

DEPARTMENT FOR
CONTINUING
EDUCATION



Student Handbook 2022-23

for the Weekly Classes and Weekly
Oxford Worldwide programmes

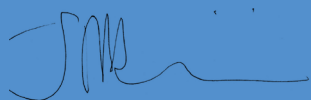


Dear Student,

We are delighted to welcome you at the start of your Weekly Class or Weekly Oxford Worldwide course. This is part of the Department for Continuing Education's rich programme of open access, credit-bearing courses. We have developed this short handbook to assist and support you in your studies. Do read it, along with the linked reference documents on the Department's webpages and keep it for reference throughout your course. If you have questions about the course that are not answered in this handbook, do get in touch with us: the list of contacts and areas of responsibility is the first thing that you will find here.

We wish you every success with your studies.

Stay safe and well.



DR STEVEN PARISSIEN

Director of Weekly Classes

September 2022

Statement of Coverage

This handbook is for students starting a Weekly Class or Weekly Oxford Worldwide programme during the academic year 2022-23. The information in this handbook may be different for students starting in other years.

Version 1.2 | Update for 2022-23 academic year | 18 August 2022

Disclaimer

The Examination Regulations relating to this course are available below. If you have any concerns, please contact your Course Administrator at weeklyclasses@conted.ox.ac.uk.

The information in this handbook is accurate as at 18 August 2022. It may, however, be necessary for changes to be made in certain circumstances. If such changes are made the Department will publish a new version of this handbook together with a list of the changes and students will be informed.

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1. Contact details

The course team is based at:

Department for Continuing Education (OUDCE)
University of Oxford
Ewert House
Ewert Place
Banbury Road
Oxford OX2 7DD
Web: www.conted.ox.ac.uk

Course Director:

Dr Steven Parissien directs the Weekly Classes, including Weekly Oxford Worldwide
Email: steven.parissien@conted.ox.ac.uk

Weekly Classes Office

For enrolments and questions about credit
Email: weeklyclasses@conted.ox.ac.uk
Tel: + 44 (0) 1865 280900

Student support

Our Student Support Officer can advise students on disability-related support, funding and welfare matters.
Email: student.support@conted.ox.ac.uk
Tel: 44 (0)1865 280355

Director of Undergraduate Studies

Dr Alison MacDonald is responsible for matters relating to students on undergraduate level courses in the Department and is available as a source of impartial advice for any academic related issues.

Email: dus@conted.ox.ac.uk

Continuing Education Library, Rewley House

www.conted.ox.ac.uk/library-facilities
Tel: +44 (0)1865 270454

2. University policies

The Department and University have a wide range of policies and regulations that apply to students. Departmental policies are available at www.conted.ox.ac.uk/policies-and-guidance. University policies are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Student Gateway at www.ox.ac.uk/students/academic/regulations. Please be aware that some of these policies only apply to full-time residential students. If you have any queries, please contact your Course Administrator.

This handbook contains guidance on Weekly Classes, including Weekly Oxford Worldwide (WOW) classes. You should read it in collaboration with the information above, plus the Examination Regulations and Conventions (see Appendices) and the specific details of your course programme, syllabus, and learning outcomes which you will find on the relevant Departmental webpage.

Please note the policy on recording lectures by students at academic.admin.ox.ac.uk/a-z-policies-guidance

3. Finding your course

Face to face weekly classes are held at the following locations:
Ewert House, Ewert Place, Summertown, Oxford OX2 7DD.
Rewley House, 1 Wellington Square, Oxford OX1 2JA.

Please click [here](#) for location details on the Continuing Education website.

Weekly Oxford Worldwide classes are held in remote format on the University's Virtual Learning Environment (VLE), Canvas. Canvas contains all the course materials, including the recorded lectures, as well as the link to the virtual class on Microsoft Teams. Students will be sent their joining details prior to the start date. Each student will have an introductory session to ensure that they are able to access the virtual classroom. To find out more, visit the '[How the WOW courses work](#)' section of our website.

4. Important dates

The termly dates for submission of your coursework are:

Michaelmas term:	16 December 2022
Hilary term:	14 April 2023
Trinity term:	14 July 2023

Coursework will normally be returned to students within four weeks of the deadline for submission. Return dates are subject to many factors and although every effort will be made to adhere to them, there may be circumstances in which this is not possible. Where the return date cannot be met, the Department will contact students giving the anticipated date.

