

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

SSD/2/2/4

**Social Sciences Board**

**Approved at the meeting of Teaching Audit Committee on 27 February 2015**

**Title of Programme**

DPhil Education

**Brief note about nature of change:** Minor revisions to text and change of application submission to electronic for Transfer and Confirmation

**Effective date**

**For students starting from MT 2015**

**Location of change**

In *Examination Regulations* 2014

**Detail of change**

1. P840, I1 – P842, I11:

**3. Department of Education**

- 1. *Admission*

All students (whether studying on a full or part-time basis) are normally admitted as Probationer Research Students. A student admitted to study on a full-time basis is not permitted to change the basis of his or her study from full-time to part-time at any stage of his or her registration as a graduate student.

In assessing applications from candidates seeking to undertake a research degree through part-time study, the ~~Graduate Studies Committee~~ [Department](#) shall have regard to evidence that:

- (i) the candidate has a minimum of three years' experience as a professional

educator and is currently employed in an established post within an educational institution;

- (ii) the candidate can meet the attendance requirements relating to part-time study and lives locally to the University;
- (iii) the candidate has the written support of their present employer for their proposed course of study and its obligations;
- (iv) the candidate's proposed topic of research is related to their present or intended professional work.

*Attendance requirements (for part-time students)*

Part-time research students are required to attend for a minimum of thirty days of university-based work each year, to be arranged with the agreement of their supervisor, for the period that their names remain on the Register of Graduate Students unless individually dispensed by the Department's Departmental Board.

- 2. Candidates with Probationer Research Student status, unless or until they have entered upon another status, or have been otherwise dispensed from some or all of the following requirements by the ~~Graduate Studies Committee~~ [Director of Doctoral Research](#), are required to undertake the work set out below during the first year.

A first year student shall [be expected to:](#)

~~i.~~ satisfactorily complete a course of lectures, seminars and classes, as set out on the pages of WebLearn and in agreement with the Director of Doctoral Research,

- ~~ii. satisfactorily complete the First Year portfolio of work completed during the first year of PRS status.~~
- 3. *Transfer from Probationer Research Student status to D.Phil status*

This transfer shall normally take place not later than the fourth term after admission as ~~either an M.Sc. in Educational Research Methodology student or a~~ Probationer Research Student. The student will be required to show that the research already accomplished shows promise of the ability to produce a satisfactory D.Phil thesis on the intended topic. For this purpose the student must submit to the ~~Graduate Studies Committee~~ [Higher Degrees Office](#) of the Department of Education two [word-processed, soft bound](#) copies ~~in typescript~~ of a substantial piece of written work as follows:

- The submission should be about 10,000 words in length and must include:
  - (i) A current thesis title;
  - (ii) Current thesis abstract: max 400 words;
  - (iii) A document of up to 10,000 words that includes a background to the proposed research, including a review of the relevant literature and theoretical perspectives; the conceptual framework and rationale informing the research design; key research questions; and a reflective discussion of methods, access, research ethics and analysis;
  - (iv) The Transfer document should provide evidence of a convincing and realistic research design; this may include a discussion of the pilot study. It should also highlight potential challenges or difficulties that may be

encountered.

- The following are also required, though they are not included in the 10,000 word limit
  - (v) CUREC form(s) as required and clear evidence of how commitment to responsible (ethical) conduct of research will be realised
  - (vi) Risk assessment form including evidence that the student has considered carefully issues of safety in fieldwork
  - (vii) A clear timetable for the research which demonstrates that the project is feasible and practicable and can be completed within the timeframe of 3 years
  - (viii) A list of references
  - (ix) Evidence of presentation of work at a seminar (e.g. RTS, Work in Progress, Research Group Seminar, STORIES Conference etc.)
  - (x) A Skills Review and Training Analysis
- In consultation with the student and the Director of Doctoral Research, the supervisor~~The Graduate Studies Committee of the Department of Education~~ shall appoint two assessors who will interview the student and make a recommendation to the committee in an agreed written report. Candidates seeking to transfer to D.Phil Status will be expected during the interview to show evidence of research training through successful completion of the requirements of the Department's educational research methods course, unless specifically exempted from all or part of it. A candidate whose first application for transfer to D.Phil status is unsuccessful shall be permitted to make one further application to apply for transfer within one term. Those students who fail at the second attempt may be approved for transfer to M.Litt. status, or transfer to M.Sc. by Research status.
- 4. *Confirmation of Status*

Confirmation of Status shall normally take place not later than the seventh term after admission as ~~either an M.Sc. in Educational Research Methodology student or a~~ Probationer Research Student. It is intended to be a comprehensive monitoring of progress towards the final thesis.

Students' application for Confirmation of Status will be examined by two assessors appointed ~~by the Graduate Studies Committee~~ for this purpose. ~~For this purpose t~~The student must submit to the ~~Graduate Studies Committee~~Higher Degrees Office of the Department of Education two copies printed, soft bound copies in typescript of a substantial piece of written work of about 30,000 words as follows:

- - (i) Current Thesis Title.
  - (ii) Thesis Abstract (Up to 300 words).
  - (iii) Proposed Thesis table of contents (indicating progress on each chapter).
  - (iv) A draft Introduction to the thesis, setting out the overall argument and/or contribution of the thesis. The introduction should also describe the proposed contents of each chapter, explaining how they link together and develop the thesis. These statements should normally be up to 500 words for each chapter. An extended literature review (but not the full chapter) can be submitted as Appendix A (This is important if neither of your Confirmation of Status examiners were your Transfer of Status examiners).
  - (v) One fully developed methods chapter that documents how the research

questions were addressed in practice, and reflects on how the initial research designs were refined or developed in the field.

- (vi) One draft Findings chapter. This chapter should show how the research questions are being addressed and describe the emergent findings.
  - (vii) A list of references [for the confirmation document](#)
  - ~~(viii) and~~ a list of references being used in the thesis more broadly.
  - ~~(xix)~~ A clear assessment of progress made, and a timetable leading up to thesis submission.
- The Confirmation submission should normally be up to 30,000 words (not including abstract, references or Appendix A). Further supporting materials can be provided in appendices, for the examiners to consult if they so wish.
  - Candidates whose first application for confirmation of status is not approved shall be permitted to make one further application within one term.
  - *5. Thesis*

Theses submitted for the degree of D.Phil. should build on and develop the material submitted for Transfer of Status and Confirmation of Status.

A thesis for the Degree of M.Sc. by Research which exceeds 30,000 words, or a thesis for the Degree of M.Litt. which exceeds 50,000 words, or a thesis for the Degree of D.Phil. which exceeds 100,000 words, in each case including footnotes/endnotes but excluding appendices and references or bibliography, is liable to be rejected by the board unless the candidate has, with the support of his or her supervisor, secured the leave of the Department's Departmental Board to exceed this limit.

### **Explanatory Notes**

Updating text, and introducing requirement to submit Transfer and Confirmation applications electronically