress. However, students do not normally seek help or advice from their Academic Supervisors on matters concerning fees, accommodation, child care, or other personal issues not directly related to academic or course matters. They seek support from their College Advisor for these 'domestic' matters.

College:

There is an extensive framework of support for graduates within each college. Each student is allocated a College Advisor from among its Senior Members, usually in a cognate subject, who will arrange to see students from time to time, and who may be contacted for additional advice and support on academic and other matters. Students are strongly advised to regularly seek contact with their College Advisor. Students may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a fellow of 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.

Central University:

The University also provides a professionally staffed confidential Student Counselling Service which can offer assistance and advice with personal, emotional, social and academic problems (<http://www.ox.ac.uk/students/shw/counselling/>). It also offers a Careers Service (<http://www.careers.ox.ac.uk/>).

The Student Union (<http://www.ousu.org/>) can also offer help and advice. During induction fortnight the Graduate Studies Administrator and a Student Union's Rep hold a brief seminar on health and welfare issues and provide students with information on sources of support.