5. Teaching and Learning

The learning outcomes of the course are achieved by:

Classes, which:

- provide a structured introduction to the subject matter, concepts and methods of the subject discipline that you are studying
- facilitate the development of the cognitive skills of the subject discipline
- provide a context for discussion of issues and sharing of ideas

Guided reading, which:

- encourages students to develop their knowledge and understanding of the subject matter, concepts and methods of the subject discipline
- draws attention to introductory works and those of more specialised relevance

Study support, which:

- gives students an introduction to libraries and electronic resources

Assignments, which:

- enable students to develop their knowledge and understanding of the subject and the concepts and methods associated with it
- help students to develop powers of critical thinking and effective communication
- develop students' skills in presenting their work according to the conventions of the relevant subject discipline

- enable assessment to be made of individual students' progress and abilities, and encouragement and guidance to be given
- encourage students to assess their own progress

Private study, which:

- provides an opportunity for students to prepare for classes and assignments
- provides an opportunity to reflect on and consolidate learning

6. IT Requirements

To study at this level you are expected to have some IT skills, and access to a computer and the internet. If you are taking a Weekly Oxford Worldwide (WOW) course, you are required to engage with the Virtual Learning Environment for course materials, and to submit your assignments electronically, via e-mail. You need to have some level of experience and skill including the use of Microsoft Word or similar word-processing package, email and internet browser such as Firefox or Google Chrome.

The computer you use should meet **our recommended minimum computer specification**. For studying remotely or joining video conferencing meetings, please review the University's advice on what hardware and software is required: <https://www.ox.ac.uk/students/academic/guidance/remote>. For more information about IT courses and the IT Services shop, see www.conted.ox.ac.uk/about/students-faq

7. Expectations of Study

By enrolling on this course you agreed to abide by all relevant Department and University regulations.

Although this course is part-time it requires serious commitment from you. It is a credit-bearing course of the University of Oxford and credit earned on the course can be used towards earning a university qualification, that is, Oxford's Certificate of Higher Education.

Even if you do not register for credit, you, and all students on the course, are expected to work towards achieving the learning outcomes – that is, to acquire the knowledge and skills that the course is intended to impart. All students are expected to prepare for classes and to complete coursework for assessment. While your tutor will provide academic support, you are responsible for your progress, which will depend in large part on your ongoing commitment and engagement.

We advise that you spend up to eight hours per week in private study in addition to time spent in classes (and, for Weekly Oxford Worldwide students, viewing the recorded presentations) be these in face to face or remote format. Such independent study may require careful scheduling at times to fit in with your other commitments.

Good organisational and time management skills should contribute to successful completion of the course. You will gain the most from it if you attend and participate fully in all the taught elements. This will benefit both you as an individual and the class as a whole and will make for a more dynamic and stimulating learning environment. The recommended minimum attendance is 70% of the scheduled class time. Of course, we understand that unexpected events can occur. If you are unable to attend a teaching session, please contact the Weekly Classes office as soon as possible. Contact details can be found at the front of this handbook.

8. Conduct during delivery of the course

Freedom of speech and academic freedom are central tenets of university life. At the same time the University does not tolerate any form of harassment or victimisation and expects all members of the University community to treat each other with respect, courtesy and consideration. Please note the terms and conditions which you are expected to follow as a student in the Department:

www.conted.ox.ac.uk/about/terms-and-conditions

Please treat your fellow students, tutors and other staff with the courtesy and respect appropriate to an adult learning environment.

For Weekly Oxford Worldwide classes, it is easy to forget that written electronic communication can deprive us of the clues and non-verbal means that we normally use in face to face communications to interpret what someone is saying and feeling.

In a face to face class, the use of mobile phones can be a source of annoyance to your Tutors and your fellow students and can give rise to complaints. Please ensure that all phones are switched off during classes.

