UNIVERSITY OF
CAMBRIDGE

FACULTY OF ASIAN AND MIDDLE EASTERN STUDIES

POSTGRADUATE HANDBOOK

2019 - 2020

Faculty of Asian and Middle Eastern Studies
University of Cambridge
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FAMES Post-graduate Handbook 2019 – 2020
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1. General

1.1 People

Faculty Officers and Staff

Chair of the Faculty Board:	Prof Mickey Adolphson and Dr Yaron Peleg
Head of Department for East Asian Studies:	Prof Mickey Adolphson
Head of Department for Middle Eastern Studies:	Dr Yaron Peleg
Chair of the Degree Committee:	Dr Vincenzo Vergiani
Director of Graduate Studies:	Dr Laura Moretti
Faculty Administrator and Secretary of the Faculty Board:	Mr David Martin
Deputy Administrator:	Ms Susie Nightingale
Computer Officer:	Mr Steve Fagg
Senior Accounts Clerk:	Ms Jill Cooper
Postgraduate Programmes Administrator	Ms Lucy Cavan
Undergraduate Programmes Administrator:	Ms Francesca Barraud
Custodian/Facilities Supervisor:	Mr Tony Brinkman
Receptionist:	Ms Jannie Rerizani
Library Staff (Faculty Library):	Ms Françoise Simmons (Librarian) Ms Miki Jacobs (Chief Library Assistant) Mr Nathaniel Johnson (Library Assistant) Ms Elena Fulgheri (Library Assistant)

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:

https://www.ames.cam.ac.uk/research

Student Representatives

The election of post-graduate student representatives takes place each year early in Michaelmas Term. One representative is elected to the Faculty Board and one for each of the departments (Department of East Asian Studies and Department of Middle Eastern Studies. The post-graduate representatives are important members of the relevant committee(s) They represent the view of the post-graduate students and attend the unreserved section of the relevant meetings.

1.2 IT

Email Address and CRSid and Raven

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 email address.

You are requested to use this email address in your correspondence with the Faculty and your supervisor. It is important that you regularly check this account and answer your Cambridge emails promptly.

Raven is the University's central user authentication system for web-based resources. Some web resources are only available to people with a Raven account, including the Faculty Intranet. Raven accounts are available to current staff and students of the University and you should receive one along with your CRSID.

The Cambridge Student Information System (CamSIS)

The Cambridge Student Information System (CamSIS) is the University of Cambridge centralised database student record system. You will have created a self-service account on CamSIS during the application process and you will continue to use this account throughout your post-graduate study.

You can access CamSIS here: http://www.camsis.cam.ac.uk/cam-only/log_in_students/

Faculty Intranet

Most documents referred to in this handbook are available on the Faculty's Intranet site. Access to the site is via your Raven ID. Please refer to the Faculty Intranet for all up to date documents, as paper versions will become out of date in due course.

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

1.3 Facilities

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.

Swipe-Card System – 24-hour Access

A swipe-card operating system allows post-graduate students to access the building, post-graduate work space and the Faculty Library at any time. Your University Cards will automatically be registered and enabled to allow you access to the building through the front or rear doors and to the post-graduate room. 24-hour access to the Faculty Library will only be granted once you have completed the Library's induction. This is applicable for both M.Phil. and Ph.D. students. Please see section 2.2 on lone working.

Post-graduate Work Space (Room 16)

There is a designated room for all post-graduate students with hot desks, lockers and a copier/printer. This space also has a *wi-fi* connection which students can access via their Raven account or via Eduroam. Lockers are assigned on a first come, first served basis and are allocated for the duration of the course. Keys for lockers can be collected from Reception for a refundable deposit of £10. You will be charged for a new key if it is lost. All post-graduate students receive the first 1,000 pages of printing/copying for free.

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. There is a fridge, hot water tap machine and microwave as well as some crockery. **Supplies in the kitchen are not communal.** All users are expected to clean up after themselves.

First Aid

The Faculty has two main First Aiders, Mr Steve Fagg (01223 335126) and Ms Susie Nightingale (01223 335113), who can be found in the Faculty Office. If there is an emergency and Mr Fagg or Ms Nightingale are not available, there are other First Aiders on the Sidgwick Site whose details are displayed in the Faculty Office 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 email: ab807@cam.ac.uk

Fire Alarm

The fire alarm is tested weekly on Wednesdays just before 11am. You do not need to vacate the building at those times.

If the alarm sounds at any other time than designated testing, 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.

1.4 Libraries and Archival Resources

The **Faculty Library** on the first floor of the Faculty building 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 and in the various Asian and Middle Eastern languages taught in the Faculty as well. 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 **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.

The Faculty and the University offer library tours mainly at the beginning of the Michaelmas term. Information is available on their websites: **http://www.lib.cam.ac.uk/** and **https://www.ames.cam.ac.uk/faculty-library**

The **College Libraries** within the University of Cambridge are mainly teaching libraries for under-graduate 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 Endangered Languages and Cultures Group: http://groups.ds.cam.ac.uk/celc/
Cambridge Central Asia Forum https://centralasia.group.cam.ac.uk
Cambridge Forum for Jewish Studies: https://jewishstudies.group.cam.ac.uk
Cambridge Language Sciences: https://www.languagesciences.cam.ac.uk
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/
Hebrew at Cambridge: https://www.research.ames.cam.ac.uk/inter-institutional-groups/hebrew-cambridge
Mongolia and Inner Asian Studies Unit MIASU: http://innerasiaresearch.org/
Needham Research Institute: http://www.nri.cam. org.uk/
Taylor-Schechter Genizah Research Unit: http://www.lib.cam.ac.uk/Taylor-Schechter/

1.6 Academic Calendar

The University of Cambridge operates on a trimester system. The academic year starts with Michaelmas (early October – early December); the Lent Term (Mid-January – Mid-March) and Easter Term (Mid-April – Mid-June).

