

MPLS Divisional Board**Approved at the meeting of**

Biological Science Undergraduate Studies Steering Committee on Tuesday 3 May 2016

Title of Programme/ Name of Regulation

Honour School Biological Sciences

Brief note about nature of change:

Change to format of submission of examined work from hard copy to electronic only.

Location of change

In *Examination Regulations 2016* <http://www.admin.ox.ac.uk/examregs/2016-17/hsofbiolscie/administratorview/>

Effective date

For students starting FHS Part A from 2016/17

For first Part B examination from 2017/18

Detail of change

Amend citation reference 3.23 as follows (new text underlined, deleted text struck through):

~~3.23 The project report (two copies) must be legibly typed or word-processed (double line spacing to be used throughout, A4 paper format) on one side only of A4 paper, held firmly in a stiff cover, and submitted on or before 12 noon on the Monday of Week 2 of Hilary Full Term of the academic year in which Part II of the examination is taken. It must be addressed to the Examination Schools, High Street, Oxford, for the Chair of Examiners for the Final Honour School of Biological Sciences. Each project report shall be accompanied by a certificate signed by the candidate indicating that the project report is the candidate's own work. The project report must be uploaded to the Assignments section of the Biological Sciences WebLearn site. Each project report must be certified as the candidate's own work by following instructions provided by the WebLearn site. The procedure is described in the Guidelines on Projects and Course Assignments. This certificate shall be submitted separately in a sealed envelope addressed to the Chair of Examiners. No hard copy may be submitted. No report will be accepted if it has already has been submitted, wholly or substantially, for another Honour School or degree of this University, or for a degree of any other institution.~~

Amend citation reference 3.27 as follows (new text underlined, deleted text struck through):

~~3.27~~ Each candidate must complete two Course Assignments. One assignment shall be examined by means of a written essay, and one shall be examined by means of an Oral Presentation as set out below. The precise format of the Course Assignments may vary between Options and will be specified by the Biological Sciences Steering Committee.

Amend citation reference 3.28 as follows (new text underlined, deleted text struck through):

~~3.28~~ The written essay shall be of not more than 3,000 words, excluding any tables, figures, or references, and must be prefaced by an Abstract of not more than 250 words, to be included within the word limit. All sources used in the essay must be fully documented. ~~The written essay (two copies) must be legibly typed or word-processed on one side only of A4 paper, held firmly in a stiff cover.~~ The Oral Presentation shall be a maximum of fifteen minutes in duration, followed by ten minutes of questions. The Oral Presentation should use appropriate audio-visual aids as specified in the Guidelines on Projects and Course Assignments. Candidates shall also submit an Abstract of the Oral Presentation of not more than 500 words. ~~The Abstract (two copies) must be legibly typed or word-processed on one side only of A4 paper.~~

Amend citation reference 3.33 as follows (new text underlined, deleted text struck through):

~~3.33~~ ~~For each assignment, candidates must sign a certificate stating that the assignment is their own work. This certificate must be submitted at the same time as the essay and Abstract in a sealed envelope addressed to the Chair of Examiners. Each Course Assignment must be certified as the candidate's own work. No Assignment will be accepted if it already has been submitted, wholly or substantially, for another Honour School or degree of this University, or for a degree of any other institution.~~

Amend citation reference 3.35 as follows (new text underlined, deleted text struck through):

~~3.35~~ ~~The written Course Assignment (two copies), and the Abstract for the Oral Presentation (two copies) and the sealed envelope containing the certificate of authorship, should be submitted in an envelope clearly labelled with the candidate's number must be uploaded to the Assignments section of the Biological Sciences WebLearn site by noon on Friday of 0th week of the Trinity Term of the academic year in which the examination is taken. The procedure is described in the Guidelines on Projects and Course Assignments. No hard copy may be submitted. The envelope should be addressed to the Examination Schools, High Street, Oxford for the Chair of the Examiners in the Final Honour School of Biological Sciences. Assignments previously submitted for the Honour School of Biological Sciences may be resubmitted. No assignment will be accepted if it has already been submitted, wholly or substantially, for another degree in the University or elsewhere; and each certificate must also contain a confirmation that the assignment has not already been so submitted. Each essay and each Abstract shall clearly indicate on the first page the part of the examination and the subject under which the assignment is submitted. Further guidance on the essay and Oral Presentation will be is published in the Guidelines on Projects and Course Assignments.~~

Explanatory Notes

Following the recent decision by the University's Education Committee to permit either electronic or hard copy submissions of examined work, these regulations are being updated to require electronic only submissions using the University's Education Committee approved Assignments tool.