9. Guidance on producing coursework

Coursework is an important element in the Weekly Classes and Weekly Oxford Worldwide (WOW) programmes because it encourages independent study and provides a focus for your reading and thinking. It enables you to consolidate your learning and to make the subject your own. Working on a coursework assignment allows you to pursue your own interests within the subject you are studying and to measure your own progress and achievement. In addition, successful completion of the assignment and regular attendance on your course enables you to work to achieve a university-level qualification. Weekly Classes and Weekly Oxford Worldwide (WOW) carry credit points at first year undergraduate level, that is, Credit Accumulation Transfer Scheme points; these can be accumulated to gain the Department's Certificate of Higher Education or may be transferred to other higher education institutions.

For more information about CATS points, go to www.conted.ox.ac.uk/cats-points

You need to register if you wish to earn credit, but students are expected to complete coursework even if they do not wish to accumulate these credit points.

The Department welcomes all students who will benefit from attending Weekly Classes, Weekly Oxford Worldwide (WOW) and Short Online Courses. This includes those whose circumstances militate against their completing the formal coursework. In these cases the coursework requirement may be waived, but we do want you to understand that the Department takes your learning intentions seriously even if you do not submit coursework. If you decide that you cannot undertake coursework, please inform the Weekly Classes office.

Your tutor will provide you with a list of coursework assignments or will help you to choose a suitable project. Your assignment needs to be directly relevant to your course, because it is your opportunity to demonstrate what you have

learned from it. The range of coursework assignments will vary from course to course, but there will always be a choice of doing a series of shorter exercises (Option A) or completing a single, larger piece of coursework (Option B). There will also be the opportunity to submit formative coursework ('formative' means that the work is a chance to develop your assignment writing skills – you will receive feedback on the work, but it will not be formally assessed). This may be a practice exercise, or a plan or draft of your proposed single piece of coursework.

The assignments may include: a portfolio of exercises, worksheets, essays, reports, book reviews, records of fieldwork or experiments, the writing up of a museum or gallery visit, oral presentations or data analysis. Do select an assignment that interests you and inspires you to study. It will be easier to produce a good piece of work if you enjoy what you are doing. The notes in *Appendix I* below are designed to help you to tackle your coursework successfully.

10. Good academic practice and avoidance of plagiarism

It is important that work produced at university level follows accepted academic conventions. When you use material or arguments (including quotations) from other writers' work it is essential to acknowledge your debt and to include a properly presented reference identifying the source.

References

A reference is a specific referral to a published piece of work in support of a particular argument or statement of fact that you are making. You will depend on material from other writers for many of your assignments. If you do not acknowledge the materials of other writers, you are plagiarising. So, all quotations, however brief, must be acknowledged, as should ideas.

The main purposes of each reference are to provide all the necessary information for the reader to easily locate your supporting material, and to read more about your evidence or argument. References are also a good reflection of your understanding of the literature and using them well enhances the quality of your writing. You are reminded, however, that over-reliance on quoted material, even where properly referenced, may restrict your opportunity to present your own material and this may affect marks awarded.

Full details of how to set out your references and bibliography are included in *Appendix I* of this handbook.

If you do not provide full references you may be accused of plagiarism.

The University defines plagiarism as follows. Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Students should be aware that the Department actively checks submitted work for evidence of plagiarism, including self-plagiarism. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

If the marker of your work suspects that parts of it have been plagiarised, the Chair of the Board of Examiners will be informed and your work may be referred to the Proctors for disciplinary action.

For more guidance on what constitutes plagiarism and how to avoid it, go to www.ox.ac.uk/students/academic/guidance/skills/plagiarism

You will find there the helpful document 'Academic good practice: a practical guide'.

11. Submission of assignments and feedback

It is important to plan your work schedule carefully in order to ensure that you leave enough time to complete your coursework by the submission deadline. The University expects you to keep back up copies of your work in case of computer failure or loss or damage to the original file. Please be aware that such situations are not considered valid reasons for late or non-submission of assignments.

All coursework for formal assessment for Weekly Oxford Worldwide classes should be submitted as an attachment, by e-mail to the Weekly Classes office at

weeklyclasses@conted.ox.ac.uk

We cannot accept coursework which is submitted as a link connected to any cloud service, such as Google Docs.

The coursework will be forwarded to the tutor for marking. Your tutor will inform you of the dates for submission of Option A coursework (a series of exercises) as these will usually be completed in stages over the period when the course is running. Option B coursework, and any Option A coursework not submitted during the course itself, is due by the dates given below.

