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PART 1 – PROSPECTIVE STUDENTS

Postgraduate Studies and Admissions

1. General

1.1 Academic Staff and Research Environment

The Faculty of Asian and Middle Eastern Studies offers teaching and research on the languages, cultures and histories of East Asia, the Middle East and South Asia. The Faculty employs approximately forty permanent members academic staff, several temporary researchers and lecturers from a wide range of academic backgrounds, research areas and expertise. Please refer to the ‘Teaching and Research Staff’ webpage below on the Faculty’s website for further information:

http://www.ames.cam.ac.uk/directory

The graduate students in the Faculty belong to one of the Faculty’s Research Groups, which comprise of Faculty staff, post-doctoral researchers and affiliated researchers. The Faculty regularly invites speakers for lectures, seminars, talks and symposia and it organises an annual Graduate Research Day. The participation of graduate students in all of these events is strongly encouraged. A rich programme of cultural events is also offered by other departments across the University and affiliated research institutions all of which make Cambridge a uniquely stimulating and intellectual environment for its graduates.

1.2 Courses

The Faculty of Asian and Middle Eastern Studies provides opportunities for postgraduate study within the following subject areas:

**Aramaic and Syriac Studies:** Aramaic and Syriac literature and philology, Targum, Neo-Aramaic dialects.

**Chinese Studies:** Classical and Modern Chinese languages, Chinese literature, philosophy, anthropology, history and linguistics.

**Hebrew Studies:** Biblical, Post-Biblical, Medieval and Modern Hebrew literature and philology, Ancient versions of the Hebrew Bible, North-West Semitic epigraphy and Ugaritic.

**Middle Eastern and Islamic Studies:** Contemporary politics and society of the Middle East, History of the Classical Islamic world, the Maghrib and Islamic Spain, Classical Arabic and Persian literature.

**Japanese Studies:** Classical and Modern Japanese language and literature, cultural history and the history of the book, Japanese society, modern history, politics and international relations.

**South Asian Studies:** Classical and Modern South Asian languages, textual and oral traditions, literatures (including Sanskrit, Pali and Prakrit); cultural history, philosophy and religion.
1.3 Research Guidance and Researcher Development Training

The main objective for Ph.D. students in the Faculty is to conduct their research project under the guidance of their supervisor and advisor. The University of Cambridge offers a wide range of training opportunities, seminars and courses to its research graduates to help them develop their personal skills which include transferable and interpersonal skills. Please see Section 4.5 for further information.

1.4 Library and Archival Resources

The Faculty Library contains around 70,000 monograph volumes and approximately 180 current journals. It is primarily an English (and European) language collection for teaching but there are many publications on the various Asian and Middle Eastern languages taught in the Faculty as well.

http://www.ames.cam.ac.uk/faclib/

The Cambridge University Library is a legal deposit (copyright) library and it has one of the largest open access collections in Europe. Acquisition specialists complement the collection with selected purchases of overseas and foreign-language material including electronic resources. The Cambridge University Library also houses several major collections in all of the Ancient and Modern Asian languages taught in the Faculty of Asian and Middle Eastern Studies.

http://www.lib.cam.ac.uk/
http://www.lib.cam.ac.uk/specialcollections/collections.html

The College Libraries within the University of Cambridge are mainly teaching libraries for undergraduate students. However, some College libraries do have an impressive collection of books and manuscripts.

1.5 Affiliated Institutions and Research Groups

Please see below details of Affiliated Institutions and Research Groups who are linked to the Faculty of Asian and Middle Eastern Studies:

Ancient India and Iran Trust: http://www.indiran.org/
Cambridge Central Asia Forum: http://www.cambridge-centralasia.org
Cambridge Endangered Languages and Cultures: Group http://groups.ds.cam.ac.uk/celc/
Cambridge Shahnama Centre, Pembroke College: http://persian.pem.cam.ac.uk/
Centre of Islamic Studies: http://www.cis.cam.ac.uk/
Centre of South Asian Studies: http://www.s-asian.cam.ac.uk/
Mongolia and Inner Asian Studies: Unit MIASU http://innerasiaresearch.org/
Needham Research Institute: http://www.nri.org.uk/
Taylor-Schechter Genizah Research Unit: http://www.lib.cam.ac.uk/Taylor-Schechter/
UK Early-modern Japanese Texts Reading Group: http://www.ames.cam.ac.uk/postgraduate/funding
1.6 How to Apply for Postgraduate Study at the Faculty of Asian and Middle Eastern Studies

1.6.1 Academic Requirements

Applicants who apply for the MPhil at the Faculty of Asian and Middle Eastern Studies will be expected to have a high 2:1 or a First in their Bachelors Degree (or international equivalent). Applicants who apply for the PhD at the Faculty of Asian and Middle Eastern Studies will be expected to have a high 2:1 or a First in their Bachelors Degree and achieve at least 65% or above in their Master’s degree (or international equivalent):

http://www.graduate.study.cam.ac.uk/international-students/international-qualifications

All applicants who apply for the MPhil and the PhD must ensure that they submit a separate research proposal with their GRADSAF (graduate application). All applicants are expected to have the necessary academic knowledge and skills to pursue their research project. Applicants should note that admission is at the discretion of the Degree Committee, which judges each application on his or her own merit.

1.6.2 Language Requirements

Prospective graduate students will be expected to have a good working knowledge of the language in which they intend to study.

For all PhD programmes: Applicants are expected to have an excellent knowledge of the language they intend to study. Spoken and written fluency will be assumed.

1.6.3 The Taught MPhil Programmes at the Faculty of Asian and Middle Eastern Studies:

All of the taught MPhils in Asian and Middle Eastern Studies are assessed by the submission of essays or examinations (or a combination of both) and a 15,000 word dissertation submitted by mid-August. Essays are submitted at the start of the Easter Term (21 April in 2015) and examinations take place in June.

MPhil in Asian and Middle Eastern Studies (Arabic Studies)

The Arabic Studies MPhil pathway is a one year course primarily for students who intend to go on to do a PhD in Arabic. It is designed for highly-motivated future researchers who have a substantial undergraduate background in Arabic Studies or related fields but need more exposure to topic-specific or discipline-based analysis and more exposure to primary source language(s) and research skills. In the academic year 2015-16 the Faculty of Asian and Middle Eastern Studies will be offering an option in Classical Arabic Studies.
MPhil in Asian and Middle Eastern Studies (Chinese Studies)

The MPhil in Asian and Middle Eastern Studies (Chinese Studies) is an intense one-year course primarily for students who intend to go on to do a PhD in Asian and Middle Eastern Studies (Chinese Studies) at the University of Cambridge or elsewhere. It is designed for highly-motivated future researchers who have a substantial undergraduate background in Chinese Studies or related fields but need more exposure to topic-specific or discipline-based analytical frameworks and more intensive training in primary source language(s) and research skills. Applicants will be expected to have a solid working knowledge of at least Modern Chinese (spoken and written). Applicants who intend to study Pre-Modern China for their dissertation, will be expected to have a good knowledge of Classical Chinese.

MPhil in Asian and Middle Eastern Studies (East Asian Studies)

The MPhil in Asian and Middle Eastern Studies (East Asian Studies) is aimed at students who have a knowledge of Chinese, Japanese or Korean and who wish to broaden their horizons and study East Asia as a region. This one year course which covers various parts of East Asia. Some students go on to study the PhD with a regional or bilateral focus. Dedicated courses are also available in Chinese Studies, Japanese Studies and Korean Studies. All applicants should consult the MPhil in Asian and Middle Eastern Studies (East Asian Studies) webpage for more detailed information on course requirements and offerings:

http://www.ames.cam.ac.uk/postgraduate/eastasian/papers

Applicants will be expected to have a strong working knowledge (spoken and written) of Modern Japanese and/or Modern Chinese and/or Modern Korean.

MPhil in Asian and Middle Eastern Studies (Hebrew Studies)

The following two pathway options will be offered for the MPhil in Asian and Middle Eastern Studies (Hebrew Studies) for 2015 - 2016:

(Option 1 'The Cairo Genizah'): 1. The Cairo Genizah: Paleography and Codicology, 2. Genizah Genres and 3. Genizah languages and

Applicants for both MPhil pathway options must have a sufficient knowledge of Hebrew to read medieval Hebrew primary sources. Students must take each of the three papers listed in either of the two options offered and submit a 15,000 word dissertation in mid-August. Please refer to the Faculty website for further information about each module.

MPhil in Asian and Middle Eastern Studies (Middle Eastern and Islamic Studies)

Applicants for this course will be expected to have a University qualification in either Hebrew or Arabic. At present, the following modules are offered:

Muslim-Jewish Relations, Foundations
Muslim-Jewish Relations, Special Topics
Cairo Genizah.

Applicants will be expected to have a solid working knowledge of either Hebrew or Arabic (spoken and written).
1.6.4 The Research MPhil Programmes at the Faculty of Asian and Middle Eastern Studies:

All of the MPhils in Asian and Middle Eastern Studies by Research require students to submit a 25,000 word dissertation by mid-August.

MPhil in Asian and Middle Eastern Studies by Research (Arabic Studies)

Our MPhil in Asian and Middle Eastern Studies by Research (Arabic Studies) is a one-year research course, primarily for students who intend to go on to do a PhD in Arabic. Students can take a modern or a classical option.

Applicants must already have good reading skills in Arabic, though a student can choose to enhance his or her skills in reading and interpreting texts specific to a particular topic. Some instruction in Arabic can be provided in the first term of study, but it will be consolidatory in aim.

MPhil in Asian and Middle Eastern Studies by Research (Aramaic Studies)

Our MPhil programme in Aramaic Studies is offered as a one-year programme which aims to give graduate students an opportunity to develop their analytical, research and writing skills in preparation for further academic research or entry to professions requiring such skills. This MPhil programme is taken by dissertation only. This entails working closely with one supervisor throughout the year on a 25,000 word dissertation to be submitted in mid-August. Applicants will be expected to have a solid reading knowledge of Aramaic and Hebrew. This programme aims to give graduate students an opportunity to develop their analytical, research and writing skills.

MPhil in Asian and Middle Eastern Studies by Research (Chinese Studies)

The MPhil in Asian and Middle Eastern Studies by Research (Chinese Studies) is a one-year research course primarily for students who intend to go on to do a PhD in Asian and Middle Eastern Studies (Chinese Studies) at the University of Cambridge or elsewhere. It is designed for highly-motivated future researchers who have a substantial undergraduate background in Chinese Studies or related fields but need more exposure to topic-specific or discipline-based analytical frameworks and more intensive training in primary source language(s) and research skills. Applicants will be expected to have a solid working knowledge of at least Modern Chinese (spoken and written). Applicants who intend to study Pre-Modern China for their dissertation, will be expected to have a good knowledge of Classical Chinese.

MPhil in Asian and Middle Eastern Studies by Research (East Asian Studies)

The MPhil in Asian and Middle Eastern Studies by Research (East Asian Studies) is aimed at students who have a knowledge of Chinese, Japanese or Korean and who wish to broaden their horizons and study East Asia as a region. Applicants will be expected to have a solid working knowledge (spoken and written) of Modern Japanese and/or Modern Chinese and/or Modern Korean.
This is a research course which covers various parts of East Asia. Some students go on to study the PhD with a regional or bilateral focus. Dedicated courses are also available in Chinese Studies, Japanese Studies and Korean Studies which students are encouraged to attend.

