

HUMANITIES DIVISIONAL BOARD	
Title of Programme	Special Regulations of Divisional and Faculty Boards concerning the stauts of Probationer Research Student and the Degrees of M.Litt, MSc. by Research., and D.Phil. (Humanities)
Brief note about nature of change:	Streamlining current regulations and introduction of part-time regulations.
Effective date	For students starting from MT 2015 For first examination from 2015-16
Location of change	<i>In Examination Regulations 2014, pages 785-810.</i>
Detail of change	Delete p.785, l.1 – p.810 l.25 and substitute with the attached text
Explanatory Notes	1) To clarify regulations for part-time students 2) To streamline current regulations, removing material that belongs more appropriately in handbooks.

1. TRANSFER OF STATUS AND CONFIRMATION OF STATUS

1. *Transfer of Status*

Purpose and criteria

- (i) To assess whether the candidate is capable of carrying out advanced research, and has had suitable preparation in terms of subject-specific research training.
- (ii) To assess whether the subject of the thesis and the manner of its treatment as proposed by the candidate are acceptable and potentially of D.Phil quality.
- (iii) To assess whether the thesis can reasonably be completed in no more than 6 to 9 terms from transfer in the case of full-time students, and of no more than 12 to 18 terms from transfer in the case of part-time students.

Applying for transfer of status

(i) Students admitted to Probationer Research Student (PRS) status

Students who have completed a one-year Master's degree at the University of Oxford or elsewhere, or a two-year M.Phil degree at a university other than the University of Oxford are admitted to Probationer Research Student (PRS) status. Transfer of status from PRS to M.Litt. or D.Phil will normally take place in the third or fourth term (sixth to eighth term for part-time students) as measured from the admission to PRS status.

(ii) Students admitted to D.Phil status

Students who have completed a two-year M.Phil degree (or, in the case of Philosophy, B.Phil degree) at the University of Oxford will be admitted either as a Probationer Research Student or as a student with D.Phil status. The decision will be made by the relevant University Admitting Body based on the proposed doctoral research and on previous qualifications, including research undertaken at Master's level. For students who are admitted to PRS status, transfer of status from PRS to D.Phil must take place in the third or fourth term (between the sixth and eighth term for part-time students), as measured from the admission to PRS status.

The relevant University Admitting Body may only admit students directly to D.Phil status if the Admitting Body is satisfied that the student meets the three conditions described under 'purpose of transfer of status' above. In such cases, the admissions process should follow the same pattern as the transfer of status process, and normally all candidates who are admitted directly to D.Phil status

must be interviewed. For students who are admitted directly to D.Phil status, the transfer of status process is waived.

Material normally required for applications for transfer of status

Candidates applying for transfer of status from Probationer Research Student (PRS) to D.Phil should normally submit the following documents:

- (i) GSO.2 form: Application to transfer status.
- (ii) Two copies of a detailed outline (not exceeding 1,000 words) of the proposed thesis subject and of the manner in which it will be treated, including a provisional list of chapters and their proposed coverage.
- (iii) Two copies of a piece of written work (or equivalent, e.g. a portfolio, score or CD/DVD). The submitted work should be on the topic of the proposed thesis, and if this consists of written work, should be about 10,000 words long (usually a draft chapter of the thesis; if the submitted work is not a draft chapter, then the candidate should provide a written explanation of the written work's relationship to the thesis).
- (iv) A reference from the supervisor: the supervisor (or supervisors, if there is more than one) must provide a full and detailed assessment of the student and the student's application for transfer in the 'Comment' section of the GSO.2 form. Where there are two supervisors, either each one must submit an assessment report or both must sign a joint assessment.
- (v) Information about subject-specific research or other training completed by the student, e.g. proof of linguistic competence. The faculty should specify any research training/research skills (e.g. linguistic competence, ability to use archives, handling of ancient documents) which students are expected to have acquired by this stage of their doctoral studies.

Entries for individual Faculty Boards, below, specify any differences in the submission requirements for transfer of status from those listed above.

Assessment

- (i) Assessors: the faculty must appoint two assessors, neither of whom must be the candidate's supervisor.
- (ii) Interview: an interview by both assessors, based on the submitted written materials, is compulsory.
- (iii) Report: the assessors must submit a joint written report, making a clear recommendation to the relevant faculty Graduate Studies Committee (or equivalent) of 'transfer' or 'not transfer', and providing reasons for their

recommendation. The report should note any subject-specific research training still required by the student successfully to complete their doctorate.

Outcome of assessment

- (i) The assessors may recommend that the candidate be transferred to D.Phil status.
- (ii) The assessors may judge that the candidate is not (yet) ready to transfer, in which case they may:
 - (a) recommend that the candidate should reapply after undertaking further preparatory work, which should be clearly described in their report, or
 - (b) recommend that the candidate should transfer to a lower level of research degree, such as the Master of Letters (M.Litt).

Unsuccessful applications

- (i) A candidate whose first application for transfer to D.Phil status is not approved shall be permitted to make one further application, and will be granted an extension of time for one term (full-time students) or two terms (part-time students) if this is necessary for the purposes of making the application. Normally the assessors should be the same as for the original application.
- (ii) If, after considering a candidate's second application for transfer of status, the relevant board concludes that the student's progress does not warrant transfer, the board must consider whether to approve his or her transfer to the status of Student for the Degree of Master of Letters (M.Litt).

Reporting The report of the assessors must be considered by the Faculty Graduate Studies Committee (or equivalent), which may delegate authority to the Director of Graduate Studies. Where authority is delegated, the Director of Graduate Studies must report his or her decision to the Faculty Graduate Studies Committee (or equivalent). A copy of the transfer report must also be sent to the student, supervisor and college.

