

## Humanities Divisional Board

Approved by officers on behalf of the Board on 15 May 2018

### Master of Studies in Women's Studies

**Brief note about nature of change:** Introduction of online submission

#### Location of change

In *Examination Regulations 2017* (<http://www.admin.ox.ac.uk/examregs/2017-18/mosinwomestud/>)

#### Effective date

**For students starting from MT 2018**

**For first examination from 2018-19**

#### Detail of change

New text underlined, deletions struck-through:

~~1.3~~ 3. The examiners may award a distinction for excellence in the whole examination

~~1.4~~ 4 3. Syllabus:

4. Written work, under C (Options) and D (Dissertation), must be submitted by uploading it to the Assignments Section of the MSt in Women's Studies Weblearn only; no concomitant copy submission may be submitted, for any purpose. Electronic submissions must be received by the deadline; technical problems external to the WebLearn system will not be accepted as grounds for excusing lateness.

~~1.10~~ 5. In the case of C candidates will be examined by the submission of written work. The essays submitted under C should be of 6,000–7,000 words, including footnotes and excluding bibliography. The approval form detailing the topics of the written work proposed, countersigned by the dissertation supervisor must be submitted for approval to the Chair of Examiners (c/o Graduate Studies Administrator for Women's Studies) not later than Friday of fifth week of Hilary Term. The two pieces of written work under C (three typewritten or printed copies of each piece, bearing on the front the candidate's examination number but neither his or her name nor the name of his or her college) must be delivered in envelopes bearing the words: 'Option Essay submitted for the M.St. in Women's Studies' to the Examination Schools, High Street, Oxford. The first piece of written work under C must

be delivered not later than noon on Friday of eighth week of Hilary Term; the second piece of written work under C must be delivered not later than noon on Friday of first week of Trinity Term. Candidates must themselves retain one typewritten or printed copy of each piece of work. Supervisors or others are permitted to give bibliographical help with and to discuss drafts of written work submitted. Each envelope of written work must be accompanied, under a separate cover, by a signed statement by the candidate that it is his or her own work except where otherwise indicated.

5. In the case of C candidates will be examined by the submission of written work. The essays submitted under C should be of 6,000-7,000 words, including footnotes and excluding bibliography. The approval form detailing the topics of the written work proposed, countersigned by the dissertation supervisor must be submitted for approval to the Chair of Examiners (c/o Graduate Studies Administrator for Women's Studies) not later than Friday of Week 5 of Hilary Term. The two pieces of written work under C (word-processed files converted to PDF using the course coversheet as first page of the essay, bearing on the front the candidate's examination number but neither their name nor the name of their college) must be submitted not later than noon on Friday of Week 8 of Hilary Term; the second piece of written work under C must be submitted not later than noon on Friday of Week 1 of Trinity Term; the PDF filename should be in this format: 'Candidate Number Option Essay M.St. in Women's Studies'. Students must also submit a brief abstract (no more than 300 words) outlining the rationale and the approach of the option essay; the PDF filename should be in this format: 'Candidate Number Option Abstract M.St. in Women's Studies'. Candidates must themselves retain a copy of each piece of work. Supervisors or others are permitted to give bibliographical help with and to discuss drafts of written work submitted. Each submission of written work must be accompanied, as a separate PDF file, by a Declaration of Authorship from the candidate that it is their own work except where otherwise indicated.

~~1-11~~ 6. In the case of D, the dissertation (three typewritten or printed copies, bearing on the front the candidate's examination number but neither his or her name nor the name of his or her college) must be delivered in an envelope bearing the words: 'Dissertation submitted for the M.St. in Women's Studies' to the Examination Schools, High Street, Oxford, not later than noon on Friday of eighth week of Trinity Term. Students must also submit three copies of a brief abstract (no more than 500 words) outlining the rationale and approach of the thesis. Candidates must themselves retain one typewritten or printed copy of their dissertation. Supervisors or others are permitted to give bibliographical help with and to discuss drafts of dissertations. The dissertation must be accompanied, under a separate cover, by a signed statement by the candidate that it is his or her own work, except where otherwise indicated.

6. In the case of D, the dissertation (word-processed files converted to PDF using the course coversheet as first page of the dissertation, bearing on the front the candidate's examination number but neither their name nor the name of their college) must be submitted not later than noon on Friday of eighth week of Trinity Term; the PDF filename should be in this format: 'Candidate Number Dissertation M.St. in Women's Studies'. Students must also submit a brief abstract (no more than 500 words) outlining the rationale and approach of the thesis; the abstract is to be submitted as a separate file; the PDF filename should be in this format: 'Candidate Number Dissertation Abstract M.St. in Women's Studies'. Candidates must themselves retain a copy of their dissertation. Supervisors or others are permitted to give bibliographical help with and to discuss drafts of dissertations. The dissertation must be accompanied, as a separate PDF file, by a Declaration of Authorship from the candidate that it is their own work, except where otherwise indicated.

~~1-12~~ 7. In the case both of the submission of written work under C and of the submission of the dissertation (D), candidates must ensure that a separate receipt for each submission is received from the Examination Schools and is retained for future reference.

7. In the case both of the submission of written work under C and of the submission of the dissertation (D), candidates must ensure that they receive the email confirming the submission and that the email is retained for future reference.

### **Explanatory Notes**

The course steering committee agreed to move to electronic submission of assessments, which would replace the submission of a hard copy to the Examination Schools.

Permission was sought from Exams & Assessment and a Weblearn submission site was created on 7 March 2018.