Term dates for the academic year 20119 – 2020 are:

Michaelmas Term 2019	8 October – 6 December 2019
Lent Term 2020	14 January – 13 March 2020
Easter Term 2020	21 April – 12 June 2020

Lectures start on the first Thursday of each Full Term.

1.7 The Degree Committee Membership and Role

The Degree Committee reports to the Faculty Board and is responsible for the Faculty's post-graduate programmes.

For 20119-20120, the Degree Committee membership is:

Chair: Dr Vincenzo Vergiani (SAS)	Director of Graduate Studies: Dr Laura Moretti (DEAS)
DEAS Representatives: Dr Adam Chau (China Graduate Co-ordinator) Dr Imre Galambos	Head of Department for Middle Eastern Studies: Dr Yaron Peleg (DMES)
DMES Representatives: Prof Khaled Fahmy Dr Andrew Marsham (MES Graduate Co-ordinator)	Other Committee members: Dr John Nilsson-Wright (Japan Graduate Co-ordinator) Dr Assef Ashraf
Administrators: Ms Lucy Cavan Mr David Martin	

Contact Details for the Degree Committee Officers:

Dr Vincenzo Vergiani – Chair of the Degree Committee
Telephone: 01223 335135
Email: vv234@cam.ac.uk

Dr Laura Moretti – Director of Graduate Studies
Telephone: 01223 335148
Email: lm571@cam.ac.uk

Ms Lucy Cavan - Postgraduate Programmes Administrator
Telephone: 01223 335108
Email: **grad_progadmin@ames.cam.ac.uk**

Degree Committee Meeting Dates for 2019-20

Michaelmas Term 2019	**Lent Term 2020**	**Easter Term 2020**
29 October 2019	21 January 2020	28 April 2020
26 November 2019	3 March 2020	9 June 2020
		22 September 2020

2. The Post-graduate Student Experience

2.1 Your Responsibilities as a Post-graduate Student - Supervision

With the exception of the M.Phil. by Advanced Study courses which offer formal classes, post-graduate teaching at the University of Cambridge is provided in two ways: Supervisions and Researcher Development Training.

Every post-graduate student is assigned a Principal Supervisor whose main role is to guide you in your research and encourage you to confidently and successfully embark upon your own academic work. Ph.D. students are also assigned an Advisor. See below: point 3.5 for details of M.Phil. supervisions and point 4.2 for Ph.D. supervisions.

Further information on the role of your supervisory team can be found in the University of **Cambridge's Code of Practice**, which is available here:
http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/post-graduate-students.

2.2 Your Responsibilities as a Post-graduate Student: Researcher Development

It is now a requirement that students studying for a Ph.D. receive research training in addition to the academic guidance offered by their supervisors. You are expected to attend lectures and seminars that are relevant to your 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 PPD – Personal and Professional Development). You should agree with your supervisor a programme of training to develop your research skills. Students are required to submit logs at the beginning and end of the academic year. This is particularly important for all new Ph.D. 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**.
You are required to keep a log of your Researcher Development activities; this can be found on the Researcher Development Log Website. It is your responsibility to keep this updated.
https://www.rdlog.admin.cam.ac.uk/
It should be noted that not all Courses and training can be added to the website log, you are therefore advised to fill in your Doctoral Student Researcher Development Logbook for other training.
http://intranet.ames.cam.ac.uk/faculty/students/

All post-graduate students should make the most of their time at Cambridge and ensure that they develop their transferable skills and abilities. Researcher Development training opportunities are offered as seminars and courses and the Faculty strongly encourages you to sign up for as many courses and training opportunities as possible.

Researcher Development is aimed at enhancing skills for managing research projects by helping researchers 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 be booked directly on their website at: **http://www.cam.ac.uk/cs/**

The Literary and Linguistic Computing Centre also has relevant courses:
https://help.uis.cam.ac.uk

For more information about these programmes, please refer to the following webpage on the Personal and Professional Development website:
http://www.ppd.admin.cam.ac.uk/

Note that all courses at Cambridge are open to Cambridge post-graduate students. Should you wish to audit courses that all not directly related to your research topic, you must first discuss this with your supervisor and also seek the agreement of the relevant course director. Remember that this might take up a sizeable amount of your time which you might ill-afford to spend on topics unrelated to your research.

Lone working

Post-graduates using the Library and the Post-graduate Office Working space after hours cannot introduce visitors into the faculty and library. Entrance to the Faculty is only available using your own swipe card, no tailgating is allowed. Should these rules not be followed students would be liable for any problems, difficulties, costs they might incur if they do not follow this rule.
If you experience any problems out of hours, please call the security office on 318318 or the police on 999.

Teaching Training

There is no formal teaching training requirement for post-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 post-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.

Lecture and Seminar Series held at the Faculty

The Research Groups in the Faculty of Asian and Middle Eastern Studies organise seminars and other lectures that involve (mostly) outside speakers who come to present their research and findings. Post-graduate students in the Faculty are expected to attend those sessions that 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 events section of the Faculty's webpage.

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 post-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 2019-20, please refer to the following webpage on the Faculty's website.

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 post-graduate students. Details are on their website: **http://www.langcen.cam.ac.uk/lc/index.html**

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

English Academic Writing

The majority of post-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.

Post-graduate Students should note that they are responsible for the English expression, spelling, punctuation, grammar and prose of their submitted work. They must not expect their Principal Supervisors to revise their work for them or correct faults of presentation in the texts or bibliography. Principal Supervisors will alert their students if their use of English language is incorrect or aspects of their presentation are not up to the required standard.