Appeals Candidates who wish to contest the outcome of the transfer assessment, either on procedural or academic grounds, should first discuss the matter with their Director of Graduate Studies. Where a concern is not satisfactorily settled by that means, the candidate, their supervisor or their college authority may make an appeal directly to the Proctors. In accordance with the University's complaints and appeals processes, the Proctors can only consider whether the procedures for reaching an academic decision were properly followed, and cannot challenge the academic judgement of the assessors.

Loss of Probationer Research Student status Candidates will lose their Probationer Research Student status if they have not gained admission to another status (e.g. D.Phil or M.Litt) within six terms of admission as a full-time student, or within twelve terms of admission as a part-time student, to the status of Probationer Research Student, or if the faculty board concerned deprives them of such status (after consultation with the college/hall and supervisor). If a candidate loses his or her status as a Probationer Research Student and has not gained admission to another status, the candidate is no longer registered as a student of the University.

Confirmation of Status

Purpose and criteria

The purpose of confirmation is to:

- (i) assess the progress of the student's research, and
- (ii) to ensure that the student's research progress is such that the student may reasonably be expected to submit within six months to one year (one to two years for part-time students).

Applying for confirmation of status

(i) Candidates who were admitted to Probationer Research Student (PRS) status must apply for confirmation of status not later than the ninth term and normally no earlier than the sixth term (not later than the eighteenth term and normally no earlier than the twelfth term for part-time students), after admission to the status of Probationer Research Student. Candidates who have been admitted directly to the status of Student for the Degree of Doctor of Philosophy after taking the MPhil are deemed to have been admitted to the status of Probationer Research Student when they began the MPhil. The normal time for application for confirmation of status, in such cases, is the end of the ninth term (twelfth term for part-time students) after admission to the status of Probationer Research Student.

(ii) Application for confirmation of status should be made at least *three months* (i.e. one terms, or the summer vacation) prior to submission of the thesis.

Material normally required for applications for confirmation of status

Candidates applying for confirmation of D.Phil status should normally submit the following documents:

- (i) GSO.14 form: Application to Confirm D.Phil status.
- (ii) An abstract of the thesis, a list of chapters with a paragraph describing each chapter, a clear statement indicating which chapters have been written, and a detailed timetable for the completion of the remaining chapters.

(iii) Written work (or equivalent, e.g. a portfolio, score or CD/DVD). The submitted work should be on the topic of the proposed thesis, and if this consists of written work, should be about 10,000 words long (usually a draft chapter of the thesis including all footnotes, bibliography etc.; if the submitted work is not a draft chapter, then the candidate should provide a written explanation of the written work's relationship to the thesis).

(iv) A reference from the supervisor: the supervisor (or supervisors, if there is more than one) must provide a confidential assessment of the student and their application (this must be in addition to, or instead of, the 'Comment' section of GSO.14). The faculty may specify additional references.

(v) Confirmation material should normally include copies of the report(s) from the transfer process.

Entries for individual Faculty Boards, below, specify any differences in the submission requirements for confirmation of status from those listed above.

Assessment

(i) Assessors: the faculty must appoint at least one assessor, who must not be the candidate's supervisor. Ideally two assessors should be appointed.

(ii) Interview: an interview by at least one assessor who is not the supervisor, based on the submitted written materials, is compulsory.

(iii) Report: the assessor(s) must submit a written report on both the written and interview components of the application, making a clear recommendation to the relevant Faculty Graduate Studies Committee (or equivalent).

Outcome of assessment

(i) The assessor(s) may recommend that the candidate's D.Phil status be confirmed.

(ii) The assessor(s) may judge that the candidate does not (yet) satisfy the purpose of the confirmation process as described above, and may:

(a) recommend resubmission of the application at a later date within the normal timetable;

(b) recommend that the candidate should transfer to a lower level of research degree, such as the M.Litt.

Unsuccessful applications If the candidate's first application for confirmation of status is not approved, the candidate is permitted to make one further application, normally within one term (full-time students), or two terms (part-time students) of the original application. The candidate will be granted an extension of time for one term (full-time

students), or two terms (part-time students), if this is necessary for the purposes of making the application. If, after considering a candidate's second application for confirmation of status, a board concludes that the student's progress does not warrant confirmation, the board may approve his or her transfer to the status of Student for the Degree of Master of Letters (M.Litt).

Deferral of confirmation In exceptional circumstances where unforeseen and unavoidable obstacles have arisen since transfer of status so as to delay a student's research progress, the student may apply to their faculty board for deferral of confirmation of status up to a maximum of three terms (full-time students) or six terms (part-time students). An application for deferral must consist of:

- (i) a clear and detailed description of the obstacles;
- (ii) a statement of support from the student's supervisor;
- (iii) a statement of support from the Director of Graduate Studies.

Reporting The report of the assessor(s) must be considered by the Faculty Graduate Studies Committee (or equivalent), which may delegate authority to the Director of Graduate Studies. Where authority is delegated, the Director of Graduate Studies must report their decisions to the Faculty Graduate Studies Committee (or equivalent). A copy of the transfer report must also be sent to the student, supervisor and college.

2. BOARD OF THE FACULTY OF LINGUISTICS, PHILOLOGY AND PHONETICS

1. *Admission as a Probationer Research Student*

Candidates may apply for admission as Probationer Research Student, or directly to DPhil status, on a full-time basis.

2. *Transfer to M.Litt. and D.Phil. status*

Candidates must submit the documents detailed in the Divisional regulations, above.

