

Nissan Institute of Japanese Studies

Statement of Provision for Postgraduate Students

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

The Director of Graduate Studies for both of the Nissan Institute's Postgraduate Taught Courses for 2011/2012 is Professor Takehiko Kariya.

2. *What induction arrangements will be made?*

There is a compulsory induction meeting on Monday of 0th Week in Michaelmas Term (the week before the start of your first term) and all students are expected to attend.

This is where you will receive information on the general rules of the programme and Oxford University and preliminary information about the computer systems and the University libraries. We will provide details of the programme content including information on available option courses, timetables, examinations and facilities. Later in the day there will be a social event where you will have the opportunity to meet the other MSc students and also to meet members of staff. You will also receive a college induction during this week.

Those who are taking the language courses will be given an assessment test in the early part of that week and some preliminary language teaching will take place on Tuesday, Wednesday and Thursday of 0th week.

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

The MSc course is a one-year taught course and you will be registered as a student at Oxford University from October until the end of September of the following year. Oxford University has three terms each of 8 weeks duration, with a week either side of this known as "Nought week" (Week 0) and "Ninth week" (Week 9).

These terms are called:

- Michaelmas Term (October to December)
- Hilary Term (January to March)
- Trinity Term (April to June)

You need to be in Oxford in the week before the term formally begins, known locally as 0th week. Some language teaching will start that week. In addition there will be language teaching in week 9 of Michaelmas term, weeks 0 and 9 of Hilary term and week 0 of Trinity term.

You must remain in Oxford during term time (Weeks 0-9) and be available Monday to Friday, 9.00 a.m. to 5.00 p.m. for the whole of Trinity Term as we cannot change exam times for individual students.

The written examinations will take place during Trinity Term and you will need to make sure that you do not leave Oxford until your examinations have finished. The long vacation is the period after Trinity Term ends before the start of the new academic year in October. During this period you will be able to undertake your dissertation research either in Oxford or

overseas (according to your research). You will need to submit your dissertation by 12 noon on 1st September. Your examination results should be known by the end of September.

Those on the two-year MPhil in Modern Japanese Studies are expected to submit their final thesis by 12 noon on Friday of the third week of Trinity Term.

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

You will take the core course on research methods, option courses about Japan for which you will receive lectures and reading lists and, where appropriate, a language course. The options are taught throughout the first and second terms. The language course lasts until week 4 of Trinity term.

It is a fundamental component of the Oxford educational system that students engage in individual reading and study in order to broaden and deepen their knowledge of their chosen field. You will be expected to show initiative and effort in exploring the literature and ideas.

All the lecture series about Japan are in principle open for you to attend even if you are not being assessed in those courses. There is, for example, a 'Survey Course' lecture series in the Oriental Institute designed for the undergraduate programme. Students who have had no previous formal teaching about Japan may find this useful as it provides a synoptic view of Japan from a number of disciplinary perspectives. You are particularly encouraged to attend any of the lectures provided by those associated with the MSc programme.

Research skills training will be provided which will cover both the analysis of qualitative data, social surveys, and statistical analysis and this is compulsory.

There will also be an opportunity to broaden your knowledge about Japan at the Nissan seminar held each week during term. **You should regard the Nissan seminar series as an integral part of the programme** which enables you to engage with some of the leading work on Japan being conducted in the UK. Attendance each week is strongly encouraged.

There are also a large number of public seminars offered by departments and colleges within the University which may be of relevance to your studies and which will be open to you. You should endeavour to make the most of these opportunities especially if you are planning an academic career.

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

There is no formal one-to-one teaching on this course however staff members will be available to advise you on reading, literature and topics. You will be assigned a supervisor who will help guide you through your dissertation research and who will be able to give you more general advice about the programme and academic life in Oxford. Research students and visiting fellows within the Nissan institute are often willing to offer some guidance on dissertation topics that are similar to their research areas.

6. *Who will take overall responsibility for an individual student's progress and for completing the progress report form in each term of the course?*

The course director has overall responsibility for your progress and he will also take an overview of the termly progress reports. Your supervisor will be responsible for completing your termly progress form and you will be offered the opportunity of adding on your own

view of the academic progress you are making. Reports are submitted on-line via the Graduate Supervision System (GSS).

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

The Nissan Institute cannot provide individual workspace but you will have use of a study room that has desk space and a computer. It also has a point for laptop computers if you wish to bring your own. The student room also contains a television on which you can watch the JSTV, the Japanese language television service, a DVD/VCR player, a collection of Japanese and English books and dictionaries, desks and chairs.

This room is available to all students on the MSc/MPhil programmes during normal office hours. Please feel free to use this room as a base while you are a student on the Modern Japanese studies programme.

The Oxford University Computer Services (OUCS) run courses on various computer programmes and can offer help and guidance (see the following for further information: <http://www.oucs.ox.ac.uk>)

Oxford University has an extensive library system and the Bodleian Japan Library (BJL) is the main lending service within the University for the material you will require. A large part of its material can be borrowed for a limited period. It is located within the same building as the Nissan Institute. A tutorial on using the library and IT facilities will be provided during the first weeks of the programme by the librarian at the BJL.

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

In Michaelmas term and the first part of Hilary Term there will be a course in research methods that is compulsory for all students on the programme. In the second half of Hilary term you will be asked to attend three dissertation workshops the purpose of which is to encourage you to begin your dissertation research and to discuss your ideas with your fellow students. In the middle of Trinity Term you will be asked to make a presentation in Japanese about your research topic.

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

Concerns regarding your own individual academic welfare should be directed to your advisor, who is drawn from the institute's academic staff. Your advisor can assist you with many aspects of academic life at Oxford. Practical concerns related to your MSc programme may be directed to the course director and administrative concerns can be directed to the Nissan Institute Secretary.

The Oxford University Student Union (OUSU) also has considerable expertise in the area of academic welfare and offers several publications and services that may be of use to you. These include the provision of study skills sessions with an expert in this area. Information can be found on their web site at <http://www.ousu.org>.

There will be one meeting each term of the Joint Consultative Committee (JCC) which is a forum for students to provide comprehensive feedback to the department. The JCC is responsible for voicing the concerns and wishes of students and may request a meeting with the Programme directors and administrators at any time.

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

Many colleges will be able to provide you with accommodation. Generally speaking your college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and you will need to familiarise yourself with your college's detailed arrangements. In addition there are usually self-catering facilities available in graduate accommodation. You will be a member of the Middle Common Room, or equivalent, of your college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research. It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

The Nissan Institute is not responsible for providing accommodation or meals. It does, however, organise parties at the beginning and the end of the year.

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

There is an extensive framework of support for graduates within each college. Your college will allocate to you a College Advisor from among its Senior Members, who will arrange to see you from time to time and who you may contact for additional advice and support on academic and other matters. In college you may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. Each college will also have other named individuals who can offer individual advice. The student union can also offer help and advice.