**MPhil in Asian and Middle Eastern Studies by Research (Hebrew Studies)**

Our MPhil programme in Hebrew Studies is offered as a one-year programme which aims to give graduate students an opportunity to develop their analytical, research and writing skills in preparation for further academic research or entry to professions requiring such skills. This MPhil programme is taken by dissertation only. This entails working closely with one supervisor throughout the year on a 25,000 word dissertation to be submitted in mid-August.

**MPhil in Asian and Middle Eastern Studies by Research (Japanese Studies)**

This MPhil in Asian and Middle Eastern Studies (Japanese Studies) provides initial research training and, in most cases, aims to develop students’ linguistic skills as well as methodological sophistication. Applicants will be expected to have a solid working knowledge of Japanese (spoken and written). Applicants who intend to study Pre-Modern Japanese for their dissertation will be expected to have a good working knowledge of Classical Japanese.

**MPhil in Asian and Middle Eastern Studies by Research (Middle Eastern and Islamic Studies)**

Our MPhil in Asian and Middle Eastern Studies by Research (Middle Eastern and Islamic Studies) is offered as a one-year programme which aims to give graduate students an opportunity to develop their analytical, research and writing skills in preparation for further academic research or entry to professions requiring such skills. Applicants will be expected to have a solid working knowledge of either Arabic and/or Persian (spoken and written) Very good overall knowledge of Arabic and/or Persian, including the capability to use relevant classical or contemporary sources.

This entails working closely with one supervisor throughout the year on a 25,000 word dissertation to be submitted in mid-August.

**MPhil in Asian and Middle Eastern Studies by Research (South Asian Studies)**

The MPhil in Asian and Middle Eastern Studies by Research (South Asian Studies) is a one-year programme designed to promote an understanding of the region’s rich and complex cultural, religious and intellectual histories through the extensive corpus of textual sources in Sanskrit. This MPhil programme offers an in-depth introduction to South Asia’s seminal textual sources, significant language skills to interpret and analyse such sources, an understanding of the relevant historiographical and theoretical issues, and methodology training. Students with an interest in Pali or Prakrit literary cultures can work on them under the guidance of academic staff.

The programme is appropriate for students who have already had some previous training in Sanskrit (and, where appropriate, in Pali or Prakrit).

**NB:** Applicants who intend to apply for any of the MPhil programmes offered by the Faculty of Asian and Middle Eastern Studies should refer to the [Graduate Prospectus (2014 – 2015)](http://www.graduate.study.cam.ac.uk/courses/departments/amam) on the Graduate Admissions website for further details about each programme and on how to apply.
1.6.5 English Language Certificate (for non-native English speakers)

Applicants who are non-native speakers of English or who have not taken a degree course at an English-speaking University will need to provide evidence of their English language ability before they are allowed to commence their studies at the University of Cambridge. Prospective students in this position will need to sit an IELTS examination and achieve at least a minimum score of 7.0 in each element and at least an overall score of 7.5.

Applicants should note that they can submit their graduate application before they have passed their IELTS examination if they are unable to sit their examination before uploading their GRADSAF and supporting documentation onto their CamSIS Self-Service page. It is also possible for prospective students to re-take this test. Applicants should note however that any offer made to them will be conditional upon the successful completion of their IELTS examination.

1.6.6 Student Visa (Tier 4)

All international graduate students must obtain a Student Visa (Tier 4) before they start their course. For further information about the current regulations for the Tier 4, please consult with the International Student Team Office (University of Cambridge). EU citizens do not require a visa:

http://www.admin.cam.ac.uk/offices/internationalstudents/

1.6.7 Fees and Funding

Graduate students at the University of Cambridge must pay a University Composition Fee (UCF) and a College Fee. Students are also expected to have 'maintenance' funds to cover their living costs whilst they are studying. The value of the UCF is dependent on a students 'fee status', which is determined according to their nationality and place of permanent residence. Students must meet all of their financial conditions before they are allowed to commence their course.

A number of funding schemes are available to help prospective graduate students cover their University Tuition Fees, College Fees and/or living costs. Some of these schemes are available to all graduate students at the University whilst others are offered to specific subject areas and are administered by the Faculty of Asian and Middle Eastern Studies, i.e. Faculty Trust Funds.

For further details on Fees and Funding, please refer to Student Registry’s website below:

http://www.admin.cam.ac.uk/students/studentregistry/fees/costs/index.html

For detailed information on funding available specifically at the Faculty of Asian and Middle Eastern Studies, please refer to the following webpage on the Faculty’s website:

http://www.ames.cam.ac.uk/postgraduate/funding/
1.6.8 College Affiliation

All graduate students are automatically assigned to a College at the University of Cambridge. When completing the GRADSAF, applicants must indicate two College choices (first and reserve). When selecting College preference, prospective students should take a look at the College’s webpage and think about factors such as the College’s location i.e. close to the city centre and consider options such as whether academics in the Faculty have affiliation at their College of choice. The majority of Colleges have undergraduate and postgraduate students. Please note that some Colleges only admit postgraduate students such as Wolfson and Darwin and a few Colleges only admit female students such as Newnham and Murray Edwards.

Please refer to the website below on the Graduate Admissions website on College Membership:

http://www.admin.cam.ac.uk/students/gradadmissions/prospec/apply/collegenew.html

1.7 Graduate Application Deadlines

If you wish to be considered for funding, you must pay close attention to the following deadlines below and ensure you have submitted your GRADSAF (graduate application) and supporting documentation by the relevant deadline. It is essential that you tick the relevant funding tick boxes in Section B of the GRADSAF. NB: these deadlines all refer to applicants who wish to apply for October 2015 entry:

15 October 2014 Deadline for applications from U.S citizens for Gates Cambridge (USA) funding.

2 December 2014 Deadline for applications from all non-US citizens for Gates Cambridge (Overseas) funding as well as Cambridge International Scholarship Scheme (CISS) and Cambridge Commonwealth Trusts and Cambridge Overseas Trusts (CCT and COT).

9 January 2015 Deadline for applications for the Cambridge Home and European Scholarship Scheme (CHESS) and all Faculty-based funding opportunities in the Faculty.

NB: The final deadline date for applicants seeking funding will be the 9 January 2015. It is strongly advised that applicants who are not seeking funding ensure that they submit their complete graduate application by this deadline date. Applicants should note that applications cannot be considered for a programme once the course has met its quota: this especially applies to all MPhil programmes.

If places are still available after the funding deadline, self-funded applicants can continue to apply until the final deadline date of 29 May 2015: this final deadline date applies to all MPhil programmes and PhD programmes.

It is extremely important that applicants upload onto their CamSIS-Self Service page their GRADSAF and their complete set of supporting documentation. Please note that there may be a delay of 48 hours before applicants can continue to upload their supporting documentation onto their CamSIS Self-Service page.
1.8 Preparing your Graduate Application

1.8.1 Contacting the Prospective Supervisor with whom you wish to work with

Applicants are advised to contact the prospective supervisor with whom they wish to work with by e-mail before they start the application process. Applicants can contact more than one academic member of staff if they wish to. Applicants are advised to introduce themselves and to prepare a draft research proposal as the premise for further discussion. The prospective supervisor may contact the applicant if they feel their research proposal is viable either by e-mail or by Skype.

1.8.2 The Graduate Application Process

All graduate applications i.e. the GRADSAF and supporting documentation must be submitted via CamSIS, which is the University of Cambridge’s Centralised Database system. This applies to both MPhil and PhD applicants. Please see below the following documentation which needs to be submitted with the GRADSAF for the MPhil and for the PhD. Please ensure that each of your documents is complete and that you submit all of your documents at the same time: this is very important in the application process:

For the MPhil:

Together with your GRADSAF, you must upload the following supporting documents onto your CamSIS Self-Service page:

* The original transcript scores from your Undergraduate Degree.
* A separate dissertation research proposal (maximum of 400 words).
* One sample of your written work (maximum of 3,000 words).
* An IELTS or TOEFL test score if English is not your first language.
* Two academic references. These are uploaded by your referees.
* Attainment of Languages: Simply list the languages you have and your level i.e. proficient, intermediate-level, basic level etc.

For the PhD:

* The original transcript scores from your Undergraduate Degree and Master’s Degree.
* A separate dissertation research proposal (maximum of 600 words).
* One sample of your written work (maximum of 3,000 words).
* An IELTS or TOEFL test score if English is not your first language.
* Two academic references. These are uploaded by your referees.
* Attainment of Languages: Simply list the languages you have and your level i.e. proficient, intermediate-level, basic level etc.

Your research proposal must be written in clear English and describe your proposed research project. Please state clearly your research questions, the significance and originality of your project and what you would like to accomplish. Please ensure that you discuss the project with your prospective supervisor before you submit your complete graduate application onto your CamSIS Self-Service page.
The sample of written work can include any piece of academic writing completed by the applicant: for example, a chapter of an undergraduate or graduate dissertation or a published article. If you submit unpublished work, please ensure that it is graded (by your teacher or your supervisor) and signed by you the applicant.

1.8.3 Submitting your Graduate Application

Applications are submitted centrally using the University of Cambridge’s CamSIS Self-Service system via the Graduate Admissions Office. Please make sure that you read the information on their website carefully and several weeks before the deadline you are applying for.

For further information please refer to the Graduate Admissions website and CamSIS log-in webpage below:

http://www.admin.cam.ac.uk/students/gradadmissions/prospec/

http://www.camsis.cam.ac.uk/cam-only/log_in_students/

1.8.4 What happens after you submit your Graduate Application

After an applicant has uploaded and submitted their complete GRADSAF and supporting documentation, they will receive an automated confirmation e-mail from the Graduate Admissions team. All graduate applications are processed centrally by the Graduate Admissions Office and then made available to the Faculty.

All graduate applications are then assessed and reviewed internally by the Faculty’s Degree Committee who then decide whether to accept or reject an application.

NB: Any applicants who the Degree Committee wish to make an offer to must be interviewed either in person or via Skype. Shortly after an applicants graduate application has been reviewed by the Degree Committee, the applicants CamSIS Self-Service page is updated with either a conditional offer or a reject. This process can sometimes take a while after their application has been reviewed by the Degree Committee regardless of the applicant’s date of submission.

Any applicants who have been given a conditional offer of acceptance by the Faculty and who are deemed to be outstanding will then be considered for funding (depending on their funding status). NB: It is essential that applicants who wish to be considered for funding tick the relevant boxes in Section B of their GRADSAF otherwise they cannot be entered for funding competitions.
2. University of Cambridge Funding Opportunities

http://www.admin.cam.ac.uk/offices/gradstud/fees/funding/

NB: The following information is for applicants who wish to begin their studies in October 2015. Applicants must always tick the relevant box(es) on the GRADSAF application for the studentships/ funding opportunities, which they wish to be considered for.

2.1 Arts & Humanities Research Council (AHRC)

Applicants should tick the relevant tick box in their GRADSAF to indicate that they wish to be considered for AHRC funding. At present, the Faculty of Asian and Middle Eastern Studies has not been allocated AHRC awards for the academic year 2015 – 2016 but applicants can be entered at the Degree Committees discretion to be pooled and considered for this funding if the Degree Committee deem an applicants application to be outstanding.

NB: Applicants should note that only Home and EU students are eligible for AHRC funding.

Please refer to the following webpage on the School of Arts and Humanities website about the AHRC Doctoral Training Partnership.

http://www.csah.cam.ac.uk/ahrcdtp

Please refer to the following webpage on the Student Registry’s website for further information on how to apply:

http://www.admin.cam.ac.uk/students/studentregistry/fees/funding/ahrc/index.html

The deadline for applicants who wish to be considered for AHRC funding will be 9 January 2014.