Staff Development Courses

The Staff Development programme offers a number of courses, which are suitable for post-graduate students. These courses can be booked through the Researcher Development Programme website at: http://www.rdp.cam.ac.uk
Post-graduates at the Faculty will be sent email alerts and prompts throughout their study period about courses offered by the School of Arts and Humanities.
The Researcher Developer for the School is currently a vacant position. General enquiries should be emailed to: researcher.development@admin.cam.ac.uk

Relevant courses include:
* Voice Projection: An Introduction
* Lecturing Performance
* Supervising Under-graduates: An Introduction
* Communication Skills Introduction
* Develop your Career: Interview Techniques
* Project Management: Online and Workshop

Further information about these courses can be booked through the Personal and Professional Development website:
http://www.training.cam.ac.uk/cppd/

Career Guidance and Advice

At the completion of their degrees, the majority of post-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 (Ph.D. 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: **https://www.transkills.admin.cam.ac.uk/skills-portal and http://www.ppd.admin.cam.ac.uk/**

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

2.3 Small Grants for current post-graduate students at FAMES

Small additional grants are available to outstanding FAMES post-graduate students. They mostly only address registered PhD students (those who have passed their first-year progress examination) and are subject to availability. Some of these funds are competitive, others are simply subject to available funds. Also, note that after completing nine terms of residence in Cambridge (including time spent abroad for fieldwork) post-graduate students are no longer eligible even if they have not yet completed their PhD thesis. Some applications have a deadline, others can be applied for throughout the year on an adhoc basis.
You need to apply IN ADVANCE of incurring costs.
Your supervisor needs to agree and to sign the application form.
All payments will be made to a UK Bank Account, upon receipt of the expense claim form and receipts.
The application forms for the different funds are available on the faculty intranet and protected by a raven password.
Unless otherwise specified, all questions should be addressed to the Post-graduate Programmes Administrator: grad_progadmin@ames.cam.ac.uk

Small Bursaries for Researcher Development (M.Phil. and Ph.D.)

Subject to available funding being granted, the Faculty administers a small bursary in support of researcher development. It supports post-graduate students who have specialised research requirements and therefore may need to audit courses outside of the University of Cambridge. The type of courses include methodology classes, text-reading classes or foreign language courses (not taught at FAMES or the Language Centre). Limited support is also available toward the cost of organising workshop and conference. Typically, the bursaries amount is in the region of £500.
https://www.ames.cam.ac.uk/graduates/graduate-funding

Fieldwork Funds (Ph.D.)

The Faculty manages University Fieldwork Funds for registered Ph.D. students (i.e. who have passed their first-year examination). Applications are accepted twice a year, once in Michaelmas Term and once in Lent Term. These funds support long-term fieldwork and students must apply

for Leave to Work Away in order to be eligible. Priority will be given to students who have not received fieldwork funds in the past, but you are welcome to apply more than once. The Director of Graduate Studies will contact you regarding these Funds. An email will be sent out inviting students to apply at the appropriate time.

Post-graduate Support Funds (Ph.D.)

Post-graduate Support Funds are available to enable registered Ph.D. students to travel to conferences, attend training workshops, go on short research trips, apply for conference travel and accommodation, or to subsidise participation in Researcher Development Pathways where the cost is not already covered by the School of Arts and Humanities. Funds will be granted to an individual only once and only if other avenues of funding are not available from the Faculty (e.g. support from a Faculty Trust Fund). Application forms, which include requirements and eligibility, can be obtained from the Post-graduate Programmes Administrator. Grants are up to £500, and are paid upon submission of an expenses claim form and receipts. Applications are accepted twice a year in the Lent and Easter Terms.

Research and Conference Travel Bursaries for Japanese Studies (Ph.D. Japanese Studies)

Post-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 directly related to their dissertation research. After completing nine terms of residence in Cambridge (including time spent abroad for fieldwork) post-graduate students are no longer eligible even if they have not completed their Ph.D. thesis.

Post-graduate students must apply ***in advance*** and provide full financial details of their costs and any other grants they have received from their Colleges or other funding bodies to support this activity.

Application forms can be downloaded from the Faculty Intranet and submitted to the Convenor of Post-graduate Studies (jhs22@cam.ac.uk).

Martin Hinds Travel Fund (M.Phil. and Ph.D. 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 post-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.

Application forms can be downloaded from the Faculty Intranet and submitted to the Post-graduate Programmes Administrator for processing.

Other Small Grants – External

Gibb Memorial Trust (Middle Eastern Studies): The Gibb Memorial Trust invites applications for the Gibb Centenary Scholarship of up to £2,000, which is awarded annually.
Post-graduate students at an advanced stage of 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: End April.
Further information: http://www.gibbtrust.org/scholarships/

British Association for Japanese Studies: Conference-related financial support for Ph.D. student members of the association is available from BAJS. This is intended to make a contribution to travel, registration or accommodation costs where other support is unavailable. **Application deadline:** Rolling, but at least one month before planned travel**. Further information** please contact: http://www.bajs.org.uk/funding-and-prizes/conference-support/

***Smuts Memorial Fund (South Asian Studies)*:** The Managers of the Smuts Memorial Fund make a number of awards to Cambridge post-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. **Application deadline:** 1st October, 1st January, 1st March **Further information**: https://www.iso.admin.cam.ac.uk/smuts-memorial-fund

Conference bursaries for Chinese Linguistics and Language Acquisition

Post-graduate students at the Faculty who are doing research in Chinese linguistics and language acquisition may apply for a bursary (usually up to £500 per annum) to help cover their travel expenses for research or conferences. Post-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 Chinese linguistics/Chinese language acquisition and to their dissertation research.
Initial enquiries may be directed to Dr. Boping Yuan <by10001@cam.ac.uk>.

2.4 Your Responsibilities as a Post-graduate Student: Managing your Status

During your time at the Faculty of Asian and Middle Eastern Studies, you may need to apply for a change in status, for example leave to work away from Cambridge (normally for Ph.D. students), intermission from your studies, or an extension of your thesis submission.

All applications are submitted online via your Self Service page in CamSIS and will then need to be approved by your supervisor, Head of Department, your College (Post-graduate Tutor), the Degree Committee and the Student Registry in this sequence: your application is automatically submitted to the next person for approval. But note that 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. Details of how to manage your status can be found here:
http://www.cambridgestudents.cam.ac.uk/your-course/post-graduate-study/your-student-status

Please apply at least one month in advance whenever possible. Requests are not automatically approved and must have a strong supporting case.