3. *Confirmation of D.Phil. status*

Candidates must submit the documents detailed in the Divisional regulations, above.

4. *Theses*

Theses submitted for the Degree of M.Litt. in Comparative Philology and General Linguistics should not exceed 50,000 words. The word limit excludes the bibliography, appendices consisting of a catalogue of data, any extensive text which is specifically the object of a commentary or linguistic analysis, and any translation of that text, but includes quotations and footnotes.

Theses submitted for the Degree of D.Phil. in Comparative Philology and General Linguistics should not exceed 100,000 words. The word limit excludes the bibliography, appendices consisting of a catalogue of data, any extensive text which is specifically the object of a commentary or linguistic analysis, and any translation of that text, but includes quotations and footnotes.

3. BOARD OF THE FACULTY OF CLASSICS

1. Admission as a Probationer Research Student

Candidates may apply for admission as Probationer Research Student, or directly to DPhil status, on a full-time or part-time basis. In assessing applications from candidates seeking to undertake a research degree through part-time study, the Graduate Studies Committees of the Board of the Faculty of Classics shall have regard to evidence that the candidate can meet the following attendance requirements for their period of part-time study: attendance for a minimum of thirty days of university-based work each year, normally coinciding with the full terms of the academic 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 Graduate Studies Committees of the Board of the Faculty of Classics. During a candidate's probationary period the attendance arrangements must take account of relevant induction and training events scheduled by the Faculty.

2. Transfer to M.Litt. and DPhil status

Candidates must submit the documents detailed in the Divisional regulations, above.

The written work to be submitted should be a single essay on a subject relevant to the candidate's proposed thesis. For candidates in *Languages and Literature* the essay should not be more than 5,000 words in length; for candidates in *Ancient History* it should not be more than 10,000 words in length. In *Languages and Literature* candidates will also be required to have attended such classes as the Graduate Studies Committee shall from time to time determine.

3. Confirmation of D.Phil. status

Candidates must submit the documents detailed in the Divisional regulations, above.

Candidates in *Ancient History* are required to submit a single essay of between 5,000 and 10,000 words in length, which should be close in content to a chapter or part of a chapter of the proposed thesis; candidates in *Languages and Literature* should be required to submit an essay, of approximately 5,000 words in length.

In *Languages and Literature* candidates will also be required to provide evidence of reading competence in German and a second modern language by the time of confirmation. Further details on the modern language policy are set out in the Faculty's D.Phil handbook.

4. Theses

All candidates when they submit their theses must state the approximate number of words therein both (a) including citations and, if they have been granted permission to count citations separately, (b) excluding citations. Theses exceeding the limit are liable to be returned unexamined for reduction to the proper length. Candidates who have submitted in their final term may be allowed a maximum period of two terms to effect the necessary reduction.

Theses submitted for the Degree of M.Litt. in *Ancient History and Archaeology* should not exceed 50,000 words, and those submitted for the Degree of D.Phil. should not exceed 100,000 words, excluding the bibliography, any text that is being edited or annotated, and any descriptive catalogue, but including footnotes and appendices. Leave to exceed these limits will only be given in exceptional cases, and upon the presentation of a detailed explanation by the candidate, together with a statement of the excess length required and the written support of the supervisor. Such applications should be made immediately it becomes clear that authorisation to exceed the limit will be required, and in any case not later than the Friday of the fifth week of the term before that in which application is made for appointment of examiners. Every candidate submitting a thesis must state the number of words therein.

A thesis submitted for the Degree of M.Litt. in *Classical Languages and Literature* should not exceed 60,000 words. There is no minimum word limit but approximately 50,000 words would be accepted as a guideline. A thesis submitted for the Degree of D.Phil. should not exceed 100,000 words. There is no minimum word limit but approximately 80,000 words would be accepted as a guideline. The word limit excludes the bibliography, any text that is being edited or annotated, translations of Greek or Latin quoted, and any descriptive catalogue, but includes Greek or Latin quoted, footnotes and appendices.

4. BOARD OF THE FACULTY OF ENGLISH LANGUAGE AND LITERATURE

1. Admission as a Probationer Research Student

Candidates must apply for admission as Probationer Research Student on a full-time basis.

2. Transfer to M.Litt. and D.Phil. status

(i) Probationer Research Students will be required to submit an application to transfer to M.Litt or D.Phil status no later than Friday of noughth week in the third term of their study as a Probationer Research Student (normally Trinity term). In exceptional cases the English Graduate Studies Committee may permit the candidate to postpone submission; candidates seeking such postponement must apply to the Director of Graduate Studies well in advance, and no later than Monday of fifth week of Hilary Term.

(ii) Candidates must write to the English Graduate Studies Office by Friday of the eighth week of Hilary Term of their first year as a Probationer Research Student, giving notice of their intention to apply for transfer to D.Phil status, and providing the title of their proposed thesis.

(iii) Candidates must submit the documents detailed in the Divisional regulations, above. The report from the supervisor should be sent by the supervisor directly to the English Graduate Studies Office.

3. Confirmation of D.Phil. status

(i) Application for confirmation of D.Phil. status, with endorsements by the candidate's society and supervisor, shall normally be presented to the English Studies Office not later than Monday of fifth week in the eighth term after admission to the D. Phil. programme. In exceptional cases the English Graduate Studies Committee may permit the candidate to postpone submission by up to one term: candidates seeking such postponement should apply to the Committee through the Director of Graduate Studies well in advance.