2.2 The University of Cambridge Trusts - The Gates (USA and Overseas), Cambridge Commonwealth Trusts and Cambridge Overseas Trusts

The University of Cambridge manages several Cambridge Trust Funds, which include the Gates Cambridge Trust (USA and Overseas awards), the Cambridge Commonwealth Trusts (CCT) and the Cambridge Overseas Trusts (COT). These awards provide financial support to some of the most promising graduate students. Applicants should note however, that these awards are extremely competitive.

Applicants can find further information about these awards from the webpage below on the Student Registry’s website:

http://www.admin.cam.ac.uk/students/studentregistry/fees/funding/trusts.html
The deadline for applicants who wish to be considered for the Gates (USA) competition 2014 will be **15 October 2014**.
The deadline for applicants who wish to be considered for the Gates (Overseas) competition 2015 and the Cambridge Commonwealth Trusts and Cambridge Overseas Trusts (CCT and COT) 2015 will be **2 December 2014**.

For further information about the Gates (USA), Gates (Overseas) and Cambridge Commonwealth Trusts and Cambridge Overseas Trusts (CCT and COT) please refer to the website below:

http://www.gatescambridge.org/about/

### 2.3 Cambridge International Scholarship Scheme (CISS)

The University of Cambridge will offer, via the Cambridge Trusts, approximately 80 Cambridge International Scholarships to Overseas Students who embark on a research course in the next academical year. The awards will be made on a competitive basis to those applicants considered by their departments to be the most outstanding.

The deadline for applicants who wish to apply for the Cambridge International Scholarship Scheme (CISS) will be **2 December 2014**.

For further information, please refer to the following webpage on the Student Registry’s website:

http://www.admin.cam.ac.uk/offices/gradstud/fees/funding/ciss/index.html

### 2.4 Cambridge Home and EU Scholarship Scheme (CHESS)

UK applicants for the MPhil and PhD will be automatically considered for CHESS if they have applied for admission by **9 January 2015**. However, applicants can indicate their interest to their Department/Faculty by selecting the tick box on the GRADSAF Section B.

For further information, please refer to the following webpage on the Student Registry’s website:

http://www.admin.cam.ac.uk/offices/gradstud/fees/funding/chess/index.html

### 2.5 Funding Offered by the Faculty of Asian and Middle Eastern Studies

The deadline for all Faculty-based Funding opportunities will be the **9 January 2015**.
The Faculty Funds offered by the Faculty are listed below with instruction on how to apply. All Faculty Trust Fund applications should be sent to the Faculty Administrator at the Faculty of Asian and Middle Eastern Studies.

http://www.ames.cam.ac.uk/postgraduate/funding/faculty

PhD applicants should note that if they are successful in receiving Faculty-Trust Funding in their first year that they usually have to apply each year for the same funding along with other applicants.
2.5.1 University Composition Fee Waivers 2014-2015 for the 1-Year MPhil in Chinese Studies

The Department of East Asian Studies proposes to award two University Composition Fee waivers at the Home/EU rate for the academic year 2015 - 2016. They will be awarded to applicants intending to take the 1-Year MPhil in Chinese Studies. Candidates should indicate their wish to apply in the personal statement submitted as part of their graduate application to the Graduate Admissions Office online.

For further information please contact: Professor Roel Sterckx (rs10009@cam.ac.uk)
Application deadline: 9 January 2015

2.5.2 PhD Funding for Classical Chinese Studies (2015 - 2018)

The Department of East Asian Studies (DEAS) offers funding for one PhD fellowship to start in October 2015. The value of the scholarship will be £15,000 (approx.) per year for a maximum of three years. This will cover University composition and College fees at UK/EU rate plus a significant contribution towards maintenance.

Preference will be given to research proposals in the following fields: Early Chinese Cultural History; Religion and Thought of Pre-imperial and Early imperial China; Classical Chinese Philology, Text and Manuscript Studies, Dunhuang Studies. It is expected that the candidate will be supervised by Professor Roel Sterckx and/or Dr Imre Galambos. Candidates should have an undergraduate and preferably, a Master's degree in Chinese Studies, have an advanced level of Classical Chinese, and be proficient in Modern Chinese. A reading knowledge of Japanese would be an advantage.

Candidates are encouraged to contact Professor Sterckx (rs10009@cam.ac.uk) or Dr Galambos (iig21@cam.ac.uk) for further enquiries before they start their application procedure.

Application deadline: 9 January 2015

2.5.3 PhD Studentship in Azeri

The Faculty of Asian and Middle Eastern Studies will offer one PhD studentship in the field of Azeri Studies for three years, beginning October 2015.

Application deadline: 9 January 2015
For further information please contact Professor Geoffrey Khan (gk101@ames.cam.ac.uk)

2.5.4 Hebrew Studies

Grants are normally offered for postgraduate research in Hebrew language and literature. The maximum award will cover Home/EU fees.

We regret that no scholarships are currently available.

2.5.5 Japanese Studies Scholarships

Graduate students in Japanese can apply for a Japanese Studies Scholarship, which will make a contribution towards fees and in some cases also towards maintenance costs. Normally, the contribution will be at the level of University Fees for Home/EU students.
Initial enquiries may be directed to the following e-mail address: (administrator@ames.cam.ac.uk)

**Application deadline: 9 January 2015**

### 2.5.6 Soudavar Research Studentships in Persian Studies

Grants are offered for postgraduate research in any field of Persian Studies in the Islamic period. The fund will contribute up to £10,000 per annum towards the fees and maintenance costs of a full-time doctoral programme for a maximum of three years. The amount may be split between two equally qualified candidates.

**Application deadline: 9 January 2015**

For further information please contact: Professor Charles Melville (cpm1000@cam.ac.uk)

### 2.5.7 Wright Studentship (Arabic Language and Literature)

The object of the Wright Studentship is the encouragement of the study of the Arabic language and literature and of subjects closely connected therewith. The successful candidate will receive a stipend determined by the Electors after taking into account any other financial resources that the candidate may have available. Average awards are around £4,000 per annum. Please note that this studentship can only be promised for one year, but re-application is possible (up to three years in total).

**Application deadline: 9 January 2015**

For further information please contact: Professor James Montgomery (jem33@cam.ac.uk)

### 2.5.8 E. G. Browne Memorial Research Studentship (Persian Studies)

This studentship is available for the study of Persian or Iranian languages, literatures and history of civilisation.

The maximum fee awarded is likely to cover Home/EU University tuition fees. Candidates should not normally have reached the age of twenty-nine years old on 1 April in the year of application. Priority will be given to PhD candidates but MPhil candidates will also be considered.

**Application Deadline: 9 January 2015**

For further information please contact: Professor Charles Melville (cpm1000@cam.ac.uk)

### 2.5.9 Rapson Scholarship in Indian and Iranian Studies

Grants are offered for postgraduate research in Indian and Iranian Studies, but preference is given to applicants who use Sanskrit, Pali or Avestan sources for their research. The value of this scholarship will be determined by the Electors after taking account of any other financial resources available to the applicant. The maximum award is equivalent to University and College fees at the Home/EU rate for up to three years. Both MPhil and PhD applicants will be considered.

**Application deadline: 9 January 2015**

For further information please contact: Dr Eivind Kahrs (egk1000@cam.ac.uk)
2.6 Other Sources of Funding

Please note that the following sources of funding include those which are specifically relevant to the Faculty of Asian and Middle Eastern Studies subjects.

However, some Colleges offer studentships which are open to all subject areas.

2.6.1 Pembroke College Graduate Studentship (Arabic and Islamic Studies)

This studentship will cover the University and College fees at the Home rate for candidates applying for the PhD in Arabic Studies or Persian Studies or Islamic Studies and who are affiliated with Pembroke College.

For Further information please refer to the following website:


2.6.2 Louis Cha Scholarship in Pre-Modern Chinese Studies at St John’s College

St John’s College will offer a Louis Cha Scholarship, commencing in October 2015, to enable a student to undertake research at the University of Cambridge in the Literature, History, and Culture of Early and Dynastic China (Pre-1912). The successful applicant will be selected from those who have been allocated a place at St John’s College Cambridge to read for the MPhil or PhD degree in a relevant subject.

This Scholarship award will cover the duration of the student’s course i.e. three academic years and it will comprise of (a) a maintenance grant of £13,500 per annum and (b) approved College and University fees. Applicant should note that the value of this Scholarship will be reduced appropriately to take into account payment from other sources.

For further information please refer to the following website:

http://www.joh.cam.ac.uk/scholarships-studentships/graduate-scholarships/

2.7 Small Grants for Current Students at the Faculty of Asian and Middle Eastern Studies

2.7.1 Bursaries for Researcher Development Training (formally Transferable Skills Training)

For the academic year 2014-15, the Faculty of Asian and Middle Eastern Studies will have limited funds to offer small bursaries to help its graduate students to attend subject related methodology, text-reading or foreign language courses.

Please note: these funds cannot be used for languages taught within the Faculty of Asian and Middle Eastern Studies or those taught at The Language Centre. Researcher Development Activity (formally called Transferable Skills Training) is intended to help research students successfully complete their studies in a timely manner and to help them to gather valuable skills sets during their study such as IT skills and methodological training.
For further information and applications, please contact the Secretary of the Degree Committee, Dr Michael Shin (mds71@cam.ac.uk)

2.7.2 Conference and Workshop Grants

The School of Arts and Humanities offers bursaries for graduate students to help assist them with the organisation of conferences and workshops.

For further information please contact: Dr Ben Warn (ben.warn@admin.cam.ac.uk)

2.7.3 Liao Hongjia Graduate Student Conferences Bursaries (Chinese Studies)

The Department of East Asian Studies may award up to five bursaries annually to assist advanced PhD candidates in Chinese Studies with the assistance of funds towards conference registration and travel. The maximum value of a bursary is £300.

These awards aim to complement other potential sources of funding i.e. from a College of an external body. Priority will be given to applicants who have explored additional sources of funding. Applicants need to be registered as a Full-Time PhD candidate in Chinese Studies in the Department of East Asian Studies and will need to demonstrate that their research paper has been accepted for presentation at the specified conference which they are applying for a bursary for. Requests for funding need to be submitted before the conference and applicants may only apply once in each academic year.

Application forms can be downloaded from the website given below. Application forms should be submitted to the Graduate Programmes Administrator, Ms Natasha Sabbah.

http://www.ames.cam.ac.uk/faculty/forms

2.7.4 Research and Conference Travel Bursaries for Japanese Studies

Graduate students at the Faculty who are studying Japanese Studies may receive up to £500 per annum to help cover their travel expenses for research or conferences. After completing nine terms of residence in Cambridge (including time spent abroad for fieldwork) graduate students are no longer eligible even if they have not completed their PhD thesis.

Graduate students must apply in advance and provide full financial details of their costs and any grants which they have received from their Colleges or other funding bodies. Their travel must be related to Japanese Studies and to their dissertation research.

Initial enquiries may be directed to the following e-mail address: (administrator@ames.cam.ac.uk)

2.7.5 Martin Hinds Travel Fund (Middle Eastern Studies)

The Martin Hinds Travel Fund supports the cost of travel and residence in the Islamic Middle East and North Africa for those graduate students who wish to pursue the study of the languages, cultures or history of their chosen area of research.

Grants are normally not more than £100. It is possible to apply to this fund more than once.