Leave to Work Away

Applications for leave to work away in particular need a strong supporting case.
You also need to fill in a Risk Assessment Form. This should be uploaded with your LTWA application in your self-service account. Link:
https://www.safeguarding.admin.cam.ac.uk/policy-and-guidance

M.Phil. students are not allowed leave to work away from Cambridge during term time, except under exceptional circumstances.

You will receive formal email notification about your application i.e. approval or non-approval, direct from the Student Registry. **You are strongly advised not to finalise and pay for your travel plans until you have received approval.**

2.5 Your Responsibilities as a Post-graduate Student: Travel Insurance

Post-graduate students approved for leave to work away may apply for free travel insurance cover from the University of Cambridge. For further information, please refer to the web-pages below on the Student Registry's website:
http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html

2.6 Your Responsibilities as a Post-graduate Student: Holiday, Maternity & Paternity Leave

Ph.D. students are entitled to 8 weeks of holiday during the year, of which 20 days may be taken during the summer term, which they take with the agreement of their supervisors. They are reminded that the summer term is not an automatic holiday period for Ph.D. students, unlike UG students, they are expected to work through the period and to be present in Cambridge. If they wish to be away beyond the 20 working days' allowance, they need to request leave to work away, which needs their supervisor's agreement. This will ensure that you benefit from the insurance scheme in place to do fieldwork away.
The University's Policy for Maternity and Paternity leave for post-graduate students can be found at:
https://www.cambridgestudents.cam.ac.uk/files/maternity_paternity_policy.pdf

2.7 Your Responsibilities as a Post-graduate Student: Your Submitted Work

Statement of Originality for Submitted Work

This statement is required for all submitted work for all post-graduate students. Please use the Declaration Form available on the Faculty Intranet.
http://intranet.ames.cam.ac.uk/faculty/students/

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.

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 in the Faculty of Divinity.

Turnitin Information

Students are responsible for ensuring they have read and understood both the University's Statement on Plagiarism, and the Faculty of Asian and Middle Eastern Studies Plagiarism Guidance, available at:
http://www.plagiarism.admin.cam.ac.uk
intranet.ames.cam.ac.uk/faculty/students/plagiarism.html

The Faculty of Asian and Middle Eastern Studies uses Turnitin UK to screen student work. Screening is carried out only if concerns are raised about the originality of work. All work screened will be reviewed by the Academic Integrity Officer to determine whether further action may be necessary.

Use of Turnitin UK complies with UK Copyright and Data Protection Laws. Submission to Turnitin does not affect your ownership of the work; the copyright and intellectual property of all work remains with the original owner (normally the student, with the exception of some sponsored research projects). No personal or sensitive data will be transmitted.
Work screened by Turnitin UK will be retained in the Turnitin database for comparison with future submissions; if matches are identified, the full text is not accessible to other institutions, only the matching text. You may request that your work is removed from the Turnitin UK database at the conclusion of the examination process, but this must be done separately for each piece of submitted work. Retaining your work on the database will help to ensure that your work remains protected from future attempts to plagiarise it, will help maintain the integrity of the University's qualifications, and will maximise the effectiveness of the software.
Full details about Turnitin UK and your rights and responsibilities can be found on the University's website:
http://www.plagiarism.admin.cam.ac.uk

Queries about plagiarism or the Faculty's use of Turnitin UK should be addressed in the first instance to your Director of Studies or College Tutor.

2.8 Your Responsibilities as a Post-graduate Student: Graduation/ Degree Conferral

For both the M.Phil. and the Ph.D., the Degree Committee will make a decision on awarding your degree once your exam marks and dissertation reports have been submitted. The Degree Committee is responsible for approving M.Phil. Degrees and students will receive their approval letter directly from the Chair of the Degree Committee. Ph.Ds. are officially approved by the Board of Post-graduate Studies and students receive their approval letters from the Student Registry. **Please note that your degree is not approved until either the Degree Committee or the Student Registry 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 as not all Colleges offer in-person conferrals at every ceremony. Application for graduation is made through the CamSIS self-service pages. Please be aware that, for the M.Phil. in particular, the October congregation date is very close to the Degree

Committee meeting 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 received your approval letter and 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.

For M.Phil.'s wishing to continue immediately to the Ph.D. (at Cambridge), 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.

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).

2.9 Your Responsibilities as a Post-graduate Student: Procedures and Provisions for Student Feedback and Complaints

If you are unhappy with the experience you have received from a University department, faculty, service or staff member, the University has a **Student Complaint Procedure** for you to use in order to try and resolve the situation. All complaints are treated seriously and are handled sensitively.

www.studentcomplaints.admin.cam.ac.uk/student-complaints

The Responsible Officers for the Faculty for 2019 – 2020 are the Co-Chairs for the Faculty **Dr Yaron Peleg** and **Professor Mikael (Mickey) Adolphson.**

Details of the University's examination review procedure can be found by following the link below.
https://www.studentcomplaints.admin.cam.ac.uk/examination-reviews

Student Feedback

As M.Phil. and Ph.D. students you are also required to fill in several questionnaires during the year. Please note that the university is concerned that students take the time to respond to these on-line questionnaires as they ensure the university is assessed fairly on quality control. Your critical assessment will help the faculty to continue to improve its courses. It is possible that you feel fully satisfied with the way the faculty organises and runs its programme, but please remember that satisfied responses to questionnaires are equally vital for the faculty and the university. It is not so that no response can automatically be taken as a high rate of overall

satisfaction. By not responding to the required questionnaires you risk jeopardising the course you are taking.

