

Changes in Examination Regulations to the University Gazette – Social Sciences Division

SSD/2/2/4

Social Sciences Board

Approved by Chair's Action on 9 July 2014 and Education Committee on 26 September 2014

Title of programme

Doctoral Training Programme in Science and Engineering in Arts, Heritage and Archaeology

Brief note about nature of change:

Introduction of regulations for the new CDT

Effective date

For students starting from MT 2014

Location of change

2014 Exam Regulations

Detail of change

1. **P.847, after line 5**, add:

DOCTORAL TRAINING PROGRAMME IN SCIENCE AND ENGINEERING IN ARTS, HERITAGE AND ARCHAEOLOGY

(a) Students admitted to the centre for doctoral training with the intent to pursue a research project based at the University of Oxford, will be registered in the first year of the doctoral training programme at University College London, where they will complete an MRes degree. Students will also hold Recognised Student status at the University of Oxford for their first year of study. Students are required to pass the MRes in order to progress onto the second year of the doctoral training programme.

(b) Students transferring to the University of Oxford from the start of their second year of

the doctoral training programme will be admitted to the status of Probationer Research Student. Status will be back-dated to their commencement on the doctoral training programme.

- (c) Transfer of Status from Probationer Research Student to DPhil, MLitt or MSc by research should be achieved not later than the third term following transfer to Oxford. Students are required to demonstrate that the research already accomplished shows promise of the ability to produce a satisfactory DPhil, MLitt or MSc by Research thesis on the intended topic. Students are required to submit to the Director of Graduate Studies a report title and abstract (of no more than 300 words/one side of A4) by Friday of eighth week Michaelmas Term. Each student will also give a Transfer of Status Presentation of fifteen minutes (plus ten minutes of questions) during noughth week of Hilary Term. Students should submit two copies (and one electronic copy) of a research proposal of no more than 7,500 words, including an outline of research plans, a preliminary review of the literature, methodology progress to date, bibliography and a timetable for completion to the Director of Graduate studies by Friday of eighth week Hilary Term. On receiving the application, the Director of Graduate studies will, on behalf of the Graduate Studies Committee, appoint two assessors neither of whom will normally be the student's supervisor. The assessors will read the script before submitting to the Board their reports and a joint summary statement supporting their recommendation. Students will be required to attend a Transfer of Status Assessment Meeting with their supervisor(s) and assessors to discuss their report. These meetings will be held during 1st week of Trinity Term. A student whose first application is unsuccessful may be given one further opportunity to apply for transfer, following the procedures laid down in the General Regulations Governing Research Degrees.
- (d) Confirmation of DPhil Status should normally be achieved not later than the ninth term from commencement on the Doctoral Training Programme. The department expects that, in most cases, the application for confirmation will be made immediately after return from field-work and no later than eighth week Trinity Term of the student's third year on the doctoral training programme. No candidate may submit a thesis for the doctoral degree without having first obtained confirmed doctoral status. Any student who does not confirm by the end of their ninth term, will be required to apply for a deferral of confirmation of status and may be allowed up to three terms for this purpose. Any student who fails to confirm status within nine terms from commencement on the Doctoral Training Programme (or within a maximum of twelve terms where deferral has been approved) will have their student status lapsed. The purpose of the submission for confirmed status is to ensure that the student is working to a doctoral standard. The confirmation report should show evidence that the research already accomplished gives promise of the ability to produce a satisfactory DPhil thesis on the intended topic. For this purpose the candidate must submit to the Director of Graduate Studies two copies (together with an electronic version) of a report describing in approximately 3,000 words the aims and methods of the projected thesis. The student will also be required to include with the written work an outline of the proposed thesis, including the topics to be covered in individual chapters, and a timetable for completion. In addition, two substantive chapters of no more than 10,000 words each must also be submitted. Students wishing to undertake the DPhil via scientific papers should substitute the

chapters of the thesis with two papers. On receiving the application the Director of Graduate Studies will appoint two assessors (normally two academic members of staff) neither of whom will normally be the student's supervisor. The assessors will read the script before submitting to the Board their written reports and a joint summary statement supporting their recommendation. Students will be required to meet with their assessors and supervisor(s) at an assessment interview to discuss their report. A student whose first application is unsuccessful may be given one further opportunity to apply for confirmation, following the procedures laid down, normally within one term if necessary for the purpose of making the application. Students will be notified of the outcome and they should receive advice from their supervisor(s) on their confirmation assessment.

- (e) A full-time Student for the Degree of D.Phil. in the Centre for Doctoral Training in Science and Engineering in Arts, Heritage and Archaeology, may hold status for twelve terms from commencement on the doctoral training programme. A full-time student for the Degree of MLitt. or MSc by Research may hold that status for nine terms from commencement on the doctoral training programme (six terms from transfer to Oxford). Candidates for the Degrees of DPhil, MLitt or MSc by Research are required to submit at least two sets of all maps, diagrams, and other illustrations, one of which should be a reproduction of the original set. The copy of the thesis deposited in the Bodleian should be one of those with a complete set of maps and illustrations. Applications for leave to present only one set of maps, diagrams and other illustrations may be granted in exceptional circumstances, but such concessions will be granted only very sparingly. MSc by Research theses should be approximately 40,000 words, inclusive of appendices but exclusive of tables, figures, and references. MLitt theses should not exceed 50,000 words, exclusive of the bibliography, unless for exceptional reasons and on the recommendation of the candidate's supervisor the board otherwise determines. DPhil theses submitted by students in Geography must not exceed 100,000 words, exclusive of the bibliography but including notes, glossary, appendices, etc., unless for exceptional reasons and on the recommendation of the candidate's supervisor the Board otherwise determines. A DPhil thesis may be accepted for examination if comprised of a minimum of four scientific papers submitted for publication if not yet accepted or published. Such a body of work will be deemed acceptable provided it represents a coherent and focused body of research. It should include an Introduction, a Survey of Literature, and a Conclusion. Current word limits and conditions remain in place. A DPhil thesis submitted under this rubric may include joint publications. In that case, all co-authors must certify in writing to the Director of Graduate Studies that the majority of the work represents that of the candidate. Candidates wishing to proceed in this manner must obtain permission from his/her supervisor(s), and the School, and must be approved at the time of confirmation for DPhil status. Evidence must be submitted at the time permission is sought that the scientific papers have been submitted to identified journals. If, after a petition is accepted, a candidate wishes to revert to a standard DPhil thesis format, the candidate must lodge a petition with his/her supervisor(s), and the School.

Explanatory Notes
To add in the regulations for a new CDT