For further information please contact: Professor James Montgomery (jem33@cam.ac.uk)
2.8 Other Small Grants – Offered from Other Sources

2.8.1 Gibb Memorial Trust (Middle Eastern Studies)

The Gibb Memorial Trust invites applications for the Gibb Centenary Scholarship, which awards up to £2,000 annually. Postgraduate students at an advanced stage in their doctoral research in any area of Middle Eastern Studies (7th century to 1918) and who are studying in a British University, are eligible to apply.

Application deadline: 30 April in each given year.
Contact and Further information:

Secretary to the Trustees: P R Bligh FCA
Address: 2 Penarth Place, Cambridge CB3 9LU, United Kingdom
Email: secretary@gibbtrust.org; http://www.gibbtrust.org/Scholarship.html

2.8.2 Japan Foundation Endowment Committee (Japanese Studies)

The Japan Foundation Endowment Committee supports research travel from PhD students who are studying Japanese Studies.

Application deadline: 15 April and 15 October in any given year.
For further information please contact: http://www.bajs.org.uk/funding/

2.8.3 Smuts Memorial Fund (South Asian Studies)

The Managers of the Smuts Memorial Fund make a number of awards to Cambridge graduate students to help assist them in Commonwealth-related work, which covers most South Asian countries. These funds usually take the form of assistance to help towards the costs of travel, fieldwork or audio-visual fieldwork equipment.

For further information please contact: http://www.smutsfund.cam.ac.uk/study_grants.html
PART 2 – CURRENT STUDENTS

3. People and Facilities

3.1 Faculty Officers and Staff

Chairman of the Faculty Board: Professor Charles Melville (Faculty Office)
Head of Department for East Asian Studies: Professor Roel Sterckx (Room 310)
Head of Department for Middle Eastern Studies: Professor James Montgomery (Room 220)
Chairman of the Degree Committee: Dr Boping Yuan (Faculty Office)
Secretary of the Degree Committee: Dr Michael Shin (Faculty Office)
Faculty Administrator and Secretary of the Faculty Board: Ms Mary Howe (Faculty Office)
Deputy Administrator: Ms Susie Nightingale (Faculty Office)
Graduate Programmes Administrator: Ms Natasha Sabbah (Faculty Office)
Undergraduate Programmes Administrator: Ms Francesca Barraud (Faculty Office)
Computer Officer: Mr Steve Fagg (Room 10)
Custodian/Facilities Supervisor: Mr Tony Brinkman (Basement)
Receptionist: Ms Molly O’Reilly (Reception Desk)
Senior Accounts Clerk: Ms Jill Cooper (Faculty Office)
Secretary to the Prince Alwaleed Bin Talal: Ms Hattie Hine (Room 1)
Library Staff (Faculty Library): Ms Françoise Simmons (Librarian)
Ms Miki Jacobs (Senior Library Assistant)
Miss Emily Downes (Library Assistant)
Mr Nathaniel Johnson (Library Assistant)

3.2 Academic Staff

Information on academic staff and their profiles in the Faculty of Asian and Middle Eastern Studies can be found on the Faculty’s webpage below:

http://www.ames.cam.ac.uk/directory/research-themes

3.3 Student Representative

The election of graduate student representative takes place each year in Mid-November. Elected graduate students participate at Department level and at Faculty Board level where they are able to raise student issues or concerns.
3.4 Facilities at the Faculty of Asian and Middle Eastern Studies

Faculty Building

The Faculty building is open Monday to Friday throughout the year (except for the Christmas and Easter holidays) from 8.30am until 6.00pm during Full Term and until 5.00pm outside of term time. The Faculty is open on Saturdays during term-time only.

The Faculty Library

The Faculty has an extensive library on the first floor of the Faculty building. It is open from 9.00am to 5.30pm Monday to Friday in Full Term. Over the examination period in the Easter Term, the opening hours are extended and the library is open for short period on Saturdays. Library staff are available to assist with all types of enquiries.

The Faculty and the University offer library tours mainly at the beginning of the Michaelmas term. You should contact the University Library for information regarding their tours at: http://www.lib.cam.ac.uk/. Information on Faculty Library tours will be communicated to new graduates at the beginning of the Michaelmas Term in their Welcome Packs.

Swipe-Card System – 24-hour Access to the Faculty Library for Graduate Students

A swipe-card operating system allows graduate students to access the Faculty Library at any time. Graduate student University Cards will be automatically be registered and enabled to allow students access to the building through the front or rear doors. 24-hour access to the Faculty Library will only be granted to graduate students who have completed the Library's 'Induction to Health and Safety and Library Rules Outside Regular Opening Hours' and who have signed the '24 Hour Library Access Rules' form.

Postgraduate Work Space Area (Room 16)

There is a Postgraduate Work Space Area for all graduate students in the Faculty in Room 16 (opposite Rooms 8 and 9). This room contains 9 secure lockers in which students can place personal belongings. This space also has wi-fi connection which students can access via their Raven account or via Eduroam. Keys for lockers can be collected from Ms Natasha Sabbah (Room 12) for a deposit of £5 and must be returned by 5pm on the same day.

The Common Room and Kitchen

The Common Room is on the ground floor of the Faculty and it is for the use of all staff and students. It is provided with a fridge, a hot water tap machine and a microwave as well as some crockery. All students may use the kitchen during Faculty opening hours as long as it is always left exactly as it was found. Washing up should be done immediately and the microwave should be wiped clean after each use. Students should note that they need to bring their own tea, coffee and milk. Supplies in the kitchen are not communal.

First Aid

The Faculty has a First Aider, Mr Steve Fagg, who can be found in Room 10 (next to the main entrance). His telephone number is 01223 335126. If there is an emergency and Mr Fagg is not available, there are other First Aiders on the Sidgwick Site whose details are displayed in Room 12 as well as near the back door of the Faculty building to the right of the Common Room.
Health and Safety

If you have any concerns about Health and Safety, please contact the Custodian, Mr Tony Brinkman who acts as the Faculty’s Safety Officer. His contact number is 01223 335099 and e-mail: ab807@cam.ac.uk

Fire Drill

When you hear the fire alarm you must use the nearest available exit to leave the building as quickly as possible and report to the person in charge of the assembly point. The assembly point area is on the paved area on the west side of Little Hall. Do not stop to collect personal belongings or to use the lift. Do not re-enter the building until advised that it is safe to do so.

The fire alarm is tested weekly on Wednesdays at 8.30am and occasionally between 10am and 10.15am on Wednesdays. You do not need to vacate the building at those times.

3.5 E-mail Address and CRSid

Your Cambridge CRSid (Common Registration Service identifier) is a login name issued by the University Computing Service and it is used to identify you on any computing system managed by the University Computing Service, including Raven, Hermes and Desktop Services. In particular, the CRSid forms part of your standard Cambridge @cam.ac.uk e-mail address.

You are requested to use this e-mail address in your correspondence with the Faculty and your supervisor. It is important that you regularly check this account and answer your cam e-mails promptly.
4. Degree Committee and Graduate Student Matters

4.1 The Degree Committee Membership and Role

The Degree Committee reports to the Faculty Board Committee.

For 2014 -2015, the Degree Committee membership will be as follows:

| Chairman: Dr Boping Yuan (DEAS) | Ex-officio Committee Members:  
|----------------------------------|----------------------------------|
| Secretary: Dr Michael Shin (DEAS) | Chair of the Faculty Board:  
|                                  | Professor Charles Melville (DMES) |
| DEAS MPhil Coordinator: Dr Adam Chau (DEAS) | Head of Department for East Asian Studies  
|                                                | Professor Roel Sterckx (DEAS) |
| DMES MPhil Coordinator: Professor Charles Melville (DMES) | Head of Department for Middle Eastern Studies  
|                                                            | Professor James Montgomery (DMES) |
| Administrator: Ms Natasha Sabbah | Other Committee members:  
|                                   | Dr Paul Anderson (DMES)  
|                                   | Dr Laura Moretti (DEAS)  
|                                   | Dr Shady Nasser (DMES)  
|                                   | Dr Vincenzo Vergiani (DMES) |

Contact Details for the Degree Committee Officers:

Dr Boping Yuan – Chairman of the Degree Committee  
Telephone: 01223 335170/335108  
E-mail: by10001@cam.ac.uk

Dr Michael Shin – Secretary of the Degree Committee  
Telephone: 01223 339197/335108  
E-mail: mds71@cam.ac.uk

Ms Natasha Sabbah – Graduate Programmes Administrator  
Telephone: 01223 335108  
E-mail: ns378@cam.ac.uk

Degree Committee Meeting Dates for 2014 – 2015

<table>
<thead>
<tr>
<th>Michaelmas Term 2014</th>
<th>Lent Term 2015</th>
<th>Easter Term 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 October 2014</td>
<td>27 January 2015</td>
<td>28 April 2015</td>
</tr>
<tr>
<td></td>
<td>10 March 2015</td>
<td>29 September 2015</td>
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</tbody>
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Revised: 28 November 2014
4.2 Terms and Schedules

The University of Cambridge has a Trimester-system. The Michaelmas (early October – early December); the Lent Term (Mid-January – Mid-March) and the Easter Term (Mid-April – Mid-June).

The Term dates for the academic year 2014 – 2015 will be as follows:

- **Michaelmas Term 2014**: 7 October – 5 December 2014
- **Lent Term 2015**: 13 January – 13 March 2015
- **Easter Term 2015**: 21 April – 12 June 2015

Lectures start on the first Thursday of each Full Term.

4.3 The Cambridge Student Information System (CamSIS)

The Cambridge Student Information System (CamSIS) is the University of Cambridge centralised database student record system. Applicants who apply for graduate study must create a self-service page via CamSIS. Applicants CamSIS Self-Service pages are subsequently used as a graduate student during their time at the University.

Please refer to the CamSIS web address on the Graduate Admissions Office website for details on how to get set-up on the system:

http://www.admin.cam.ac.uk/students/studentregistry/current/yourinfo/

4.4 Graduate Research and the Graduate Supervision at the Faculty of Asian and Middle Eastern Studies

With the exception of the ‘Taught’ MPhil courses which offer formal classes, graduate teaching at the University of Cambridge is provided in two ways: Supervisions and Researcher Development Training (formally known as Transferable Skills Training).

Every graduate student will be assigned to a Principal Supervisor. PhD students are also assigned to an Advisor. During the graduate application process, applicants should ensure that they include the name of the prospective supervisor whom they wish to work with.

The main role of the Principal Supervisor, is to guide their graduate student in their research and encourage them to confidentially and successfully embark upon their own academic work. Principal supervisors meet regularly with their graduate students in term time. It is vital that all graduate students contact their Principal Supervisor as soon as they start their course to discuss their research topic and study goals.

The roles of the Principal Supervisor and the Advisor are given in detail in the *Handbook for Supervisors of Postgraduate Students* which is held on the Faculty’s website:

http://intranet.ames.cam.ac.uk/faculty/
The information given in the *Handbook for Supervisors of Postgraduate Students* is based on the University of Cambridge’s Code of Practice.

### 4.5 Researcher Development (Formally known as Transferable Skills)

It is now a requirement of graduate funding institutions that students studying for a Ph.D. receive research training in addition to the academic guidance offered by their supervisors. Students are expected to attend lectures and seminars that are relevant to their subject area and also to attend relevant training courses in IT (provided by the University Computing Service), in the use of library facilities (provided by the University and Faculty libraries) and in generic skills (provided by the University Staff Development Office). The student should agree with his/her supervisor on a programme of training to develop his/her research skills.

All postgraduate students should make the most of their time here and ensure that they develop their transferable skills and abilities. This is particularly important for all new PhD students who join the Faculty of Asian and Middle Eastern Studies. The Degree Committee now requires all research students to attend at least three seminars, workshops or courses a term.