M.Phil. Self Evaluation Exercise 2019-2020

During the forthcoming academic year, you will be asked to take part in The Masters Self Evaluation Exercise 2019-20. This evaluation helps the Collegiate University to support you during your studies. You will receive an invitation with full details of how to complete the form in due course. Please note the date for submission for 2019 is yet to be confirmed**.**

2.10 Student Welfare

Preventing harassment and sexual misconduct

The University launched the "Breaking the Silence" initiative in November, 2017 which aims to highlight the issues relating to harassment and sexual misconduct in Cambridge. here is a new website which highlights existing policies, links to sources of support, and will host new material aimed at improving the culture.
https://www.breakingthesilence.cam.ac.uk

As part of this campaign, there is a new online training module in Moodle called Consent Matters. The Consent Matters training is designed to complement the consent workshops aimed at Freshers but is intended for students in second and higher years. It is a 45 minute course for students on the topic of consent and how to be an active bystander. Please show your support for Breaking the Silence by taking this course which has been designed to be particularly relevant to Cambridge.
(https://www.vle.cam.ac.uk/course/view.php?id=143381)

The Student Advice Service

The Students' Unions' Advice Service offers free, confidential and independent support to all Cambridge University students.
http://www.studentadvice.cam.ac.uk

The Counselling Student Groups

A free counselling service available to all under-graduate students in residence and post-graduate students on the register. A considerable portion of the work of this Service is done in student groups.
https://www.counselling.cam.ac.uk/studentcouns/studentgroups

3. M.Phil. Specific Information

3.1 General Information

The M.Phil. programmes (Advanced Study and Research) run from the 1 October until the 30 September in the academic year. The aim of the M.Phil. 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.

The M.Phil. programmes (Advanced Study and Research) have codes of practice. You are required to go through these with your supervisor.

Code of Practice for Masters Students (M.Phil. by Advanced Study):
https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code-practice-masters-students

Code of Practice for Research Students (M.Phil. by Research)
https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code

3.2 Your Supervisor

Each student is assigned a **Principal Supervisor** and the **Graduate Co-ordinator** for the student's subject area will handle the student's advisory issues.

Your supervisor is appointed by the Degree Committee and (s)he will be in a field that specialises in your area of interest. Your supervisor will advise you on the choice of options and your 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 meeting in Lent Term. (S)he will provide guidance at all stages of the dissertation and be willing to comment on the final draft or a close approximation to it. You should maintain regular communication with your supervisor and feel free to ask for scholarly guidance.

For further information, please refer to the relevant Code of Practice:
https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice

3.3 M.Phil. Degree Regulations: From the Cambridge University Reporter (2014)

The Degree regulations for the 1-year M.Phil. 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

3.4 Requirements for the M.Phil. in Asian and Middle Eastern Studies (Advanced Study)

The scheme of examination for the one-year course of study 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, 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, on a subject approved by the Degree Committee;

(*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.

NB: An oral examination is only conducted in exceptional circumstances if the examiners deem it to be necessary.

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

PATHWAYS
Chinese Studies
Japanese Studies
Classical Islamic History and Culture
Hebrew and Pre-Modern Jewish History and Culture
Modern Middle Eastern Studies
Muslim-Jewish Relations
Hebrew and Semitic Studies

The submission date for all essays and alternative exercises is (unless otherwise stated): **12 o'clock, noon Monday 27 April, 2020.**

M.Phil. Examinations normally take place in **June. You will be notified of the date of your exam by the Student Registry.**

The submission date for all M.Phil. dissertations is: **12 noon Monday 10th August, 2020**.

The essays or alternative exercises and/or examinations make up 50% with the dissertation making up the other 50% of the final mark.
Students will be offered a minimum of two hours as needed to support dissertation research and writing. The final number of hours will be agreed upon with the supervisor depending on student's need and progress.

3.5 Submitting your Essays and Alternative Exercises (Advanced Study)

For those students who are submitting essays as part of their Degree, you **must** submit **two** hard copies and an electronic copy of **each** essay to the Post-graduate Programmes Administrator on the time and date below. You should attach a front cover sheet to your essay, which should include the following information:

- Course Name and Module Code
- The Title of Your Essay
- Your Full 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 Intranet.
http://intranet.ames.cam.ac.uk/faculty/students/

We *do not* require a synopsis or abstract.

The wordcount should include footnotes and appendices, but exclude bibliography.
The word count limits given for assignments are strict. Anything above the word limit will not be considered by the examiner.

Please consult with your supervisor for citation and transliteration conventions, otherwise AMES conventions can be found by following the link below.
http://intranet.ames.cam.ac.uk/faculty/students/plagiarism.html

Unless otherwise agreed the deadline for submission for all Essays and Alternative Exercises will be noon on Monday 27th April 2020. Both hard and electronic pdf copies of your Essay(s) and Alternative Exercise(s) (and any other documents needed by the office) must reach the Faculty Office by 12 noon on this date. Hand your work into the Faculty office, to one of the Post-graduate Programme Administrators, and send electronic versions to: grad_progadmin@ames.cam.ac.uk

The penalty for lateness is 1 point per 24-hour period, or part thereof (including weekends and other times when the office is closed).

If you have serious difficulties meeting a deadline, such as an acute serious illness or a family emergency, you **must** notify your (1) **college Graduate Tutor**, (2) your **Supervisor**, and (3) the **Post-Graduate Administrator** ***as soon as possible.*** The Post-graduate Programmes Administrator email is: **grad_progadmin@ames.cam.ac.uk**

Documentary evidence for the reason for the extension is required.

Where the extension request is for more than one week, you ***must*** complete it via your on-line CamSIS Self-Service page: **http://www.camsis.cam.ac.uk/cam-only/log_in_students/**

Note, however, that ***extensions are not granted for more than one month***, and that ***prolonged breaks in study because of serious illness or a family emergency require an intermission***. See further: **https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/medical-intermission**

NB that **it is very important** that you report any difficulties that are affecting your work to your **college Graduate Tutor** ***as soon as possible***. Your college tutor has the main responsibility for advising and assisting you in these circumstances.