(ii) Application for confirmation of D.Phil. status shall be accompanied by: (1) a full outline of chapters (c.100 words per chapters), summarising the scope of individual chapters and their state of completion, including a timetable for completion of the work which remains to be done before submission of the thesis; (2) a draft abstract of the thesis as a whole, of approximately 1,000 words; (3) a sample chapter, of 10,000 words; (4) a confidential report from the supervisor which should be sent direct to the Graduate Studies Office. The English Graduate Studies Office will send the written work and the confidential report as well as any previous reports on transfer to the interviewer appointed by the English Graduate Studies Committee on behalf of the English Faculty Board.

4. Theses

Theses submitted to the Board of the Faculty of English Language and Literature for the Degree of M.Litt. should normally be around 40,000 words in length and should in no case exceed 50,000 words, exclusive of the bibliography and of any text that is being edited but including notes, glossary, appendices, etc. Theses submitted for the Degree of D.Phil. should normally be around 80,000 words in length and should in no case exceed 100,000 words, exclusive of the bibliography and of any text being edited, but including notes, glossary, appendices, etc. Leave to exceed these limits will be given only in exceptional cases (e.g. when the subject of the thesis requires extensive quotation from unpublished or inaccessible material, or where substantial and supplementary bibliographical or biographical listings are essential or helpful for an understanding of the arguments of the thesis) and on the recommendation of the supervisor. Applications to exceed the limit of 50,000 words for the M.Litt. or 100,000 words for the D.Phil. must be made in writing to the English Graduate Studies Committee in advance of the application for appointment of examiners. Each application should include a detailed explanation, a statement of the excess length requested, and a covering letter from the supervisor.

5. COMMITTEE FOR THE RUSKIN SCHOOL OF ART

1. Admission

Fine Art candidates are initially admitted as Probationer Research Students. Candidates may apply for admission on a full-time or part-time basis. In assessing applications from candidates seeking to undertake a research degree through part-time study, the Committee of the Ruskin School of Art shall have regard to evidence that the candidate can meet the following attendance requirements for their period of part-time study: attendance for a minimum of thirty days of university-based work each year, normally coinciding with the full terms of the academic 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 Committee.

Candidates may elect to pursue research by thesis alone, or by a combination of thesis and studio practice; where the latter course is proposed, the studio work produced must be original work developed and realised in respect of the stated aims of the research programme, exemplifying and locating the ideas that have been developed in conjunction with the written part of the thesis.

2. Transfer of status to M.Litt. or D.Phil.

During the first year of study, Probationer Research Students are required to attend lectures, seminars, and classes within the University as directed by their supervisor(s). Students will also undertake foundation work related to their research area. Students must satisfy the committee that (a) they have followed and completed their prescribed courses of study, (b) they have undertaken preparatory research (and, where applicable, studio work) to the satisfaction of their supervisor(s), (c) the proposed research topic is acceptable, and that they are competent to undertake it, (d) (in the case of those intending to offer studio practice as part of the final submission) the proposed work to be undertaken is of sufficient substance. Candidates for transfer should submit a brief statement (1,000 words) on the topic of their research and the manner in which they propose to treat it. This should be accompanied by: *EITHER*

(A) an essay of about 5,000 words relevant to the topic proposed for the thesis.

OR

(B) (for those intending to offer studio practice as part of the final submission) a portfolio or exhibition of studio work with slides or other documentation of work not available for inclusion and a related essay of 3,000 words. Application for transfer (including all the submitted material) should be submitted no later than the third week of the third term and accompanied by a report from the student's supervisor(s). (Upon the recommendation of the supervisor(s), a student may be permitted to submit no later than Monday of the week before full term in the fourth term.)

3. Confirmation of D.Phil. status

Every student seeking confirmation of status should make a submission consisting of:

EITHER

(A)

1. a thesis title, together with an outline of the thesis, and an essay of about 6,000 words on the current state of the student's research, or a portion of the thesis of comparable length.

OR

(B)

1. a portfolio or exhibition of studio work, accompanied by a statement of future plans;
2. an essay on a related topic (3,000 words). All candidates will be examined orally by two assessors. In the case of those intending to offer studio practice as part of the final submission, both assessors will view the portfolio or exhibition of studio work prior to the oral examination. Confirmation of status may take place only when the committee has received satisfactory reports from the assessors, and from the student's supervisor(s).

4. Final submission

EITHER

- (A) For the Degree of D.Phil., a thesis of up to 80,000 words, including notes and appendices, but excluding acknowledgements, bibliography, glossary, image captions and table of contents; or for the Degree of M.Litt. a thesis of up to 40,000 words, including notes and appendices, but excluding acknowledgements, bibliography, glossary, image captions and table of contents.

OR

- (B) Subject to points (i-iv) below, for the Degree of D.Phil., a thesis of art practice that makes an original contribution to knowledge and comprises (a) a portfolio of artwork that is documented by textual material and photographic and/or other images including labels or notes of explanation, and (b) a written component of up to 20,000 words that includes all such textual documentation, labels and notes of explanation, as well as footnotes, endnotes and appendices, but excludes acknowledgements, bibliography, glossary, image captions and table of contents; or for the Degree of M.Litt. a thesis of art practice that makes an original contribution to knowledge and comprises (a) a portfolio of artwork that is documented by textual material and photographic and/or other images including labels or notes of explanation, and (b) a written component of up to

10,000 words that includes all such textual documentation, labels and notes of explanation, as well as footnotes, endnotes and appendices, but excludes acknowledgements, bibliography, glossary, image captions and table of contents.