All coursework to be marked by your tutor as part of the formal assessment, whether it be Option A or Option B, should be submitted as an attachment, by e-mail to the Weekly Classes office at weeklyclasses@conted.ox.ac.uk

We cannot accept coursework which is submitted as a link connected to any cloud services, such as Google Docs. All coursework will be returned to students via the Weekly Classes office by the published deadlines.

All assignments must have a completed Declaration of Authorship form submitted with them. The form is available to download or print off from your course's page on the Department's website. Alternatively, you may request a copy from weeklyclasses@conted.ox.ac.uk

The assignment submission dates for 2022–23 are:

Michaelmas term: 16 December 2022

Hilary term: 14 April 2023

Trinity term: 14 July 2023

Late submission

You are expected to plan your time in order to be able to submit your assignment by the deadline. However, if you find that you are not able to do so then you should refer to the Policy on Late Submission (www.conted.ox.ac.uk/late-submission-policy), which explains the circumstances (and timescales) within which you may apply for permission to submit late. To request permission to submit your work late, contact late.submission@conted.ox.ac.uk. Please note that your tutor cannot approve late submission requests and therefore you should not send a request to her or him.

Your tutor will mark your coursework, providing comments on your achievement and guidance on how to improve your work. Your work will be marked 'Pass' or 'Fail' and will be assessed on the basis of the assessment criteria and your achievement of the learning outcomes of the course. Your work will be formally assessed, whether or not you have registered for University credit.

12. The Certificate of Higher Education

The Certificate of Higher Education programme enables students to use the credit that they gain from completing Weekly Classes, Weekly Oxford Worldwide (WOW), Short Online Courses, accredited weekend courses, linked day schools and courses in Oxford University Summer School for Adults towards gaining an Oxford qualification. If you are interested in registering for the University of Oxford Certificate of Higher Education you should contact the Certificate of Higher Education Administrator, or the Course Director, via certhe@conted.ox.ac.uk. Such students may wish in the first instance to look at the web pages for the course at www.conted.ox.ac.uk/certhe.

13. Fees

Students anticipating any delays or difficulties in paying their fees should contact the Course Administrator in the first instance and as soon as possible. Information on ways in which the Department or University may be able to help with funding is at www.conted.ox.ac.uk/sources-of-funding.

14. Concessionary fees

Please see our policy on provision of concessionary fees for students on short courses: www.conted.ox.ac.uk/concessionary-fees-for-short-courses

15. Facilities

Details of facilities and services offered by the Department covering such areas as IT, Libraries, study skills and disability support are available on the Departmental website, www.conted.ox.ac.uk

16. Opportunities for evaluation and feedback

Students are invited to give comments and feedback through the online evaluation questionnaires. Student feedback is regularly considered through course committee meetings. Do take the time to complete this as it helps the Department in its quality assurance and future planning.

17. Withdrawal from your course

Should you wish to withdraw from your course, please contact the Weekly Classes office (weeklyclasses@conted.ox.ac.uk).

18. Complaints and appeals

The University and the Department for Continuing Education hope that provision made for students at all stages of their course of study will result in no need for complaints (about that provision) nor for appeals (against the outcomes of any form of assessment).

If you do have a complaint or you are dissatisfied with the outcome of your assessment you should follow the Continuing Education's Complaints Policy available at www.conted.ox.ac.uk/appeals-complaints-policy.

Appendix I

Guidance on producing coursework

Planning an assignment and examining the task set

Read the instructions carefully and check that you understand what you are being asked to do. Identify key instructions such as 'account for', 'compare and contrast', 'describe', 'discuss', 'evaluate'; or questions such as 'why', 'when', 'what', 'how' and so on. Use the instructions to help you to plan your approach and to determine the material you need to include and how you need to organise it. Make sure that you understand the meaning of unusual or specialised words or phrases. If there is anything that you don't understand, ask your tutor for advice.

Finding resources

The notes that you make in class and any handouts provided by your tutor will be key resources as you begin work on your assignment. There are many more materials available to help you to deepen your knowledge and understanding of your topic.

For Weekly Oxford Worldwide students, scanned materials and links to electronic resources will be uploaded to Canvas (your VLE).