3.6 Submitting your M.Phil. Dissertation (Advanced Study)

Please consult:
http://www.cambridgestudents.cam.ac.uk/your-course/examinations/post-graduate-exam-information
for full details of the Student Registry regulations for writing and submitting your M.Phil. dissertation. (See also below under 4.3 Ph.D. Dissertation)

You **must** submit **two soft-bound copies and an electronic copy to grad_progadmin@ames.cam.ac.uk by the time and date below**, each with a title page containing:

- The Title of Your M.Phil. Dissertation
- Your Full Name
- Wordcount
- The Date and a Declaration Stating:
  'This Dissertation is submitted for the Degree of Master of Philosophy'.
- A Declaration stating: **This dissertation is the result of my own work and includes nothing which is the outcome of work done in collaboration except where specifically indicated in the text.**

All M.Phil. dissertations must include a brief Abstract at the start of the dissertation of *no more than* 400 words. **This does not count towards the total wordcount.**

Wordcount
All text written in English in the body of the text, footnotes and appendices count towards the wordcount. Quotes in the original languages are required to be translated into English and the translation will thus count toward the final wordcount. The bibliography is not part of the wordcount.
The word count limits given for assignments are strict. Anything above the word limit will not be considered by the examiner.

You will also be required to complete and include with your thesis one **M.Phil. Certificate of Submission Form (1 copy)** and **Declaration Form** (**2 copies**), one for each copy of your dissertation).
http://intranet.ames.cam.ac.uk/faculty/students/

NB: Please ensure that you do ***not*** bind in your Declaration Form or your M.Phil. Certificate of Submission Form.

The deadline for submission of both hard and electronic pdf copies for all M.Phil. dissertations is Monday 10th August 2020. Both hard and electronic pdf copies of your Dissertation (and any other documents needed by the office) must reach the Faculty Office by 12 noon on this date. Hand your work into the Faculty office, to one of the Post-graduate Programme Administrators, and send electronic versions to:
grad_progadmin@ames.cam.ac.uk

The penalty for lateness is 1 point per 24-hour period, or part thereof (including weekends and other times when the office is closed).

If you have serious difficulties meeting a deadline, such as an acute serious illness or a family emergency, you **must** notify your (1) **college Graduate Tutor**, (2) your **Supervisor**, and (3) the **Post-Graduate Administrator** ***as soon as possible.*** The Post-graduate Programmes Administrator email is: **grad_progadmin@ames.cam.ac.uk**

Documentary evidence for the reason for the extension will be required.

Where the extension request is for more than one week, you ***must*** complete it via your on-line CamSIS Self-Service page: **http://www.camsis.cam.ac.uk/cam-only/log_in_students/**

For further information on extensions for dissertations, and the circumstances in which they may be granted, see: **https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/extending-your-end-registration-date**

Note, however, that ***extensions are not granted for more than one month***, and that ***prolonged breaks in study because of serious illness or a family emergency require an intermission***. See

further: **https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/medical-intermission**

3.7 Requirements for the M.Phil. in Asian and Middle Eastern Studies (Research)

The Degree regulations for the M.Phil. Asian and Middle Eastern Studies (Research) are given in the Statutes and Ordinances of the University of Cambridge.

http://www.admin.cam.ac.uk/univ/so/2015/chapter07-section13.html#indexterm-d262e7468

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.

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

PATHWAYS

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

The submission date for all M.Phil. thesis is: **12 noon Monday 10th August, 2020**.

3.8 Submitting your M.Phil. Thesis (Research)

Please consult:
http://www.cambridgestudents.cam.ac.uk/your-course/examinations/post-graduate-exam-information
for full details of the Student Registry regulations for writing and submitting your M.Phil. thesis. (See also below under 4.3 Ph.D. Thesis, pp. 30-31)

You **must** submit **two soft-bound copies and an electronic copy to grad_progadmin@ames.cam.ac.uk by the time and date below**, each with a title page containing:

- The Title of Your M.Phil. Thesis
- Your Name (as it appears on your passport)
- Your College
- Name of supervisor
- Wordcount
- The Date and a Declaration Stating:
  'This Thesis is submitted for the Degree of Master of Philosophy'.
- A Declaration stating: **This thesis is the result of my own work and includes nothing which is the outcome of work done in collaboration except where specifically indicated in the text.**

All M.Phil. theses must include a brief Abstract at the start of the thesis of *no more than* 400 words. **This does not count towards the total wordcount.**

Wordcount
All text written in English in the body of the text, footnotes and appendices count towards the wordcount. Quotes in the original languages are required to be translated into English and the translation will thus count toward the final wordcount. The bibliography is not part of the wordcount.
The word count limits given for assignments are strict. Anything above the word limit will not be considered by the examiner.

You will also be required to complete and include with your thesis one **M.Phil. Certificate of Submission Form (1 copy)** and **Declaration Form (2 copies)**, one for each copy of your dissertation).
http://intranet.ames.cam.ac.uk/faculty/students/

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

The deadline for submission of both hard and electronic pdf copies for all M.Phil. theses is Monday 10th August 2020. Both hard and electronic pdf copies of your thesis (and any other documents needed by the office) must reach the Faculty Office by 12 noon on this date. Hand your work into the Faculty office, to one of the Post-graduate Programme Administrators, and send electronic versions to: grad_progadmin@ames.cam.ac.uk

The penalty for lateness is 1 point per 24-hour period, or part thereof (including weekends and other times when the office is closed).

If you have serious difficulties meeting a deadline, such as an acute serious illness or a family emergency, you **must** notify your (1) **college Graduate Tutor**, (2) your **Supervisor**, and (3) the

Post-Graduate Administrator ***as soon as possible.*** The Post-graduate Programmes Administrator email is: **grad_progadmin@ames.cam.ac.uk**

You ***must*** complete any request for an extension via your on-line CamSIS Self-Service page: **http://www.camsis.cam.ac.uk/cam-only/log_in_students/**

Documentary evidence for the reason for the extension will be required.