Researcher Development is aimed at the training and development of its Cambridge Researchers specifically in managing their research projects and managing their time. Researcher Development activities significantly help its researchers to develop their approaches in communicating, presenting and working efficiently and effectively in the demanding academic cultures within the University of Cambridge.

A wide range of courses on topics such as: Microsoft Word, Access, Excel, Powerpoint, Statistical software, Web page authoring, Word/text processing and World Wide Web are available from the University Computing service. Courses can booked directly on their website at: [http://www.cam.ac.uk/cs/](http://www.cam.ac.uk/cs/)

The Literary and Linguistic Computing Centre also has relevant courses:

[http://www.cam.ac.uk/cs/courses/coursedesc/bib.html](http://www.cam.ac.uk/cs/coursedesc/bib.html)

Researcher Development training opportunities are offered as seminars and courses

The Faculty of Asian and Middle Eastern Studies strongly encourage their researchers to sign up for as many courses and training opportunities as possible.

For more information about these programmes, please refer to the following webpage on the Personal and Professional Development website:

[http://www.admin.cam.ac.uk/offices/hr/ppd/information/graduate/](http://www.admin.cam.ac.uk/offices/hr/ppd/information/graduate/)

#### 4.5.1 Lecture and Seminar Series held at the Faculty of Asian and Middle Eastern Studies

The Research Groups in the Faculty of Asian and Middle Eastern Studies organize seminars and other lectures that involve (mostly) outside speakers who come to present their research and findings. Graduate students in the Faculty are expected to attend those sessions, which are relevant to their studies:
For further information about the Research Group seminar and lecture series offered in the Faculty of Asian and Middle Eastern Studies and events related to Asian Studies and Middle Eastern Studies, please refer to the following webpage on the Faculty’s website:

http://www.ames.cam.ac.uk/news-events

4.5.2 Qualitative Research Methodology Training Courses (Text Reading)

The Faculty of Asian and Middle Eastern Studies offers a range of subject related text reading and methodology courses for its graduate students. These courses are tailored to a student's individual needs and are arranged at the beginning of the academic year.

For information on the Qualitative Research Methodology courses which will be offered in the academic year 2014 – 2015, please refer to the following webpage on the Faculty’s website:

http://www.ames.cam.ac.uk/postgraduate/research-environment/training

4.5.3 The Language Centre (English Language Provision)

The Language Centre, in collaboration with the School of Arts and Humanities at the University of Cambridge, offers a number of academic reading courses to all graduate students.

For further information about the programmes offered, please refer to their website below:

http://www.langcen.cam.ac.uk/lc/index.html

Any graduate students who have specific language training needs, should speak to their supervisor for advice.

4.5.3.1 Small Bursaries for Researcher Development

The Faculty of Asian and Middle Eastern appreciate that some of its graduate students have specialised needs in terms of their research requirements and therefore it can be necessary for these students to audit courses outside of the University of Cambridge.

The Faculty is normally allocated limited funds to help offer small bursaries to help graduate students who need it attend specialised methodology classes, text-reading classes or foreign language courses (with travel costs factored in).

NB: These small bursaries cannot be used for languages taught in the Faculty of Asian and Middle Eastern Studies or at The Language Centre.

For further information about the availability of small bursaries and applications for Researcher Development for 2014 – 2015, please send an e-mail to the Secretary of the Degree Committee, Dr Michael Shin:

E-mail: mds71@cam.ac.uk
4.5.4 English Academic Writing

The majority of graduate students who study in the Faculty of Asian and Middle Eastern Studies are International and non-native English language speakers. The Faculty are mindful of the fact that for these students, there are different teaching methods used at their Home Institutions. It is particularly important for these students to learn how to develop their ideas in a logical, cohesive and sophisticated manner and to adopt an independent style in their research and thinking.

The Faculty strongly encourage these students to attend The English for Academic Purposes (EAP) session offered at The Language Centre before they start their course:

http://www.langcen.cam.ac.uk/eap/eap.php

4.5.5 Teaching Training at the Faculty of Asian and Middle Eastern Studies

There is no formal teaching training requirement required for graduate students who study within the United Kingdom. The Faculty of Asian and Middle Eastern Studies understands however, that this is a concern among its graduates. The Faculty encourages its students to be proactive and speak to their supervisor and discuss any possible opportunities for teaching training in their subject area.

The Language Centre has put together a web resource with tools to help with Language teaching in collaboration with the Faculty of Asian and Middle Eastern Studies:

http://www.langcen.cam.ac.uk/graduates/gradtr/index.html

Courses offered at The Language Centre include ‘Training for Supervisors: How to Improve Students Writing’.

4.5.6 Staff Development Courses

The Staff Development programme offers a number of courses, which are suitable for graduate students. These courses can be booked through the Staff Development Website at:

http://www.admin.cam.ac.uk/offices/personnel/staffdev/

Graduates at the Faculty will be sent e-mail alerts and prompts throughout their study period about courses offered by the School of Arts and Humanities. The Transferable Skills Officer for the School is Dr Matt Lane.

Relevant courses include:
* Starting to Write for your PhD
* Writing your First Year Report
* Career Planning in the Arts, Humanities and Social Sciences
* Project Management in the Research Context
* Getting Published in the Arts
* Supervising Undergraduates and Small Group Teaching
* Speed Reading
* Planning and Managing a Research Project
* Managing Stress
4.5.7 Conference Workshop and Conferences Bursaries offered by the School of Arts and Humanities

The School of Arts and Humanities offers bursaries to both its graduate students and early career researchers towards the cost of organising workshops and conferences.

For further information, please contact Dr Ben Warn at the School of Arts and Humanities
E-mail: ben.warn@admin.cam.ac.uk

4.5.8 Career Guidance and Advice

At the completion of their degrees, the majority of graduate students start to look for employment. Your Principal Supervisor will be able to advise you on which Researcher Development Courses to take to make you more attractive to potential employers. Supervisors are happy to look through job and grant applications and give their advice on application covering letters, application forms and CVs etc. Your supervisor and advisor (PhD students only) will be able to provide you with reference letters.

There are a number of extremely useful courses offered by the University via the Cambridge University’s Skills Portal and the Human Resources Division of the University of Cambridge:

http://www.skills.cam.ac.uk

http://www.admin.cam.ac.uk/offices/hr/ppd/

Graduate students should also check other Faculty and Department websites to see if there are career guidance or relevant opportunities there.

For graduate students who are particularly interested in teaching, there is a one-year Teaching Associate Programme offered by the Higher Education Academy which is accredited:

http://www.training.cam.ac.uk/course/gdp-tap1

4.6 Intermission, Leave to Work Away, Deadline Extensions etc.

During your time at the Faculty of Asian and Middle Eastern Studies, you may have to apply for an application depending on your circumstances or research implications i.e. leave to work away from Cambridge, Intermission from your studies, extending registration date (for the submission of an MPhil or PhD thesis) etc.

All of the application forms which you will need during your time at the University of Cambridge can be found listed in your CamSIS Self-Service page under the ‘Student Self-Service’ tab.
For any application which you need to apply for, you must ensure that you apply at least a couple of weeks in advance.

All applications are submitted online and will need to be approved by your supervisor, Head of Department, your College (Graduate Tutor), the Degree Committee and the Student Registry in this sequence: your application is automatically submitted to the next person for approval.

NB: MPhil students are not allowed leave to work away from Cambridge during term time,
Please ensure that you discuss your application and proposed plan of action with your supervisor and that you apply at least one month in advance. Do not leave your application until the last moment.

NB: It is your responsibility as the student to ensure that all parties who need to sign off your application form on your behalf do so. Please ensure that you are vigilant and that you remind anyone who needs to complete his or her section of your application form for you in good time.

NB: All graduate students who apply for ‘Leave to Work Away’ must also complete a ‘Risk Assessment Form’ and upload this with their on-line application on their CamSIS Self-Service page:

http://www.ames.cam.ac.uk/faculty/general/Risk Assessment Form.pdf

You will receive formal notification about your application i.e. approval or non-approval, direct from the Student Registry via your cam e-mail address.

4.6.1 Travel Insurance for University of Cambridge Graduate Students Working Abroad

Graduate students who have successfully had their leave to work away period approved by the Degree Committee and by the Student Registry may apply for free travel insurance cover from the University of Cambridge.

For further information about travel insurance options and what is available to graduate students who need to work abroad for the purposes of their research, please refer to the web-pages below on the Student Registry’s website:

http://www.admin.cam.ac.uk/offices/gradstud/current/yourinfo/

http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html

NB: Some applications that are for over 90 days cover or if a graduate student have a medical condition will need to provide supplementary forms when they apply.

4.6.2 Exemption of Payment of the University Composition Fee

The Student Registry automatically gives all PhD students who have completed nine terms of research exemption from paying the University Composition Fee. As this is now an automatic default, this process will happen automatically for students in this position.

For further information about this, please refer to the following webpage on the Student Registry’s website:

http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/programme/allowance.html
4.6.3 Statement of Originality for Submitted Work

Graduate students must submit with any piece of submitted work i.e. MPhil Essay, MPhil Dissertation, PhD Progress Examination, Second Year Progress Report etc. a Declaration Form to prove that their work is their own: ‘Graduate Statement of Originality for Submitted Work’.

You can download this form from the Faculty of Asian and Middle Eastern Studies Internal Website:

http://intranet.ames.cam.ac.uk/faculty/students/

Graduate students are also directed to the University Policy on good academic practice and plagiarism:

http://www.admin.cam.ac.uk/univ/plagiarism/

4.6.4 English Academic Writing

Graduate students should note that they are responsible for the English expression, spelling, punctuation and prose of their submitted work and that they must not expect their supervisors to revise their work for them or correct faults of presentation in the text or bibliography. Supervisors will alert their students if there use of English language is incorrect or aspects of their presentation are not up to the required standard.

NB: Graduate students who are not native speakers of English are strongly advised to have a native speaker of the language check through their work before they submit.

4.7 Procedures and Provisions for Student Feedback and Complaints

The Graduate Representatives in the Faculty regularly attend Departmental and Faculty Board Meetings and they are invited to make suggestions or demands for changes. The Faculty Board Student Representative will have regular meetings with the Chairman of the Faculty Board (normally before the Faculty Board meeting itself). Both Departmental and Faculty Board Student Representatives keep in contact with the Chairman and the Secretary of the Degree Committee.

Any graduate students who students who wish to complain about the frequency and/or quality of their supervision provision should in the first instance contact the Secretary and/or the Chairman of the Degree Committee. In the case of conflict of interest, their Heads of Department or the Chairman of the Faculty Board may also be contacted.
4.8 Guidelines on Plagiarism and Turnitin Information

Guidelines on Plagiarism

Definition of Plagiarism: 'the taking and using as one's own of the thoughts, writings or inventions of another' (Shorter Oxford English Dictionary, 3rd edition)

Plagiarism in work submitted for examinations (long essays and dissertations)
Copying out someone else's work without due indication and acknowledgement (quotation marks and footnotes or endnotes) is plagiarism. So is rewording someone else's work in order to present it as your own without acknowledging your intellectual debt. The golden rule is that: 'examiners must be in no doubt as to which parts of the submitted work are your own original work and which are the rightful property of someone else'.