In the case of those candidates offering a thesis of art practice:

- (i) For the purpose of these regulations, “portfolio” means a body of original artwork that may take the form of one or more objects, images, environments, performances, texts, virtual or conceptual works, or any comparable form as agreed between the candidate and his/her supervisor.
- (ii) This body of work should be accompanied by documentation of high technical standards and theoretical sophistication that is sufficiently comprehensive as to fully record and communicate all aspects of the artwork where it is not possible to include the artwork itself within the written dissertation.
- (iii) The candidate will also prepare a presentation of the body of original artwork, which the assessors will view in situ in advance of the oral examination, or in exceptional cases review on the basis of the documentation provided. This presentation may take the form of an exhibition, performance, screening, demonstration or any comparable form as agreed between the candidate and his/her supervisor. The supervisor will ensure that the assessors view this presentation, which may take place in a different venue from, and on a day prior to, the oral examination. There should normally be no more than three terms between the dates of the viewing and the oral examination.
- (iv) In conducting the oral examination, the assessors will be concerned to establish that the argument of the additional written component has been clearly presented in relation to the artwork, and that the artwork has been set in its relevant theoretical, historical, technical and/or critical context.

In exceptional circumstances, candidates may apply for permission to submit a written component that exceeds the specified word limit. An application for permission to exceed the limit should be submitted to the Ruskin School of Art’s Director of Graduate Studies with a detailed explanation and statement of the amount of excess length requested, and with a covering letter from the supervisor.

6. BOARD OF THE FACULTY OF HISTORY

1. First year course work

Research students in History (which includes medieval history, economic and social history, history of science and medicine, and history of art) are admitted as Probationer D.Phil students, and are required to undertake the following work in their probationary period:

(a) attend such lectures, seminars and master's classes as his or her supervisor shall determine; and

(b) present one seminar paper during the first year. Such paper shall normally be assessed by two assessors. Such assessors should not include the candidate's supervisor. The work done for the seminar paper may form the basis of the essay required under (2) below.

Applications for admission/transfer to full M.Litt. or D.Phil. status shall be accompanied by:

(1) two copies of a statement (of 500 to 1,000 words) of the subject of the thesis and the manner in which the candidate proposes to treat it; such a statement will also normally include a descriptive title for the research project, an indication of identified or envisaged primary sources, an outline of the time table for background reading, archival or field work, and writing-up; also an account of how the research project relates to work done for any relevant master's dissertation;

(2) two copies of a piece of written work, between 5,000 and 8,000 words long, being on the topic of the proposed thesis (usually an early draft of a chapter of the thesis); if the submitted work is not a draft chapter, then the candidate should provide an explanation of the written work's relationship to the thesis;

(3) two copies of a confidential report from the supervisor(s), which should be sent direct to the Faculty's Graduate Office.

Successful completion of the work prescribed above is not in itself sufficient qualification for students to advance to M.Litt. or D.Phil. status.

2. Transfer to full M.Litt. or D.Phil. status

(i) The application form, endorsed by the candidate's society and supervisor, and the supporting material as outlined under 1. above shall normally be presented to the Faculty's Graduate Office not later than Friday of eighth week in the candidate's first Hilary Term (or Friday of eighth week in the candidate's second Hilary Term in the case of part-time students). In exceptional cases the Graduate Studies Committee may permit the candidate to postpone submission: candidates seeking such postponement should apply for deferral of transfer of status well in advance.

(ii) The Graduate Office shall send both copies of the written work and the confidential report to the candidate's interviewer who will pass on one copy to the second assessor nominated as below.

(iii) The interviewer shall then, together with a second assessor appointed in conjunction with the Director of Graduate Studies, examine the candidate orally. The interviewer shall be entitled, after consultation with the Director of Graduate Studies, to appoint a deputy to act instead. When the interviewer is also the supervisor, the Director of Graduate Studies shall act as if he or she were the interviewer and shall have power to appoint a deputy and the second assessor.

(iv) The assessors shall report to the Graduate Studies Committee in writing whether the candidate's subject is satisfactory for the degree in question and whether he or she is competent to tackle it¹. If they think this is not the case, they may recommend resubmission after a set period of further probation; such resubmission will constitute the second attempt at Transfer of Status provided for in the General Regulations for the degree. If the assessors disagree, the Graduate Studies Committee shall decide what should be done.

(v) Candidates holding the status of M.Litt. student may apply for transfer to D. Phil. status at any time, within the statutory limit of nine terms. Their Transfer of Status application will be considered according to the procedure laid down for confirmation of D. Phil. status (see below). The interviewer appointed by the Faculty Board shall follow that procedure, except that the interviewer will be asked to state explicitly whether in addition to this procedure a subsequent formal confirmation of D. Phil. status would be desirable, or not.

3. Confirmation of D.Phil. status

(i) Application for confirmation of D. Phil. status, with endorsements by the candidate's society and supervisor, shall normally be presented to the Faculty's Graduate Office not later than Monday of third week in the eighth term after admission to the D. Phil. programme (or in the candidate's twelfth term after transfer to full D.Phil. status in the case of part-time students). In exceptional cases the Graduate Studies Committee may permit the candidate to postpone submission by up to one term: candidates seeking such postponement should apply to the Committee through the Director of Graduate Studies well in advance.

(ii) Application for confirmation of D.Phil status shall be accompanied by: (1) a full outline of chapters (1-2 pages), summarising the scope of individual chapters and their state of completion, including a timetable for completion of the work which remains to be done before submission of the thesis; (2) a draft abstract of the thesis as a whole, of between 1,000 and 2,000 words; (3) a sample chapter, of between 6,000 and 10,000 words; (4) a confidential report from the supervisor(s) which should be sent direct to the Faculty's Graduate Office. The Graduate Office shall send the written work and the confidential report to the interviewer appointed by the Faculty Board.