For further information on extensions for dissertations, and the circumstances in which they may be granted, see: **https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/extending-your-end-registration-date**

Note, however, that ***extensions are not granted for more than one month***, and that ***prolonged breaks in study because of serious illness or a family emergency require an intermission***. See further: **https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/medical-intermission**

3.9 M.Phil. Marking Scheme (Advanced Study)

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:

0-59	Fail
60-100	Pass
75+	Distinction

In order to pass, the written examination papers, essays or alternative exercises must be clearly written and must, depending on the nature of the examination 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 M.Phil. in Asian and Middle Eastern Studies by Research (section 3.4), 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 June 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/beginning of October. All official certificates and transcripts will be issued by the Student Registry.

Students intending to continue to do a Ph.D. 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. Please 3.12 Proceeding from M.Phil. to Ph.D., this advises on the necessary steps to be allowed to do a Ph.D. at FAMES.

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.

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.

A mark of 59 or less is a Fail.

3.10 Oral Examination (*viva voce*)

Students taking their M.Phil. 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. Deadlines have been set at 3 weeks for minor corrections, 6 weeks for major corrections.

Outcomes

Another option at the viva is the recommendation by the two examiners that revise and resubmit your M.Phil. thesis. This means that you will have to have a **completely new examination**. This will also mean that you will have **another** viva examination. This would have a deadline of 10 weeks within which you will have to resubmit your thesis. You will then go through the examiners' reports very carefully with your supervisor who will advise and help you address the recommendations. The process that follows resubmission is the same as above.

The Degree Committee will then review the examiners' comments, and the decision will be made to approve you for the M.Phil. ***subject to minor corrections*** or approve you for the M.Phil. ***subject to more substantial corrections***.

3.11 Receiving your Marks

Students taking the M.Phil. by Advanced Study will receive provisional marks in late June after their essays and alternative exercises have been assessed. All students will receive their final agreed marks following the Degree Committee meeting at the end of September. Marks can only be released **after this meeting** and not before. You will receive your examiners' reports for essays/exams following the June meeting, and your examiners' reports for your dissertation after the September meeting.

3.12 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 MPhil by Advanced Study students 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 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.

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.

Please note that final marks are not approved until the Degree Committee meeting in September. If you require a visa, you may not be able to start your Ph.D. on 6th October 2020. You have until the division of Michaelmas Term (9 November 2020) to obtain your visa and enrol in the course. We will not release marks early, even for visa concerns.

4. Ph.D. Specific Information

The Ph.D. 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 and in advanced research methods. Students usually start their Ph.D. course at the beginning of Michaelmas term (beginning of October of any academic year), but may also start in Lent or in Easter term. The dates for their First-Year Progress Examination and Dissertation submission take into account the start date of their Ph.D. course.

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 under-graduates.

The Ph.D. thesis must **NOT** exceed 80,000 words.

The MLitt thesis is **NOT** to exceed 60,000 words.

4.1 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.

4.2 Your Advisor

The Degree Committee also appoints an Advisor for each Ph.D. 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. They will mostly remain in the background but might, in exceptional circumstances and as agreed with the Principal Supervisor and the student, make themselves available to read occasional samples of work and discuss progress-and provide short-term supervisory cover in the absence of the Supervisor.

For further information, please refer to the relevant Code of Practice:
https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice

4.3 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 M.Phil. 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, appendices, and bibliography but subject to an overall word limit of 100,000 words *exclusive* of bibliography and appendices. 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 (or however), 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. 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.

Ph.D. 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 student's viva by the time the three-month period is up.

4.4 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** of their first year or within 30 weeks of starting 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.

1st Year Progress Examination Submission Dates

Term Started PhD	Date of 1st Year Progress Submission
ET2019	18th November 2019
MT2019	27th April 2020 noon
LT2020	3rd August 2020 noon
ET2020	16th November 2020 noon

You must also fill in and submit a 'Statement of Originality for Submitted Work' (Declaration Form), which can be downloaded from the Faculty Intranet.
http://intranet.ames.cam.ac.uk/faculty/students/

Hand your 2 x copies of your work into the Faculty office, to one of the Post-graduate Programme Administrators, and send electronic versions to:
grad_progadmin@ames.cam.ac.uk
Both electronic pdf versions and hard copies should be submitted by the deadline.

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 (typically it might take the form of a chapter or part of a chapter of the future dissertation) 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 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** *inclusive of references and 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 the full 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 is essentially a dissertation prospectus.

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 (note that this bibliography falls outside of the word count).

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** 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 a lower degree or failed.

4.5 Second Year Progress Report

By the end of the second year (sixth term of Ph.D. study), students undergo a Second Year Progress Report Assessment, and should submit a 1,500+ word report and a schedule of their final year's 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. This will usually be assessed by one academic, appointed by the Degree Committee.
For example:

Task	Details of Task	Planned Completion Deadline
1 Complete final draft of chapter two of thesis 2. Complete third chapter of thesis.	Review recommendations from supervisor 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.	End of November 2020 End of March 2021
3. Attend Archives in The British Library.	Ensure that I have gathered and complied a complete list of sources from The British Library.	End of June 2021
4. Give Conference Paper at FAMES Symposium.	Ensure that conference paper is completed and ready for FAMES Symposium.	End of July 2021
Etc.		

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.

2nd Year Progress Report Submission

Term Started PhD	Date of 2nd Year Progress Report Submission
LT2018	28th October 2019 noon
ET2018	27th January 2020 noon
MT2018	27th July 2020 noon
LT2019	26th October 2020 noon
ET2019	25th January 2021 noon

You must also fill in and submit a 'Statement of Originality for Submitted Work' (Declaration Form), which can be downloaded from the Faculty Intranet.
http://intranet.ames.cam.ac.uk/faculty/students/

Hand your work into the Faculty office, to one of the Post-graduate Programme Administrators, and send electronic versions to: grad_progadmin@ames.cam.ac.uk
Both electronic pdf versions and 2 x hard copies should be submitted by the deadline.

4.6 Appointing Examiners and Submitting your Thesis (Third and Forth Years)

Students normally work for three years in order to submit their Ph.D. dissertation. They have an additional year to finish writing up and submit. If an extension is required, you will need to consult your Principal Supervisor to request an extension through the Degree Committee.

