

Education Committee

Approved at the Graduate Panel meeting on 27 June 2014

Regulations for the Degree of Master of Business Administration

In conjunction with the introduction of new general regulations for graduate taught courses, this change removes the content in the regulations for the MBA which duplicates information in the new general regulations.

Effective date: With effect from 1 October 2014

Location of change

Examination Regulations 2013

Detail of change

In *Examination Regulations 2013*, p. 799-802, change text as shown.

**~~10~~ 11 REGULATIONS FOR THE DEGREE OF MASTER OF BUSINESS
ADMINISTRATION**

~~§2. Status of Student for the Degree of Master of Business Administration~~

~~1. Any person who, in the opinion of the MBA Committee, is well qualified and well fitted to undertake the course of study for which application is made, may be admitted to the status of Student for the Degree of Master of Business Administration. Decision on entry is made by the Head of MBA programmes or the EMBA Director (for part time students) following an interview.~~

~~2. It shall be the duty of the Registrar to keep a Register of those admitted to the status of Student for the Degree of Master of Business Administration.~~

§3 2. Admission of Candidates

1. A candidate seeking admission as a Student for the Degree of Master of Business Administration shall apply to the MBA Committee. Candidates for admission shall be required to provide such information as the committee may determine from time to time by regulation. Applicants shall in addition be required to undertake such other tests and meet such conditions as, subject to the

approval of the Social Sciences Board, the committee may determine by regulation.

2. No person shall be admitted as a Student for the Degree of Master of Business Administration under these provisions unless he or she is also a member of some college, hall, or other approved society, and unless the application for admission as a Student for the Degree of Master of Business Administration has the approval of that society. The Head of MBA programmes shall forward the application to the candidate's society or to the society to which the candidate wishes to apply for membership, as appropriate; and admission by the committee shall be conditional upon admission by an approved society.

3. A student registered for any other higher degree or diploma in the University may apply for transfer to the status of Student for the Degree of Master of Business Administration. The committee shall have power to make such transfer, provided that it is satisfied that the student is well qualified and well fitted to undertake the course of study for which application is made, and that the application has the support of the candidate's society. A candidate who transfers status in this way shall be reckoned as having held the status of Student for the Degree of Master of Business Administration from the time of admission to his or her previous status, unless the committee shall determine otherwise.

§4 3. Supervision of Students

1. Every candidate on admission as a Student for the Degree of Master of Business Administration shall be placed by the MBA Committee under the supervision of a member of the University or other competent person selected by the committee, and the committee shall have power for sufficient reason to change the supervisor of any student or to arrange for joint supervision by more than one supervisor, if it deems necessary.

2. It shall be the duty of the supervisor of a student entered upon a course of study to direct and superintend the work of the student, to meet the student regularly, and to undertake such duties as shall be from time to time set out in the Divisional Board's memorandum of guidance for students and supervisors.

3. The supervisor shall submit a report on the progress of a student to the committee three times a year, and at any other time when the committee so requests or the supervisor deems expedient. The supervisor shall communicate the contents of the report to the student on each occasion that a report is made, so that the student is aware of the supervisor's assessment of his or her work during the period in question. In addition, the supervisor shall inform the committee at once if he or she is of the opinion that the student is unlikely to reach the standard required for the Degree of Master of Business Administration.

4. It shall be the duty of every Student for the Degree of Master of Business Administration to undertake such guided work and to attend such seminars and lectures as his or her supervisor requests; to attend such meetings with his or her supervisor as the supervisor reasonably arranges; and to fulfil any other requirements of the Divisional Board as set out in its memorandum of guidance for students and supervisors.

§5 4. Residence and other Requirements

1. No full-time Student for the Degree of Master of Business Administration shall be granted leave to supplicate unless, after admission, he or she has kept statutory residence and pursued his or her course of study at Oxford for at least thirty-two weeks.

2. No full-time Student for the Degree of Master of Business Administration shall retain that status

for more than six terms in all.

3. Part-time students for the Degree of Master of Business Administration shall in each case be required to pursue their course of study over an elapsed time of 21 months. Part-time students shall not be required to keep statutory residence but must attend for such instruction and undertake such supervised coursework as the MBA committee shall require. The part-time MBA Director shall keep a register of attendance of part-time students. No student shall be granted leave to supplicate unless the register shows satisfactory attendance by him or her.

4. Part-time students may hold the status of Student for the Part-time Degree of Master of Business Administration for a period not exceeding 48 months.

5. A Student for the Degree of Master of Business Administration shall cease to hold that status if:

(a) he or she shall have been refused permission to supplicate for the Degree of Master of Business Administration;

(b) the MBA Committee shall, in accordance with provisions set down by regulation by the Divisional Board, and after consultation with the student's society and supervisor, have deprived the student of such status;

(c) he or she shall have been transferred under the relevant provisions to another status; or

(d) he or she shall not have entered for the relevant examination within the time specified under this sub-section.

§6 5. Examination of Students

1. The examination for the Degree of Master of Business Administration shall be under the supervision of the MBA Committee. The subjects of each examination shall be determined by regulation by the committee, which shall have power to arrange lectures and courses of instruction for the assessment. The assessment shall consist of:

(a) course assignments;

(b) written examinations;

(c) written reports on a business project approved by the committee;

(d) class participation; and

(e) an oral examination; provided that the committee shall have power by regulation to authorise the examiners to dispense individual candidates from the oral examination. This provision notwithstanding, the examiners may, if they deem expedient, set a candidate a further written examination after examining the candidate orally.

2. No candidate shall be permitted to take an examination under the preceding clause unless he or she has been admitted as a candidate for the examination in question by the committee and has satisfied any other conditions prescribed in the regulations for that course.

3. Unless otherwise provided in this sub-section, the number and distribution of examiners shall be as set out in the relevant regulation.

4. A candidate who has failed to satisfy the examiners in the examination may enter again on one, but not more than one, subsequent occasion for that part of the examination which he or she failed.