For classes based in Oxford, the starting point is the Continuing Education Library at Rewley House, and, depending on your course, your tutor may have produced a reading list based primarily on this Library's stock. The Library has over 70,000 books covering all subjects. We also have a Local Collection of books relating to Oxfordshire, Berkshire and Buckinghamshire, a Periodical collection and a Film collection on video/DVD. There is a page on Resources by Subject, including free online resources, at libguides.bodleian.ox.ac.uk/conted and a special section for students on Weekly Classes, Weekly Oxford Worldwide (WOW) and other short courses: www.bodleian.ox.ac.uk/libraries/conted/guidance/short-course

Oxford University electronic resources may be accessed in the Library, or in the Student Resource Room at Ewert House. Do ask the Weekly Classes office for the code to gain access to the room. Weekly Class and Weekly Oxford Worldwide (WOW) students are unable to have access from outside the University network, but many public library services now offer remote access to their members to a range of key reference works.

Look for links on your public library web page. To find out about your local library go to the Local Library service page at: www.gov.uk/local-library-services

Some public libraries are also taking part in the Access to Research project www.accesstoresearch.org.uk which gives free online access to academic journal articles in the library.

There are of course many high quality, freely available, information sources on the internet. The Subject Resource Guides referred to above contain links to free resources selected by library staff. The Department has been involved in a project to find and develop freely accessible academic resources: open.conted.ox.ac.uk

You can find more information on finding and using resources in our online guide: ox.libguides.com/conted-weeklyclass

Reading and note-taking

It is helpful to make brief notes when reading. This will enable you to list the key points and the evidence that you need to produce your assignment and will help you to understand and digest what you have read. It is important to record the source of your notes and the relevant page numbers, so that you can reference the material and ideas when you come to write up your work. Develop a system for storing your research notes and references.

Essays - producing a plan and collecting material

Once you have done some preliminary reading it is useful to produce a plan for your essay. This will help you to organise your ideas and enable you to plan your research and gather relevant material from your class notes, handouts, books, articles, electronic media or other sources in a way that serves the purpose of the assignment. Your plan should be a list of the main points which will form the basis of your argument or discussion. As your work progresses, you may discover that you need to modify your plan as your ideas change, or in case you find that some material is not available. Select your research material carefully, seeking guidance from your tutor if needed. Do give your tutor a plan or draft of your essay (no more than 500 words) so that he or she can offer you comments and advice. This plan or draft also forms your 'formative' assignment for your course.

Essays - structuring

An essay consists of a beginning, a middle and an end. These are:

- the introduction which explores the meaning and significance of the question, provides context and indicates the approach to answering the question which the essay is to take.
- the discussion which develops a logical argument from a series of points and supports it with relevant evidence such as facts, examples, illustrations, data tables, etc.
- the conclusion which draws together your ideas, summarises your argument and demonstrates that you have answered the question.

Writing your essay

Many students find it difficult to start the writing process. You may find it convenient to write your introduction first but it is not essential to work through an essay from beginning to end. Some students prefer to write their essay in stages and then combine the separate parts to produce the final polished version. Try to write clearly and precisely and avoid using so many examples that your points are lost in detail. A good rule of thumb is to make one main point in each paragraph of your essay.

Reviewing and editing your essay

It is always useful to produce a draft version of your essay. This will enable you to:

- check that you have answered the question
- re-order points to strengthen your argument
- check grammar, punctuation and spelling
- add or remove supporting evidence
- check the length of your essay. (Essays which do not conform to the prescribed limits may be penalised.)

Other forms of written work

Much of the guidance given above can be applied to other written work, including short answers to coursework exercises. You may find the following tips useful:

Producing a project

For projects you need to collect, present and interpret information on a particular topic and to identify a central question. You will find it useful to produce a short draft outlining how you plan to tackle the project in order to assess its feasibility; again, do submit your draft to your tutor as your formative assignment so that he or she can give you advice and guidance.

Writing a report

Reports recording research projects or practical exercises are structured differently from essays and usually include the following:

- aims which define the objectives of the project
- methods which describe how the project was planned and implemented and which discuss methodological strengths and weaknesses
- results which present the findings of the project or exercise in prose, tabular and/or graphic form
- conclusions which summarise and interpret the results, critically evaluate findings and show that the aims have been achieved.