(iii) The interviewer shall then examine the candidate orally. If the interviewer considers it necessary, a second assessor may be appointed in conjunction with the Director of Graduate

¹ Assessors are asked to note the important distinction in the criteria for the two degrees. In the case of the M.Litt. candidates are required to have made 'a worthwhile contribution to knowledge or understanding in the field of learning within which the subject of the thesis falls', while for the D.Phil. it is necessary to have made 'a significant and substantial contribution in the particular field of learning within which the subject of the thesis falls'. The phrase 'a significant and substantial contribution', in the case of doctoral theses, is interpreted as work that displays stature, judgement, and persuasiveness in historical exposition and the shaping of conclusions. But examiners are explicitly requested to bear in mind that their judgement of the significance of the work submitted should be based on what may reasonably be expected of a capable and diligent graduate student after three or, at most, four years of full-time study. Similarly, the requirement that candidates for the M.Litt. should make 'a worthwhile contribution to knowledge or understanding' in their chosen field is qualified by the request that examiners should take into account what may be expected after two years of full-time study.

Studies. In cases where the interviewer is also the supervisor, the Director of Graduate Studies shall act as if he or she were the interviewer and shall have power to appoint a deputy and, if necessary, a second assessor.

(iv) The interviewer shall report to the Graduate Studies Committee in writing whether the candidate's subject is satisfactory and whether he or she is competent to tackle it. If confirmation is not recommended the interviewer may recommend reapplication after a further period of study (within the timeframe provided for in the General Regulations) or alternatively transfer to M.Litt. status, subject to the general regulations governing confirmation of status.

4. Theses

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words and those submitted for the Degree of D.Phil. should not exceed 100,000 words, including all notes, appendices, any source material being edited, and all other parts of the thesis whatsoever, excluding only the bibliography; any thesis exceeding these limits is liable to be rejected on that ground. Any application for permission to exceed the limit should be submitted with a detailed explanation and statement of the amount of excess length requested, and with a covering letter from the supervisor. Applications should be made as soon as possible and may not be made later than the last day of the fifth week of the term before that in which application is made for appointment of examiners. The presentation and footnotes should comply with the requirements specified in the Regulations of the Education Committee for the degrees of M.Litt. and D.Phil. and follow the Conventions for the presentation of essays, dissertations and theses of the Faculty of History.

All candidates must submit with their thesis two printed or typewritten copies of an abstract of the thesis, which shall not normally exceed 1,500 words for the M.Litt. or 2,500 words for the D. Phil., prepared by the student. This is in addition to the requirement to submit an abstract of not more than 300 words in length required by the Education Committee's regulations. Copies of both abstracts shall be bound into the copy of the thesis which shall be deposited in the Bodleian Library. One loose copy of the 300 words abstract, printed on a single page, must be submitted together with the Library copy to the Examination Schools.

7. BOARD OF THE FACULTY OF MEDIEVAL AND MODERN LANGUAGES

1. Admission as a Probationer Research Student

Candidates may apply for admission as Probationer Research Student, or directly to DPhil status, on a full-time or part-time basis. In assessing applications from candidates seeking to undertake a research degree through part-time study, the Graduate Studies Committees of the Board of the Faculty of Medieval & Modern Languages shall have regard to evidence that the candidate can meet the following attendance requirements for their period of part-time study: attendance for a minimum of thirty days of university-based work each year, normally coinciding with the full terms of the academic 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 Graduate Studies Committee of the Board of the Faculty of Medieval & Modern Languages. During a candidate's probationary period the attendance arrangements must take account of relevant induction and training events scheduled by the Faculty.

2. *Transfer to M.Litt. and D.Phil. status*

Candidates must give notice of intention to apply for transfer in writing to the Modern Languages Graduate Office, 41 Wellington Square, Oxford, by the end of the fourth week of the third term before they seek entry to D.Phil. status, giving the title of the proposed thesis. By Friday of the sixth week they shall submit an application form together with:

(i) three copies of a statement (not more than 500 words) of the title of the proposed thesis and of the manner in which the subject will be treated, and of the way in which the proposed treatment relates to existing work relevant to the chosen topic, the statement to include a provisional scheme of the contents of the chosen topic, and

(ii) two typed copies of a piece of written work normally not more than about 10,000 words long.

(iii) The application for transfer of status shall be submitted to the Modern Languages Graduate Office, 41 Wellington Square, Oxford.

3. *Confirmation of D.Phil. status*

(i) Each applicant for confirmation of D.Phil. status must submit two copies of a piece of written work of 15,000 words in length (except where text is accompanied by graphs or statistical material), being a draft of a chapter or chapters of the thesis (excluding the introductory or concluding chapters and any section submitted for the first transfer examination). The student shall show on a provisional list of the contents of the thesis the place he or she plans for the draft chapter(s). Each applicant must also submit, at the time of application, three copies of a statement (of not more than 1,000 words) of the title of the proposed thesis and of the manner in which the subject will be treated, and of work achieved on other parts of the thesis and work remaining to be done.

(ii) The application for confirmation of D.Phil. status shall be submitted to the Modern Languages Graduate Office, 41 Wellington Square, Oxford.

3. *Theses*

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words and those submitted for the Degree of D.Phil. should not exceed 80,000 words, excluding the bibliography and any text that is being edited but including notes, glossary, appendices, etc. Leave to exceed these limits will be given only in exceptional cases. Any application for permission to exceed the limit should be submitted with a detailed explanation and statement of the amount of excess length requested, and with a covering letter from the supervisor. Application must be made immediately it seems clear that authorisation to

exceed the limit will be sought and normally not later than six months before the intended date of submission of the thesis.