All students should read the University-wide statement on plagiarism at:

www.admin.cam.ac.uk/univ/plagiarism/

Students who submit long essays or dissertations for examinations are required to sign a statement that the writings in question are their own work and that any use of the work of others is indicated by footnotes or endnotes and a bibliography. If a student has received significant help with the style or the detailed content of their work, the statement should acknowledge this and indicate the nature of the help received. Referencing conventions vary by discipline, but for the basic principles, please see:

www.admin.cam.ac.uk/univ/plagiarism/students/referencing

Supervisors are able to give advice. Often it is easiest to adopt the style of a leading journal in a particular field. Whatever system is adopted, it is important to apply it consistently. Plagiarism in work submitted for formal assessment is regarded by the University as the use of 'unfair means' (i.e. cheating), and is treated with the utmost seriousness. Where examiners suspect plagiarism, the case will be referred to the Senior Proctor and may then be brought before the University's Court of Discipline, which has the power to deprive culprits of membership of this University and to strip them of any degrees awarded by it. The Faculty may use Turnitin, a plagiarism detection software package, to investigate cases where plagiarism is suspected.

It would be inhuman to expect students to provide quotes and references in essays written during three-hour examinations. But in this case, too, students will impress examiners if they indicate the source of a particular argument, idea, or fact by reference to its author.

Plagiarism in coursework and study
Weekly essays and other assignments are meant to be your own work. The point of a degree in the humanities is that you learn to read, think and write for yourself. Deliberate plagiarism in your supervision work is therefore not only lying, but also missing the point. Supervisors who suspect a student of plagiarism are advised to take this matter up with the student concerned. If there is no improvement, they should report it to the Director of Studies, who may well regard this as 'neglect of studies' and take appropriate disciplinary action.

Unconscious plagiarism is a more common failing in coursework. It often arises from excessively full and faithful note-taking followed by an excessively faithful use of notes in writing essays. These are bad working habits. Notes should be a summary in your own words of an argument.
and of the evidence or reasoning used to support it. Essays should be written with reference to notes rather than by copying them out. Plagiarism can also creep in when, instead of taking notes, students mark texts or photocopies with highlighting pens and write their essays with close reference to such materials. Supervisors are often able to detect such plagiarism by the occurrence in essays of passages whose prose style is markedly more incisive and sophisticated than the student's usual work.

Downloading material direct from the Internet into essays also constitutes plagiarism. Internet material should be treated like any other primary or secondary source. You may wish to download material for your own use, but you should then read, question, and take notes from it as you would from any other source. Because Internet material is often not subject to any kind of editorial control, it may be advisable to treat it with more than usual scepticism. When referring to material only available on the Internet, students should provide the URL and the date it was accessed. Only material that can reasonably be expected to have a stable URL should be used. The point of references is that someone can look up the source referred to and verify for his or herself whether it supports an argument or fact in the way suggested.

In weekly essays and similar assignments, the kind of precise footnotes required in long essays and dissertations are not compulsory (although you or your supervisor may choose to use them). However, when your essays discuss or depend upon a particular source or author or piece of research, you should indicate this in an appropriate phrase or parenthesis. Most supervisors like students to add to their essay a list of the books and articles used in writing it.

**Plagiarism, research, and secondary literature**

'Copy from one, it's plagiarism; copy from two, it's research' (Wilson Mizner, 1876-1933). Not quite so simple, unfortunately (Mizner was a cheat and a con-man). An essay which simply reports the ideas and findings of other scholars is not transformed from 'plagiarism' into 'research' by exhaustive footnotes. Even if your assignment is to review the literature on a given topic, you should be 'adding value' through criticism and analysis.

Where material is cited word for word from primary or secondary sources, it must be placed in quotation marks and bibliographically referenced. When paraphrasing sentences, paragraphs, or a whole argument, this too must be referenced; often it is better to provide a direct quotation with a reference. Common knowledge, the kind of thing which you will find in almost any textbook on a topic (e.g. 1066: the date of the Battle of Hastings), need not be referenced. But the distinctive views of particular authors should be properly credited, and any reasoning or evidence especially important to an argument should be properly referenced or credited (in a fashion appropriate to the kind of exercise you are writing) when it is derived from someone else's work or represents the fruit of someone else's research or reflection.

**Further advice on plagiarism and how to avoid it can be found at:**

[www.admin.cam.ac.uk/univ/plagiarism/](http://www.admin.cam.ac.uk/univ/plagiarism/)

Finally, don't panic. The point of this advice is not to plunge you into a frenzy of worry over whether your hard work is plagiarism. It is rather to inculcate good working practices.

These guidelines are based on a statement originally produced by the Faculty of Divinity.
If you have any questions, please contact:

The Faculty Administrator
Faculty of Asian and Middle Eastern Studies

Email: administrator@ames.cam.ac.uk

Turnitin Information

The University subscribes to Turnitin UK software which is widely used in UK universities and matches text in work submitted to the software to that in a large database of online sources. Work submitted for assessment in the Faculty of Asian and Middle Eastern may be processed by Turnitin if examiners have a concern that the work may contain extensive plagiarised material.

All students should read through the Turnitin information handed to them in their Welcome Pack thoroughly and then sign/submit the declaration back to the Faculty Office to show that they consent to their work being submitted to Turnitin UK as described.
5. MPhil Degree Regulation Information for the 1-Year MPhil in Asian and Middle Eastern Studies programmes (Taught and Research)

5.1 General Information

The one-year MPhil programmes (Taught and Research) run from the 1 October until the 30 September in the academic year. The aim of the MPhil is to provide methodological and theoretical training and experience with in-depth archival research through the provision of supervisions, seminars and textual reading classes for those students who need them.

All applicants must to have a good working knowledge of the language in the area in which they propose to study. It is not possible to study part-time for the MPhil at the Faculty.

NB: Students must use some original language sources in their dissertations and essays.

Please note: Information on all of the Taught MPhil in Asian and Middle Eastern Studies programmes and the MPhil in Asian and Middle Eastern Studies by Research programmes can be found in section 1.6.3 and section 1.6.4, pages 8 - 11.

5.2 MPhil Degree Regulations: From the Cambridge University Reporter (2014)

The Degree regulations for the 1-year MPhil in Asian and Middle Eastern Studies are given in the University of Cambridge Reporter (as of 16 July 2014).

http://www.admin.cam.ac.uk/univ/so/2013/chapter07-section13.html#heading2-64

5.2.1. Requirements for the MPhil in Asian and Middle Eastern Studies (Taught)

1. The scheme of examination for the taught one-year course(s) of study for the M.Phil. in Asian and Middle Eastern Studies for the degree of Master of Philosophy shall consist of:

(a) three written papers on subjects approved by the Degree Committee for the Faculty of Asian and Middle Eastern Studies, which shall fall within one of the pathways specified at the end of this regulation provided that, with the approval of the Degree Committee, a candidate may offer, in place of one or more of those papers, the same number of essays, each of not more than 5,000 words (including footnotes, but excluding bibliography), or equivalent alternative exercises approved by the Degree Committee. The papers to be set shall be specified by the Degree Committee not later than the end of the first quarter of the Michaelmas Term each year;

(b) a thesis of not more than 15,000 words (including footnotes and appendices but excluding bibliography), including footnotes and appendices but excluding bibliography, on a subject approved by the Degree Committee;

All MPhil dissertations must include a brief Abstract at the start of the dissertation of no more than 400 words.

(c) an oral examination on the thesis and on the general field of knowledge within which it falls, but at the Degree Committee’s discretion the requirement for an oral examination may be waived.
PATHWAYS

Arabic Studies
Chinese Studies
East Asian Studies
Hebrew Studies
Middle Eastern and Islamic Studies

The submission date for all essays and alternative exercises is: **12 noon Friday 24 April, 2015**.
MPhil Examinations normally take place in **June (2015)**.
The submission date for all MPhil dissertations is: **12 noon Friday 14 August, 2015**.

The essays and/or examination make up 50% with the dissertation making up the other 50% of the final mark.

An oral examination is only asked for a Taught MPhil in Asian and Middle Eastern Studies if the examiners deem it to be necessary.

### 5.2.2 Requirements for the MPhil in Asian and Middle Eastern Studies (Research)

**With effect from 1 October 2015**

The General Board, on the recommendation of the Degree Committee for the Faculty of Asian and Middle Eastern Studies, have approved Asian and Middle Eastern Studies (Research) as a subject for advanced study for the MPhil Degree with effect of 1 October 2015. Special regulations for the examination in the subject area have been approved as follows:

The scheme of examination for the one-year course of study in Asian and Middle Eastern Studies (Research) for the degree of Master of Philosophy shall consist of a thesis of not more than 25,000 words in length, including footnotes and appendices but excluding bibliography, on a subject approved by the Degree Committee for the Faculty of Asian and Middle Eastern Studies falling within the pathways specified at the end of this regulation. The examination shall include an oral examination on the thesis and on the general field of knowledge within which it falls.

**PATHWAYS**

Arabic Studies
Aramaic Studies
Chinese Studies
East Asian Studies
Hebrew Studies
Japanese Studies
Middle Eastern and Islamic Studies
South Asian Studies

Students **must** use some original **language sources** in their dissertations.

The submission date for all MPhil dissertations is: **12 noon Friday 14 August, 2015**.
5.3 Your Supervisor

Each student will be assigned a supervisor and the MPhil Course Coordinator will handle the student's advisory issues.

The supervisor is appointed by the Degree Committee and he or she will be in a field that specialises in the student’s area of interest. The supervisor will advise the student on the choice of options and his or her dissertation topic; in particular, the dissertation topic must be discussed with the supervisor early on in the academic year and it must be approved by the Degree Committee at its November meeting in the Michaelmas Term. The supervisor will provide regular supervisions for the student, amounting to at least two face-to-face supervisions per term. The supervisor will provide guidance at all stages of the dissertation and be willing to comment on the final draft or a close approximation to it. The student should maintain regular communication with his or her supervisor and feel free to ask for scholarly guidance.

For further information, please refer to the Handbook for Postgraduate Students of Supervisors on the Faculty’s Internal Website:

http://intranet.ames.cam.ac.uk/faculty/staff/

5.4 Submitting your Essays and Alternative Exercises

For those students who are submitting essays as part of their Degree, you must submit two copies of each essay. You should attach a front cover sheet to your essay, which should include the following information:

- The Number of Your Essay Paper
- The Title of Your Essay
- Your Name
- Your Supervisor’s Name
- The Word Count
- Date of Submission

You must also fill in and submit a ‘Statement of Originality for Submitted Work’ (Declaration Form), which can be downloaded from the Faculty’s Internal Website:

http://intranet.ames.cam.ac.uk/faculty/staff/

We do not require a synopsis or abstract.

Please consult with your supervisor for citation and transliteration conventions.

The deadline for submission for all Essays and Alternative Exercises will be Friday 24 April 2015. Your Essay(s) and Alternative Exercise(s) must reach the office (Room 12) by 12 noon on this date. Hand your work to Natasha Sabbah.

The penalty for lateness is 5 points per day.
5.5 Submitting your M.Phil. Dissertation

Please consult:
http://www.admin.cam.ac.uk/offices/gradstud/exams/submission/mphil/index.html
for full details of the Student Registry regulations for writing and submitting your M.Phil. dissertation.

You **must** submit **two soft-bound copies**, each with a title page containing:

- The Title of Your MPhil Dissertation
- Your Name
- Your College
- The Date and a Declaration Stating:
  'This Dissertation is submitted for the Degree of Master of Philosophy'.

All MPhil dissertations must include a brief Abstract at the start of the dissertation of **no more than 400 words**.

You should also state in the preface the word count and that the dissertation is the result of your own work and includes nothing which is the outcome of work done in collaboration except where indicated. You will also be required to complete and include with your thesis a **MPhil Certificate of Submission Form** and **Declaration Form** (**2 copies** for each copy of your dissertation).