Writing a book review (or a review of a play or film) or a report on a gallery or museum visit

You will need to supply full details of the book (title, author, place of publication and publisher, year of publication, and number of pages). The review should be structured like an essay (with an introduction, middle and end) and include:

- a brief summary of the book
- an evaluation of its strengths and weaknesses
- an indication of the sort of audience for which it is intended and whether it is enjoyable and accessible for that intended readership
- an assessment of its contribution to the subject

Most of these points apply if you are reviewing a play or a film, or are writing a report on a gallery or museum visit. For a film or play, instead of the name of the author and publisher you will include the director's name and the name of the production company. You will want to comment on performance aspects – such as casting, the interpretation of character by particular actors, lighting and scenic details. For a gallery or museum visit, you will include the title of the exhibition (if relevant) and its location and a summary of the pieces viewed. You will wish to comment evaluatively on the presentation of the exhibition, as well as your own critical responses to individual pieces.

Again, do submit a draft to your tutor for comments.

Presenting your written work

It is important that work produced at undergraduate level follows accepted academic conventions. You will be familiar with many of these from your reading but applying them to your own work takes practice and patience. Mastering presentation conventions is one of the objectives of undergraduate study and your tutor can provide further advice as needed.

Quoting from sources

If you want to quote material from other authors in your assignment you can do this directly (reproducing the actual words of the author) or by using paraphrase (describing the author's idea or ideas in your own words). Direct quotations are usually reserved for important or provocative points, for example ideas or language which need to be discussed or produced in support of an argument. Try to keep direct quotations as short as possible because one of the objectives of writing an assignment is to express your own views in your own words. If you use a quotation, you should always comment on it evaluatively so that your reader knows why it is there. Short quotations should be placed in inverted commas. Long quotations, if used, should be indented from the main text and do not require inverted commas.

There are three main ways of presenting references: footnotes, endnotes, and the Harvard system. Seek advice from your tutor about which to use but remember that once you have chosen a method for your assignment you need to apply it consistently in that piece of work.

Footnotes

Each point or quotation to be referenced is numbered consecutively (using brackets (1) or superscript 1) and a list of numbered notes is provided at the foot of the page:

eg 1. Barnes, Jonathan, Aristotle: A Very Short Introduction (Oxford University Press, 2000), p. 10.

A short form can be used for subsequent references to a title:

eg 2. Barnes, Aristotle, p. 20.

Material taken from an article in a journal or from the internet should be similarly acknowledged. You need to cite the author's name, the title of the article, the title and volume number of the journal from which it was taken, the year, and the page references, as follows:

Zutschi, Patrick, 'The Dispersal of Scholars from Oxford and the Beginnings of a University at Cambridge: A Study of the Sources', *English Historical Review*, 127 (2012), 1041–1062.

Endnotes

The same conventions are used as for footnotes but the notes are listed at the end of the assignment.

Harvard system

An author date note with page numbers is enclosed in round brackets and inserted in the text directly after the point or quotation. Full details of the work are provided in the bibliography.

e.g. It has recently been suggested (Guy 1988, p.36) that...

In some subjects, for example, music or art, you may need to refer to material such as specific passages of music or individual paintings in your assignment. Your tutor will advise you about the appropriate referencing conventions for your subject.

Bibliography

In addition to the references as explained above, you need to include a list at the end of your assignment of all the books, articles, internet sites, etc. which you have used to write your assignment. The list should be given in alphabetic order of authors' surnames with:

for a book: the author's surname and initials or first name, the title (in italics or underlined), place of publication, publisher and year of publication.

e.g. Gemmill, E. *The Nobility and Ecclesiastical Patronage in Thirteenth-Century England* (Woodbridge: Boydell, 2013).

for an article or essay: the author's surname and initials or first name, the title of article (in inverted commas), the title of periodical or book in which it appears (in italics or underlined), the editor's name or volume number, the year, and the page run.

e.g. Tarling, D.H., 'Archaeomagnetism: the dating of archaeological materials by their magnetic properties', *World Archaeology*, 7 (1975), 185-197.