Every candidate who is editing a text must also state the length of the text being edited.

In addition to the arrangements for an abstract of the thesis set out in the Education Committee's regulations above, three printed or typewritten copies of a fuller abstract of the thesis (which shall not normally exceed 1,500 words for the M.Litt. and 2,500 words for the D.Phil.) prepared by the student is required. A copy of the fuller abstract must be bound into the copy of the thesis which, if the application for leave to supplicate for the degree is successful, will be deposited in the Bodleian Library. The fuller abstract may be bound into the two examiners' copies of the thesis if the candidate so desires.

8. BOARD OF THE FACULTY OF MUSIC

1. Admission as a Probationer Research Student

Research students are admitted as Probationer Research Students. Candidates may apply for admission on a full-time or part-time basis. In assessing applications from candidates seeking to undertake a research degree through part-time study, the Graduate Studies Committees of the Board of the Faculty of Music shall have regard to evidence that the candidate can meet the following attendance requirements for their period of part-time study: attendance for a minimum of thirty days of university-based work each year, normally coinciding with the full terms of the academic 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 Graduate Studies Committee of the Board of the Faculty of Music. During a candidate's probationary period the attendance arrangements must take account of relevant induction and training events scheduled by the Faculty.

2. Transfer to the status of M.Litt. or D.Phil. Student

Applications for admission/transfer to M.Litt. or D.Phil. status shall be accompanied by:

either

In the case of students specialising in Musicology, a completed transfer application form (GS0.2), together with:

- (1) an essay of normally c. 5,000 words length, related to the proposed dissertation;
- (2) a bibliographic essay of the same length, reviewing the literature relevant to the proposed research topic and its field;

In the case of students specialising in Composition, a completed transfer application form (GS0.2), together with duplicate copies of:

- (1) a portfolio of two significantly contrasted compositions, together lasting between 10 and 15 minutes, which show evidence of an ability to create music of varied character;
- (2) a proposed work-schedule for the following year, and
- (3) a related critical or analytical study of between 5,000 and 10,000 words on a topic relating to the candidate's compositional concerns.

3. *Confirmation of D.Phil. status*

In addition to the general requirements of the Humanities Divisional regulations above, the Board of the Faculty of Music requires that every student seeking confirmation of status must make a submission consisting of:

EITHER

(A)

1. thesis title, together with an annotated outline of the thesis (both title and outline may be altered or revised forms of those submitted for the examination for admission to D.Phil. status);
2. an essay of about 6,000 words on the current state of the student's research, or a portion of the thesis of comparable length.

OR

(B)

1. an annotated inventory of the proposed contents of the final portfolio of compositions and title of the supporting dissertation;
2. a portfolio of two or more well-contrasted compositions, with a total duration of approximately 25 minutes;
3. a critical or analytical essay of 5,000-10,000 words.
 - (i) Two copies of the thesis title, thesis outline and essay (or thesis extract), or inventory, thesis title, portfolio, and essay must be submitted.

4. *Final submission for the Degree of M.Litt*

EITHER a thesis of not more than 50,000 words.

OR (Musical Composition) a portfolio of between three and six musical compositions, totalling approximately 45 minutes' duration, and a dissertation of not more than 15,000 words either on the candidate's own music or on some aspect of music related to the candidate's compositional concerns.

5. *Final submission for the Degree of D.Phil.*

EITHER a thesis of not more than 100,000 words, exclusive of any text being edited but including notes, bibliography, glossary, appendices, etc.

OR (Musical Composition) (a) a portfolio of between three and six musical compositions, totalling between 45 and 90 minutes' duration, with at least one composition being of large scale (defined as for large-scale forces, such as orchestra, and/or of more than 30 minutes' duration); and (b) a dissertation of between 20,000 and 25,000 words either on the candidate's own music or on some aspect of music related to the candidate's compositional concerns.

9. BOARD OF THE FACULTY OF ORIENTAL STUDIES

1. *Admission as a Probationer Research Student*

Candidates must apply for admission as Probationer Research Student on a full-time basis.

2. *Transfer to M.Litt. and D.Phil. status*

All students will normally be expected to submit:

(a) a piece of formal written work related to the field of their proposed thesis of between 5,000 and 10,000 words in length;

(b) a satisfactory outline (of not more than 1000 words) of the proposed subject of the thesis.

3. *Confirmation of D.Phil. status*

Candidates must submit the documents detailed in the Divisional regulations, above. The piece of written work is expected to be a draft chapter or two chapters of the candidate's thesis, approximately 10,000-15,000 words in total.

4. *Theses*

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words and those for the Degree of D.Phil. should not exceed 100,000, exclusive of any text that is being edited, and of bibliography, but including notes, glossary, appendices, etc. Leave to exceed this limit will be given only in exceptional cases.

10. BOARD OF THE FACULTY OF PHILOSOPHY

1. *Admission as a Probationer Research Student*

Candidates may apply for admission as Probationer Research Student, or directly to DPhil status, on a full-time basis

2. *Transfer to M.Litt. or D.Phil. status*

Applications should be accompanied by a thesis outline of about two pages and a piece of written work of approximately 5,000 words in the area and philosophical style of the proposed thesis.

Candidates admitted as Probationer Research Students after completing the Master of Studies degree in Ancient Philosophy at the University of Oxford must complete all of the following requirements by the end of Week 8 of their third term as a Probationer Research Student:

(a) Attend two graduate classes with at least one from the following subject areas: moral philosophy; metaphysics; theory of knowledge; philosophical logic and philosophy of language; philosophy of mind and action.

