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

| SSD/2/2/4 |

| **Social Sciences Divisional Board** |

| **Approved by Quality Assurance Committee (16/11/2019) and Education Committee (05/05/2019)** |

| **Research Degrees in Social Policy and Intervention** |

Brief note about nature of change:

1. Introduction of part-time variants of DPhil programmes with effect from MT 2020

Location of change

In *Examination Regulations 2019* as published in the *Gazette* of 25/07/2019

Effective date

From MT 2020

Detail of change

Insert text as follows (new text <u>underlined</u>):

'1. Governance

The DPhil in Social Policy and the DPhil in Social Intervention and Policy Evaluation (and for those starting before MT2019 the DPhil in Social Intervention) shall be under the supervision of the Graduate Studies Committee of the Department of Social Policy and Intervention.

2. Attendance requirements

The DPhil programmes shall be offered on a full-time <u>and part-time</u> basis. Full-time students are required to meet the residence requirements set out in §6 of the General Regulations for the Degree of Doctor of Philosophy. <u>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 Graduate Studies Committee.</u>

3. Transfer to MLitt (or MSc by Research) or DPhil status

Students will normally be admitted as Probationer Research Students. Students will normally be expected to achieve Transfer of Status in their third or fourth term after admission (or in their sixth to eighth term after admission for part-time students).

Applications should be submitted to the Graduate Studies Committee and will comprise the following:

(a) a completed transfer of status form and appointment of assessors form;
(b) a provisional thesis title and research proposal;
(c) a literature review of between 5,000 to 8,000 words;
(d) a piece of written work relevant to the thesis of between 5,000 to 8,000 words;
(e) a timetable for completion;
(f) evidence of attendance of subject specific courses;
(g) Research Ethics forms (if applicable);
(h) Health and Safety forms (if applicable);
(i) Skills Review and Training Needs Analysis form.

Full details of requirements can be found in the Graduate Research Students handbook.

The Graduate Studies Committee will appoint two assessors who will read the work, interview the student and submit a recommendation to the committee in a written report. The Graduate Studies Committee will then decide whether Transfer of Status will be approved.

A student whose first application for Transfer of Status is not approved (including where the outcome is a recommendation to transfer to the MLitt) is permitted to make one further application and will be granted an extension of one term (or two terms for part-time students) to Probationer Research Student status if necessary. If after a second attempt, the Graduate Studies Committee can neither approve transfer to the DPhil or to the MLitt, the student will be removed from the Register of Graduate Students.

4. Confirmation of Status

Students will normally be expected to achieve Confirmation of Status in their seventh term and by no later than their ninth term after admission (or in their fourteenth term and no later than their eighteenth term after admission for part-time students).

Applications should be submitted to the Graduate Studies Committee and will comprise the following:

(a) a completed confirmation of status form and appointment of assessors form;
(b) a thesis title and abstract;
(c) a thesis outline;
(d) a research proposal of 4 to 5 pages;
(e) a timetable for completion;
(f) for the monograph thesis route at least two draft chapters, or for the thesis by papers route two draft papers;
(g) evidence of presentation of (part of) the thesis at a seminar/conference/workshop;
(h) Skills Review and Training Needs Analysis form.

Full details of requirements can be found in the Graduate Research Students handbook.

The Graduate Studies Committee will appoint two assessors who will read the work, interview the student and submit a recommendation to the committee in a written report.

The Graduate Studies Committee will then decide whether Confirmation of Status will be approved.

A student whose first application for Confirmation of Status is not approved is permitted to make one further application, normally within one term (two terms for part-time students) of the original application, and will granted an extension of one term (two terms for part-time students) if necessary. If after the second attempt the DPhil Committee can neither approve the application nor approve transfer to the MLitt, the student will be removed from the Register of Graduate Students.

5. Theses

Theses for the Degree of DPhil which exceed 100,000 words, theses for the Degree of MLitt which exceed 50,000 words, and theses for the Degree of MSc by Research with exceed 25,000 words excluding the bibliography, are liable to be rejected unless students have, with the support of their supervisors, been granted permission to exceed the word limit by the Graduate Studies Committee. These figures are *maxima* and students are advised that many successful theses have been significantly shorter.

Articles-based theses

A DPhil thesis may be accepted for examination if it consists of either a minimum of four academic papers of publishable quality for the DPhil in Social Policy, or a minimum of three academic papers of publishable quality for the DPhil in Social Intervention or DPhil in Social Intervention and Policy Evaluation. In either case the thesis should be framed by an introduction, a literature review, and a conclusion. Such a body of work shall be deemed acceptable provided it represents a coherent and focused body of research, addressing one overarching research question. A thesis submitted under this rubric may include joint publications, but for the DPhil in Social Policy only, at least one paper must be single-authored. Where joint publications are included, all co-authors must certify in writing to the Director of Graduate Studies that at least 70% of that work represents that of the candidate. Current overall word limits and conditions are detailed in the DPhil Notes for Guidance. Candidates wishing to proceed in this manner should with the support of their supervisor obtain approval from the Director of Graduate Studies before applying for Confirmation of DPhil status. If a candidate wishes to revert to a standard DPhil thesis format, with the support of their supervisor, they should obtain approval from the Director of Graduate Studies, showing good cause for the change.

[For students starting before MT 2017:

Social Intervention or Social Intervention and Policy Evaluation DPhil Pathway:

A DPhil thesis may be accepted for examination if it consists of a minimum of three academic papers of publishable quality. Such a body of work shall 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 are detailed in the DPhil Notes for Guidance. A DPhil Thesis submitted under this rubric may include joint publications. Where joint publications are included, all co-authors must

certify in writing to the Director of Graduate Studies that the majority of that work represents the work of the candidate. Candidates wishing to proceed in this manner must obtain permission from their supervisor, from the Director of Graduate Studies, and must be approved at the time of confirmation for DPhil status. Evidence must be submitted at the time permission is sought that at least one of the three academic papers has been submitted to an identified journal, if not yet accepted or published. 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 or her supervisor to be approved by the Director of Graduate Studies, showing good cause for the change.**]'**

Explanatory Notes

Introduction of part-time variants of the DPhil programmes in the Department of Social Policy and Intervention with effect from MT 2020.

A separate notice in this edition of the Gazette separates the regulations for Research Degrees in Social Policy and Intervention from the current regulations for 'Research Degrees in Social Policy and Intervention, Sociology, and International Development', and moves the regulations to the approved Divisional template for DPhil course regulations.