for material from the internet: the amount of information available for referencing internet sources varies, but you should include the following where available: the author's surname and initials or first name, the title of the page (in inverted commas), the title of the complete work (if the page is part of a group of documents), the volume number, issue date, page run (if applicable), the Uniform Resource Locator (that is, the web address <in angle brackets>), the date you accessed the page (in square brackets).

e.g. Chance, Eleanor, Christina Colvin, Janet Cooper, C J Day, T G Hassall, Mary Jessup, and Nesta Selwyn. "The City of Oxford: Introduction." *A History of the County of Oxford: Volume 4, the City of Oxford*. Eds. Alan Crossley, and C R Elrington. London: Victoria County History, 1979. 1-2. *British History Online*. Web. www.british-history.ac.uk/vch/oxon/vol4/pp1-2 [accessed 27 July 2021].

Full details of how to provide references and bibliography are provided in the Modern Humanities Research Association Style Guide, which you may download free of charge as a pdf from: www.mhra.org.uk/style

Layout

For ease of administration and marking please:

- double space your script and use at least a size 12 font; leave a wide margin for your tutor's comments
- write the title of the assignment on the first page
- number and write your name on each page.

Preparing and giving oral presentations

Many students enjoy sharing their work with other members of the class by making an oral presentation. You will need to arrange a date and time with your tutor, and to seek advice about the form and length of the presentation and whether or not it is possible to share the work with one or more of your fellow students. If it is a collaborative project, the work that each of you does needs to be clearly identifiable and you will each need to complete your own set of notes for assessment. Like written work, an oral presentation needs to be planned and structured with an introduction, development of argument and conclusion, but you will also need to consider which resources you wish to use (PowerPoint or other slides, handouts, etc.). As with other assignments, do give your tutor a plan or draft of the presentation so that he or she can comment on it.

Careful preparation contributes to confident delivery: it is particularly useful to check your equipment in advance, to find a comfortable position to speak from and to check that you are not speaking too quickly or too quietly. Try to keep to time and remember that your tutor and fellow students will be more interested in your subject matter than in judging your performance! Remember to keep your notes as you will need to submit them to the tutor for assessment purposes.

Undertaking practical work and fieldwork

In some subjects it may be possible for assessment activities to be integrated within the class programme or field trips and to combine written, oral and practical elements. These may include:

- the identification and classification of samples
- simple experiments
- practical demonstrations
- problem-solving exercises
- analysis of data
- drafting of plans or maps.

Appendix II: Course Regulations and Assessment Criteria

Regulations

1. The Department for Continuing Education shall offer a programme of short courses. Each short course will be approved by the Director of Studies in the relevant subject area and the Director of online short courses or the Director of Oxford University Summer School (OUSSA) as appropriate.
2. The programme of short courses will consist of:
 - i. two-hour classes held weekly across ten weeks;
 - ii. two-hour classes held weekly across twenty weeks;
 - iii. full-time courses of one week (OUSSA);
 - iv. practical weekend courses;
 - v. linked-day schools, online or face to face;
 - vi. two-hour classes held weekly across five or six weeks.
3. Courses will be accredited at undergraduate FHEQ Level 4. Credit in the form of Credit Accumulation and Transfer Scheme (CATS) points shall be awarded to candidates who achieve a satisfactory standard in the assessed work set for each module.
4. Credit for each module will be awarded on the following scale:
 - i. ten CATS points for the courses under 2.i;
 - ii. twenty CATS points for the courses under 2.ii;
 - iii. ten CATS points for the courses under 2.iii;
 - iv. five CATS points for the courses under 2.iv;
 - v. ten CATS points for the courses under 2.v;
 - vi. five CATS points for the courses under 2.vi.
5. Credit awarded shall be unclassified.
6. Credit awarded to students who are formally registered for the Certificate of Higher Education may contribute towards the Certificate of Higher Education within the provisions of the regulations for that Certificate.
7. The form or forms of assessment will be chosen by the Course Tutor and approved by the Director of Studies or nominee, in relation to the intended learning outcomes for the course and will be of 1,500 words or equivalent per 10 CATS points.
8. Candidates who fail to satisfy the examiners will be permitted to resubmit the assessment on not more than one further occasion which shall normally be within three months of notification of the initial failure.
9. Subject Specific Assessment Criteria will be made available to students once their course has commenced.

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DEPARTMENT FOR
CONTINUING
EDUCATION