(b) Submit one 5,000 word essay on a topic of the student's choice for one of the above listed classes, the pass mark for which is 68

(c) Submit a thesis outline of about two pages.

(d) Submit a piece of written work of approximately 5,000 words in the area and philosophical style of the proposed thesis.

The board will appoint two assessors, who will read the submissions and conduct an interview with the candidate. If the mark for the essay mentioned in (b) above is between 60 and 67 (inclusive) then the assessors may, depending on the quality of the candidate's other submitted work, recommend approval or refusal of the Transfer of Status application.

The Philosophy Graduate Studies Committee may, depending on the student's prior experience and education, waive requirements (a) and/or (b). If it waives both requirements then the student must complete the requirements by the end of Week 2 of their third term as a Probationer Research Student.

Candidates admitted as Probationer Research Students after completing the Master of Studies degree in Philosophy of Physics at the University of Oxford must complete the following requirements by the end of the Week 0 before the start of their fourth term as a Probationer Research Student:

(a) Attend two graduate classes (which cannot be in the subject area of their MSt in Philosophy of Physics elective option, Philosophy of Physics or Philosophy of Science) with at least one from the following subject areas: moral philosophy; metaphysics; theory of knowledge; philosophical logic and philosophy of language; philosophy of mind and action.

(b) Submit one 5,000 word essay on a topic of the student's choice for one of the above listed classes, the pass mark for which is 68.

(c) Submit a thesis outline of about two pages.

(d) Submit a 20,000 word dissertation on a topic of their choice, preferably in the area and philosophical style of their thesis.

The board will appoint two assessors, who will read the submissions and conduct an interview with the candidate. If the mark for the essay mentioned in (b) above is between 60 and 67 (inclusive) then the assessors may, depending on the quality of the candidate's other submitted work, recommend approval or refusal of the Transfer of Status application.

The Philosophy Graduate Studies Committee may, depending on the student's prior experience and education, waive requirements (a) and/or (b), and it has the power to replace requirement (d) by requirement

(e) Submit a piece of written work of approximately 5,000 words in the area and philosophical style of the proposed thesis.

If it waives (a) and (b) and replaces (d) by (e) then the student must complete the requirements by the end of Week 2 of their third term as a Probationer Research Student.

3. *Confirmation of D.Phil. status*

Applications should be accompanied by a thesis outline of about two pages and a piece of written work of approximately 5,000 words, intended as a part of the thesis, in final or near-final draft.

4. *Theses*

M.Litt. theses should not exceed 50,000 words, and D.Phil. theses should not exceed 75,000 words, exclusive of bibliographical references, unless the candidate has, with the support of his or her supervisor, secured the leave of the board to exceed this limit. All candidates when they submit their theses must state the approximate number of words therein both (a) including citations and, if they have been granted permission to count citations separately, (b) excluding citations. Theses exceeding the limit are liable to be returned unexamined for reduction to the proper length. Candidates who have submitted in their final term may be allowed a maximum period of two terms to effect the necessary reduction.

11. BOARD OF THE FACULTY OF THEOLOGY AND RELIGION

1. *Admission as a Probationer Research Student*

Candidates may apply for admission as Probationer Research Student, or directly to DPhil status, on a full-time or part-time basis. In assessing applications from candidates seeking to undertake a research degree through part-time study, the Graduate Studies Committees of

the Board of the Faculty of Theology & Religion shall have regard to evidence that the candidate can meet the following attendance requirements for their period of part-time study: attendance for a minimum of thirty days of university-based work each year, normally coinciding with the full terms of the academic 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 Graduate Studies Committee of the Board of the Faculty of Theology & Religion. During a candidate's probationary period the attendance arrangements must take account of relevant induction and training events scheduled by the Faculty.

2. Transfer to M.Litt. or D. Phil. student status

Applications for admission/transfer to M.Litt. or D.Phil. status shall be accompanied by:

- (i) two copies of a description of the proposed research topic, comprising a provisional title; a statement in no more than 500 words of the topic, its focal question(s), how it will be treated, and a provisional list of chapters; and a brief bibliography;
- (ii) a copy of a piece of original written work of about 5000 words on the topic of the proposed thesis (usually a draft chapter), paying proper scholarly attention to primary sources, secondary discussions etc. and demonstrating scholarly competence in the organisation of the arguments.

3. Confirmation of D.Phil. status

Applications for confirmation of D.Phil. status shall be accompanied by:

- (i) a draft chapter or part of a draft chapter amounting to no more than 10,000 words, including footnotes and bibliography, professionally presented. Should candidates wish to submit part of a draft chapter, they should also provide a summary account of the context.
- (ii) Two abstracts, one of about 300 words and one of 1,500-2,500 words. The abstracts must contain: the argument of the thesis; a statement of its significance and originality; a list of chapters and a summary of what each chapter contributes to the argument; and a summary of what has been completed to date and a timetable for the completion of the whole.

4. Theses

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words, or 100,000 for the D.Phil., excluding only the bibliography in both cases. The faculty board is prepared to consider an application for a relaxation of this limit in special circumstances.

All candidates must submit an abstract of the thesis, of between 1,000 and 1,500 words for an M.Litt., and between 1,500 and 2,500 for a D.Phil., prepared by the candidate. This is in addition to the requirement to submit an abstract of not more than 300 words in length required by the Education Committee's regulations. One copy of each abstract prepared at the time of the examination should be bound into each of the examiners' copies of the thesis. Copies of both abstracts shall be bound into the copy of the thesis which shall be

deposited in the Bodleian Library. In addition one loose copy of the 300 word abstract, printed on a single page, must be submitted together with the Library copy.