**NB:** Please ensure that you bind in the Declaration Form but please leave loose the MPhil Certificate of Submission Form.

**Both forms can be downloaded from the Faculty’s Internal Website:**

http://intranet.ames.cam.ac.uk/faculty/staff/

If you have a problem meeting a deadline, you are advised to email Ms Natasha Sabbah **at least two weeks in advance**, stating the reasons for your delay.

Her email is: ns378@cam.ac.uk

Any request for an extension of more than one week **must** be accompanied by an extension request form, which you need to complete via your on-line CamSIS Self-Service page:

http://www.camsis.cam.ac.uk/cam-only/log_in_students/

**The deadline for submission for all MPhil Dissertations will be Friday 14 August 2015.**

**Your thesis must reach the office (Room 12) by 12 noon on this date.**

**Hand your work to Natasha Sabbah. The penalty for lateness is 5 points per day.**

**NB:** All essays, alternative exercises and dissertations **must** be submitted to Ms Natasha Sabbah in the Faculty Office (Room 12).

**Please note:** MPhil students are formally approved for their MPhil dissertations and for their MPhil Degrees at the Final Degree Committee meeting at the end of September. Their marks can only be released to them **after this meeting** and not before. Moderating External Examiners also attend this meeting.
5.6 M.Phil. Marking Scheme

The scale of marks used in the Faculty of Asian and Middle Eastern Studies for all parts of the 1-Year M.Phil. in Asian and Middle Eastern Studies degree(s) are as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-59</td>
<td>Fail</td>
</tr>
<tr>
<td>60-100</td>
<td>Pass</td>
</tr>
<tr>
<td>75+</td>
<td>Distinction</td>
</tr>
</tbody>
</table>

In order to pass, the written examination papers or alternative exercises must be clearly written and must, depending on the nature of the examination or alternative exercise, show evidence of the candidate’s linguistic skills, command of the relevant literature and ability to sustain a cogent argument. The dissertation must be clearly written, must take account of previously published work on the subject and must represent a contribution to learning.

Except for those doing the MPhil in Asian and Middle Eastern Studies by Research (section 5.2.2), the examination consists of two parts, of equal weight: (1) the three written papers (or alternative exercises) and (2) the dissertation. Candidates are required to pass in each part separately. However, in the case of a candidate whose failure in the written papers is marginal (57-59%) but who achieves a high performance (67 or more) in the dissertation, the Degree Committee may take this into account when determining its recommendation to the Student Registry. Similarly, in the case of a marginal failure (57-59%) in the dissertation, the Degree Committee may take into account a high performance (65 or more) in written papers.

The marks achieved by students in their examination papers or alternative exercises will be divulged to students in July after the Degree Committee has recommended them for approval. The marks of dissertations will be divulged to students after the last Degree Committee of the academic year at the end of September. All official certificates and transcripts will be issued by the Student Registry. **NB:** This can take approximately one month after marks have been recommended for approval by the Degree Committee and approved by the Student Registry.

Students intending to continue to do a PhD at Cambridge after completing their M.Phil should be aware that they are required not simply to pass their M.Phil. but to pass at a level that satisfies the Degree Committee. This normally means that they have to perform with an overall average of 67% or above to be permitted to continue. The Degree Committee will consider applications to continue on their individual merits. Permission to continue will not automatically be granted on the basis of M.Phil. examination results alone.

The following marking criteria are normally applied when marking, with equivalent criteria in the case of translations and other forms of written work:

- **0-59** No clearly articulated line of argument: evidence presented but unexamined; major sources not represented and confusing use of sources; inadequate research tools and uncertain or distorted grasp of issues; overall coverage and understanding of the topic poor; work poorly put together; presence of irrelevant and/or extraneous material.

  A mark of 59 or less is a Fail.

- **60-66** Some knowledge of the subject but little evidence of independent thinking; unimaginative use of evidence and some useful sources not utilised; some attempt at a logical and focussed argument; largely reliant upon secondary material; a very modest contribution to learning.
67-74 Comprehensive knowledge of the subject with evidence of independent thinking; appropriate assessment of the evidence used; critical approach to the opinions of others; logical and focussed argument.

75+ Demonstrates extensive knowledge and excellent conceptual understanding with well-balanced independent evaluation of the evidence and the opinions of others; original and imaginative treatment with evidence of insight and scholarship; confident and appropriate use of research tools. This mark carries the award of a Distinction.

NB: Students taking their M.Phil by research must have an oral examination (viva) as part of the examination of their degree.

5.7 Oral Examination (viva voce)

Students taking their MPhil in Asian and Middle Eastern Studies by Research, will be required to have an oral examination (viva voce) on the dissertation and on the general field of knowledge in which it falls. The viva will allow the examiners to explore specific aspects of the thesis, including questions about any further research they might wish to undertake; candidates may also be required to demonstrate a practical application of their ability to handle literary or other material used in research. The oral examination is usually conducted by the two examiners for the dissertation and should last about an hour.

5.8 Proceeding from M.Phil. to Ph.D.

Students hoping to continue to a Ph.D. after completing their M.Phil. should be aware that in order to continue they are required not simply to pass their M.Phil., but to pass at a level that satisfies the Degree Committee. This normally means that they have to achieve an overall average of 67% or above to be permitted to continue.

It is advisable for students to apply to continue no later than the Lent Term.

All students must apply to continue in the official way by completing the relevant application form to continue on their CamSIS Self-Service page:

http://www.camsis.cam.ac.uk/cam-only/log_in_students/

The Degree Committee will consider applications to continue to the Ph.D. on their individual merits. Permission to continue will not automatically be granted on the basis of M.Phil. examination results alone.
6. Information for Ph.D. Students

The PhD is a 3-4 year course at the end of which the student is expected to produce a thesis that represents an independent and original piece of research. The course consists of individual supervisions and guided research. Students are given guidance in areas specific to their subject area and in advanced research methods.

Students are expected to submit an 80,000-word thesis after completing three (or at most four) years of research. There is sometimes the opportunity for third (and fourth) year students to supervise or teach undergraduates. It is currently possible to study part-time for the Ph.D. only if you are a member of staff.

The PhD thesis must **not** exceed 80,000 words exclusive of footnotes, appendices and bibliography subject to an overall word limit of 100,000 words exclusive of bibliography.

The MLitt thesis **not** to exceed 60,000 words inclusive of footnotes but exclusive of bibliography and appendices.

6.1.1 Your Supervisor

Ph.D. supervisors are allocated by the Degree Committee, although students may express a preference for a particular supervisor on their application form. Under special circumstances the Degree Committee may recommend a different supervisor and the student will be informed of its decision.

Supervision is a very individual teaching method, students are therefore encouraged to contact their supervisors and discuss how regularly they will meet; how contact will be maintained; whether the supervisor or student should initiate contacts; what kinds of work should be submitted and when. Supervisors should also advise students on suitable seminars to attend, skills courses and other activities. Ph.D. students can expect at least two face-to-face supervisions per term with their supervisor.

6.1.2 Your Advisor

The Degree Committee also appoints an Advisor for each PhD student. He or she need not be in exactly the same research area as the student and Principal supervisor, nor necessarily in the same Department or Faculty, but they will act as a second point of contact for academic advice for the student and make themselves available to read occasional samples of work and discuss progress as reasonably agreed with the Principal Supervisor and the student and provide short-term supervisory cover in the absence of the Supervisor.

NB: It is currently possible to study part-time for the PhD **only** if you are a member of staff.
6.2 The Ph.D. Thesis

The Student Registry has laid down the general standards that a dissertation has to meet. The remarks that follow are addressed mainly to candidates for the Ph.D. degree, but they are applicable to all students writing research dissertations, and notably those taking the MPhil by dissertation only.

The Student Registry has stipulated that the dissertation be clearly written, that it take due account of previously published work on the subject, and that it represent a significant contribution to learning through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theories, or the revision of older views. The first two points are easily overlooked but they are as important as the third. Although a dissertation is written in the first instance for two examiners, it does not follow from this that it need not be clearly written. If an argument suffers from poor presentation or is burdened with jargon or irrelevancies, then it is less likely to be convincing.

As for the second point, the requirement that a dissertation take account of previously published work, it should be borne in mind that a dissertation is a test of the candidate's skills as a researcher and as such it must demonstrate a firm grasp of the bibliography related to the subject under consideration. This does not mean that candidates are likely to be penalised for not being aware of an obscure article in some obscure journal, but it does mean that they should be aware of the ways in which the problems tackled in the dissertation have been approached in the past.

The requirement that a dissertation represent a significant contribution to learning is an important one but it has often been misunderstood. In the first place, it should be noted that the regulations of the Faculty of Asian and Middle Eastern Studies relating to the length of Ph.D. dissertations state that the word count is not to exceed 80,000 words exclusive of footnotes and bibliography but subject to an overall word limit of 100,000 words exclusive of bibliography. The MLitt word count is not to exceed 60,000 words inclusive of footnotes but exclusive of bibliography and appendices. The dissertation is not therefore expected to be a magnum opus or the last word on its subject. It is, therefore, necessary for candidates, in consultation with their supervisors, to decide upon a subject that offers an opportunity to make a significant contribution to learning within the word-limit laid down by the Faculty. Candidates who have failed to appreciate the implications of this may face difficulties later on when they present their dissertations.

A candidate may find it impossible to keep within the word-limits in editing a complete text, presenting a complete corpus of archaeological material or covering all aspects of a particular period of history and may then apply for permission to exceed the limit. But the Degree Committee may not agree to such an application. The completeness the candidate is seeking may be necessary for publication as a book but may not be necessary for a dissertation. A dissertation does not have to be so complete as to be immediately publishable, in order to represent a significant contribution to learning.

On the other hand, some candidates may resort to the exhaustive examination of a minute period of history, a short unedited text, or the like, in the belief that unprecedented exhaustiveness of detail is what constitutes a significant contribution to learning. But obscurity is no substitute for scholarship. A dissertation may be limited in scope, and to some extent the word-limit makes this inevitable, but it should at the same time raise questions that have a discernible relation to broader problems and areas of enquiry.
PhD Students Submitting in the Summer Period:

Students submitting their work in the summer period should liaise with their examiners and supervisor to ensure that they have their viva no later than three months upon their submission. Examiners should be made aware and agree on a date and time for the students viva by the time the three month period is up.
6.3 The Ph.D. Progress Examination

Ph.D. students admitted to Asian and Middle Eastern Studies are not at first registered for any particular degree. They are simply admitted to embark on research in their general area of interest. During the third term or within 30 weeks of starting of their first year they are required to pass a Ph.D. Progress Examination. The purpose of this is to assess the work they have completed so far and to assess the prospects for the successful completion of their research. Once they have passed this examination, they are then registered for the Ph.D. degree.

The submission deadline for will be **Friday 1 May 2015 at 12 noon** in the Faculty Office for those students who started in **October 2014**. For those beginning in the **Lent Term 2015** they must submit by **3 August 2015**; and those beginning in **Easter Term 2015** are expected to submit by **20 November 2015**.

The Ph.D. Progress Examination is assessed by two examiners, usually one Internal and one External. The Internal examiner may be the student’s Advisor.

The Ph.D. Progress Examination in the Faculty of Asian and Middle Eastern Studies usually consists of a Critical Essay and a General Statement about progress to date and the likely course of future research. In certain circumstances, however, it may be appropriate for the Ph.D. Progress Examination to take a different form and to include, for example, a test in a language that is deemed to be essential for the successful completion of the candidate’s research. Both parts of the Ph.D. Progress Examination should be submitted by the beginning of the third term of research; an oral examination may be held at the examiners’ discretion.