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.

All Ph.D. 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 will contact the Degree Committee directly after you have agreed upon examiners together.

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 addresses 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.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information

http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit

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**.
Student Registry
Academic Division
University of Cambridge
4 Mill Lane Cambridge
CB2 1RZ

Please submit a pdf copy of your thesis to the Faculty.

All PhD students submitting a final hardbound version of their doctoral thesis required to submit an electronic copy into the University's repository, Apollo. Details of how to do so can be found by following this link:
https://upload.repository.cam.ac.uk/

4.7 What happens when you Submit your Ph.D. or MLitt Thesis

When you submit your thesis, either in person or by post, you will be given/emailed a document, Acknowledgement of soft bound thesis
http://www.cambridgestudents.cam.ac.uk/files/acknowledgement_of_soft_bound_thesis.pdf
which contains useful information on what happens next regarding your examination process. You will also be provided with the regulations that apply to you following your submission - see below.
Regulations following Submission
http://www.cambridgestudents.cam.ac.uk/files/regulations_following_submission.pdf

The Student Registry updates your CamSIS record and then sends your thesis to the appropriate Degree Committee, who arrange the oral examination. If you have not heard from the Degree Committee within six weeks of submitting your dissertation, do contact them. Any questions with regard to your thesis at this stage should be directed to the Degree Committee.

4.8 The Oral Examination (*viva voce*)

Requesting adjustments to viva voce examinations
If you require information on requesting adjustment on the grounds of disability for your oral examination, please fill in the form (link below) and return the form to the post-graduate programme administrators.
https://www.student-registry.admin.cam.ac.uk/files/voluntary_disclosure_form.pdf

Please refer to the Student Registry link for information relating to The Oral Examination.

http://www.cambridgestudents.cam.ac.uk/your-course/examinations/post-graduate-exam-information/submitting-and-examination/phd-msc-mlitt/oral#oral

Your viva will (normally) take place in the Faculty or in the College room of the internal examiner.

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. It is a good idea to arrange for the viva to happen not more than two weeks before a Degree Committee meeting, so that you do not wait too long for confirmation of your results.

After your viva, the Examiners write a joint report with their recommendation. These need to be approved by the Degree Committee who will contact you with your results. Note that neither your internal examiner nor your supervisor nor the faculty's Post-graduate Programmes administrator ought to disclose the results to you before these have been approved by the Degree Committee. You will (normally) be presented with one of the following options:

'Approved for the Ph.D. Degree *subject to minor corrections'* or 'Approved for the Ph.D. *subject to more substantial corrections'*. You will be given a list of corrections needed and your examiners' reports. It is recommended to go through them with your supervisor who will help and advise you. 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. You will not receive the examiners reports until after the Degree Committee has received and approved them.
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 email may suffice.

Once your examiner(s) have checked through your corrections and are happy, you need to ask them to send an email to the Post-graduate Programmes Administrator (grad_progadmin@ames.cam.ac.uk) confirming that all corrections have now been made to your thesis to their satisfaction and that they recommend that you be approved for the Ph.D. Degree. The Student Registry require this confirmation by email.

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.). This copy will be placed in the University Library. You will receive a letter from the Student Registry soon after their Board meeting to confirm that you have been approved for the Ph.D. Degree.

Another option at the viva is the recommendation by the two examiners that you revise and resubmit your Ph.D. 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. You will then go through the examiners' reports very carefully with your supervisor who will advise and help you address the recommendations. The process that follows resubmission is the same as above.

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

4.9 Final Deferrals for Ph.D. 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 form 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 Ph.D. and return when they are ready to submit their thesis. Once you are removed from the register you may lose your CRSid, Raven password and access to Cambridge online resources.

International students please pay *particular* attention to the following site for up to date information regarding your status.

https://www.internationalstudents.cam.ac.uk

5. Important Dates Information

IMPORTANT DATES 2019-2020

Please note : All student submissions (paper and pdf) to reach the Faculty Office by 12.00 noon on the day of submission

DATE	
8th October 2019	Start of Michaelmas Term
9th October	1. Induction sessions and Welcome Party 2. Funding Application Deadline (Gates US only)
Michaelmas Term	Student Arrangement Process: Supervisors agree courses essay and dissertation titles, and approach potential examiners/assessors.
10th October	Classes Begin
28th October	2nd Year Progress report due in for LT 2018 starters
29th October	Degree Committee
18th November	1st Year Progress Exam due in for ET 2019 starters
26th November	Degree Committee
6th December	End of Michaelmas Term
3rd December	Funding Application Deadline (All)
14th January 2020	Start of Lent Term
Lent Term	Supervisors agree essay and dissertation titles, and approach potential examiners/assessors.
21st January	Degree Committee
27th January	2nd Year Progress report due in for ET 2018 starters
3rd March	Degree Committee
13th March	End of Lent Term
21st April	Start of Easter Term
27th April	1. Submission Date for all essays and alternative exercises – MPhil (Advanced Study) * Unless otherwise stated. 2. 1st Year PhD Progress Exam due in for MT 2019 starters
28th April	Degree Committee
9th June	Degree Committee
12th June	End of Easter Term
27th July	2nd Year PhD Progress Report due in for MT 2018 Starters
mid-August to mid-September	Marking period for dissertations (including viva, if applicable)
3rd August	1st Year PhD Progress Exam due in for LT 2020 starters
10th August	Submission date for all MPhil Dissertations
22th September	Degree Committee & Approval of MPhil Degrees
26th October	2nd Year Ph.D. Progress Report due in for LT 2019 Starters
16th November	1st Year PhD Progress Exam due in for for ET 2020 starters
25th January 2021	2nd Year Ph.D. Progress Report due in for ET 2019 starters

As this document may be updated throughout the academic year, please be aware that the information contained in printed paper format may be out of date. We suggest for the most up to date version, you should refer to the Faculty Intranet.