**The Critical Essay**

The student, in consultation with his or her supervisor, must choose the subject of the essay, and the Degree Committee must then approve the title. The essay will naturally be closely related to the subject of the student’s research and it should demonstrate the skills that will be demanded of the student in the course of his or her research. The skills required will naturally vary from subject to subject, but in most cases students will be expected to demonstrate the following areas of competence:

- the careful and critical use of primary source material
- revising or expanding the arguments contained in secondary sources
- weighing up the arguments of secondary authorities and testing them against each other
- relating the subject of research to the broader context into which it falls.

In sum, the essay should demonstrate that the candidate has both the necessary skills for successfully completing the proposed research and that the chosen subject of research is amenable to scholarly treatment. The maximum word length for the Critical Essay is **10,000 words** *exclusive of bibliography* and it should be fully annotated and be accompanied by full bibliographic references and by translations of primary source materials where necessary.
The General Statement

The general statement should be no more than 3,000 words exclusive of bibliography in length and should describe the scope of the student’s research in terms that are intelligible to non-specialists, since it will be seen by members of the Degree Committee before deciding whether or not the candidate should be registered for the Ph.D. Degree.

The general statement should consist of the following three elements:

1. A clear description of the subject of research, its importance and any problems that it poses. If any particular methods, methodological approaches or techniques are being used, they should be explained and their use justified. It is important too that the Degree Committee be given some idea of how the student proposes to organise and write up their material.

2. An account of the sources being used for the research and where they are to be found. The Degree Committee will also want to see here a full bibliography of secondary material relevant to the subject of research.

3. A description of what the student has achieved so far and the progress that has been made. The Degree Committee will expect students to give a realistic assessment of their work and to explain how it relates to the thesis the student is proposing to write.

Possible Outcomes

The two examiners will assess the written work and send reports to be approved by the Degree Committee. In the majority of cases, the examiners will agree that the work presented is sufficient to recommend that the student be registered for the Ph.D. Other possible outcomes are: Recommendation that the student rewrites and resubmits the essay, the statement, or both if one or both of the examiners recommends this in their reports. Recommendation of registration for an M.Litt; Failure and termination of study at the University.

If resubmission is recommended, the work should be resubmitted within three months (in most cases this will be at the start of Michaelmas Term) unless the student and supervisor present a good case for a further extension.

Students who fail to satisfy the examiners after a resubmission will be recommended for registration for the M.Litt or failed.
6.4 Second Year Progress Report

By the end of the second year (sixth term of PhD study), students undergo a Second Year Progress Report Assessment, and should submit a 1,500+ word report and a schedule of their final years work which should give a timeline of where they are in their studies with dates and details of each task up until they are due to finally submit their Ph.D. thesis.

For example:

<table>
<thead>
<tr>
<th>Task</th>
<th>Details of Task</th>
<th>Planned Completion Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete third chapter of thesis.</td>
<td>Finish off third chapter of thesis and ensure that list of primary and secondary sources are listed in bibliography. Submit work to supervisor for approval.</td>
<td>End of March 2015</td>
</tr>
<tr>
<td>2. Attend Archives in The British Library.</td>
<td>Ensure that I have gathered and compiled a complete list of sources from The British Library.</td>
<td>End of June 2015</td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A draft chapter can also be submitted if the student is asked to do so by their supervisor or by the academic assessing their work. The purpose of the Assessment is to encourage timely and efficient submission of the dissertation. The assessor writes a report for review by the Degree Committee.

Second year Ph.D. students who commenced their studies in the Michaelmas Term are expected to submit their work by 31 July 2015; students who commenced their studies in the Lent Term are expected to submit their work by 30 October 2015 and those students who commenced their studies in the Easter Term are expected to submit their work by 29 January 2016.
6.5 Appointing Examiners and Submitting your Thesis

At least two months before you propose to submit your thesis, you should ask your supervisor to appoint your examiners. Normally, you will have two examiners, one ‘internal’ who is familiar with the Cambridge system, the other ‘external’, although this may vary depending on your subject. You should expect to be consulted by your supervisor about examiners, but the examiners will be contacted by and nominated by your supervisor and the Degree Committee.

NB: You are no longer required to fill out an ‘Appointment of Examiners’ form. The Degree Committee need only approve your examiners: the Student Registry no longer require this information.

All PhD students must have their examiners approved by the Degree Committee at least one month in advance before submitting their work to the Board. Your supervisor is responsible for appointing your examiners for your PhD viva.

If you are not happy with the examiners chosen for your viva, you will need to make a formal case in writing to the Degree Committee stating why you are not happy with the examiners chosen.

Please note that the Degree Committee has the authority to either agree to a change of examiners or to agree that the examiners remain as chosen by your supervisor i.e. because they deem them to be entirely suitable.

The following web address gives full details of the Student Registry regulations and information for writing, formatting and submitting your Ph.D. thesis, for the oral examination and for conferral of your degree:

http://www.admin.cam.ac.uk/students/studentregistry/exams/submission/phd/submitting.html

You must submit two soft-bound copies of your thesis and two further copies of your summary to the Student Registry (not to the Faculty).

6.6 What happens when you Submit your PhD or MLitt Thesis

Once you have submitted your two soft bound theses to the Student Registry (with relevant paperwork) they will then be sent directly across to the Faculty of Asian and Middle Eastern Studies. The Graduate Programmes Administrator will then send your theses out to both examiners and give them no more than three months to read through the thesis. At this stage it is up to the examiners to confer with each other and the student to organise and arrange the time and date for your viva – the Graduate Programmes Administrator will send correspondence details of all concerned to the examiners and the student. Your viva will (normally) take place in the Faculty or in the College room of the internal examiner.

After your viva, you will (normally) be presented with one of the following options: ‘Approved for the PhD Degree subject to minor corrections’ or ‘Approved for the PhD subject to more substantial corrections’. It is in your best interests to make the corrections to your thesis straight after your viva. It is usually up to the internal examiner to agree to check through your thesis once your corrections have been made though sometimes both examiners agree to check that corrections have been made. Your examiners will normally present you with a list of typos at
the end of your viva examination. It is up to you to check with your examiner(s) (as applicable) which way they would like you to submit your corrected thesis to them: an attachment by e-mail may suffice. Once your examiner(s) have checked through your corrections and are happy, you need to ask them to send an e-mail to Natasha Sabbah (ns378@cam.ac.uk) confirming that all corrections have now been made to your thesis and that they recommend that you be approved for the PhD Degree: again, it may only be necessary for the internal to send an e-mail to the Graduate Programmes Administrator, but you should check to see whether the external also needs to check through your amended thesis and ensure that corrections have been made (please check the recommendation made in the Joint Report Form). The Student Registry require this confirmation by e-mail. Once you have been recommended for approval by the Degree Committee you are then approved officially by the Student Registry.

Once your examiner(s) have confirmed that all corrections have been made you must then give to the Student Registry (not the Faculty) one hard-bound copy of your thesis (with relevant paperwork; i.e. Declaration Form and Summary Statement etc.). You will receive a letter from the Student Registry soon after their Board meeting to confirm that you have been approved for the PhD Degree.

NB: You must submit soft-bound copies of your thesis for examination; the final copy (one copy) with any corrections suggested by the examiners’ should be hard-bound. This hard-bound copy must be sent/handed in directly to the Student Registry (not the Faculty) with any relevant paperwork. This copy will be placed in the University Library.

If you are faced with the prospect of having to revise and resubmit your PhD thesis this means that you will have to have a completely new examination. This will also mean that you will have another viva examination. The Degree Committee normally suggest the time frame within which you will have to resubmit your thesis; this can be anywhere from three to six months. Upon re-submission, you are once again required to submit two revised soft-bound copies of your thesis to the Student Registry together with two copies of your Summary Statement and Declaration of Submission form. Your thesis will be sent across to the Faculty once again and forwarded to the two examiners (these can be the same examiners previously appointed). Both examiners will be required to write reports and these will be presented at a meeting of the Degree Committee. If you are given a list of corrections to make (from the internal or external (or both)) you must ensure that these are sent together with the two copies of your thesis and relevant paperwork to the Student Registry.

The Degree Committee will then review the examiners’ comments, and the decision will be made to approve you for the PhD subject to minor corrections or approve you for the PhD subject to more substantial corrections. If your thesis is still not worthy of PhD status at this stage, you may be presented with the option of accepting an MLitt Degree.

6.7 The Oral Examination (viva voce)

Once your thesis has been submitted, it will be read by two examiners, who will produce independent reports on the thesis and will then meet with you for the oral examination. This should take between one and two hours and will allow the examiners to explore any questions they might have about your work and about your abilities in the general field of knowledge, and will help them to make a decision as to whether your work merits the Ph.D. degree. The viva voce should normally be held within three months of the date on which you submitted your thesis; you will be contacted by the internal examiner to make arrangements for a date, time and location.
If the thesis is approved **subject to minor corrections and revisions**, you should undertake to make these **as soon as possible**. If a thesis needs substantial revision, you will be given a list of corrections, your examiners' reports and a deadline for submission for the revised thesis.

### 6.8 Final Deferrals for PhD Students (more than 4 years)

The Student Registry advise that for students who have completed *more* than 4 years of research and would like to apply for a deferral, the Degree Committee will have to indicate on deferral application forms whether the deferral is to be a ‘Final’ one and that, should they need more time after that date, they will have to come off the register to complete their PhD and return when they are ready to submit their thesis.

**International students** please pay *particular* attention to the following notice from the Student Registry:

> Please note that if a student requires entry clearance to study in the UK, their student visa will no longer be valid if they are removed from the Register of Graduates and are not registered as a student at Cambridge.
### 7.0 Graduation/ Degree Conferral

For both the M.Phil and the PhD, the Degree Committee will make a decision on awarding your degree once your exam marks and dissertation reports have been submitted. The Degree Committee forwards its decision to the Student Registry. The Degree Committee is now responsible for approving MPhil Degrees (PhD Degrees are still officially approved through the Student Registry). **Please note that your degree is not approved until the Degree Committee has formally approved it in writing.** Your College takes care of the actual degree conferral. You should contact your Tutorial Office for information about graduation dates.

**NB: The Faculty has no control over the date on which you will be able to graduate.**

You should be aware that, for the MPhil in particular, the October congregation date is very close to the final Degree Committee meeting of the year, at which your degree recommendations are made. This may mean that it is not possible for you to receive your degree in October; you may have to wait until a later date.

**You are strongly advised not to make any arrangements (for example, booking airline tickets, booking hotels) until you have confirmed at which congregation you will have your degree conferred upon you.** Please ensure that you inform your College as well as the Student Registry of the congregation ceremony you wish to attend.

You should only make plans to graduate once you have officially received your ‘Approval for the PhD/MPhil Degree letter’ – **do not** make any plans to graduate until you have this letter in your hands!

For M.Phils wishing to continue immediately to the PhD, it is not necessary that you have actually received your degree in order to continue; the Degree Committee and Student Registry approval confirmation of your degree is sufficient.

**NB:** If you wish to graduate soon after your approval, do bear in mind that it can take a while for your College to be informed, therefore you are **strongly** advised to go for the next congregation ceremony available. Make sure that you inform your college asap of when you want to graduate; this is **very** important.

Also note that congregation ceremonies in the summer are **extremely** busy and it can be **very** difficult to get more than two tickets because of demand. You are therefore advised to consider graduating when it is less busy in order to obtain more than two tickets (if you so wish).