

Medical Sciences Divisional Board**Approved by Ros Whiteley on 20 08 2019****Title of Programme/ Name of Regulation**

Honour School of Medical Sciences

Brief note about nature of change: minor amendments to pronouns and possessive determiners plus clarification of research project viva process.**Location of change**In *Examination Regulations 2018-19* (<https://www.admin.ox.ac.uk/examregs/2018-19/hsofmediscie/studentview/>)**Effective date****For students starting FHS from TT 2019**

And

For first examination from 2019-20**Detail of change**

A

1. The subject of the Honour School of Medical Sciences shall be the sciences basic to medicine.

2. No candidate shall be admitted for examination in this school unless they have ~~he or she has~~ passed Part I of the First Examination for the Degree of Bachelor of Medicine.

3. The examination in this school shall be under the supervision of the Medical Sciences Board, which shall prescribe the necessary regulations.

4. Candidates may be examined by such of the Public Examiners in the Honour School of Experimental Psychology as may be required.

5. Candidates may offer themselves for examination in one or more Supplementary Subjects. The Supplementary Subjects available in any year will be notified to students annually during Trinity Term. A candidate's results in any such subject shall be published,

and account shall be taken of those results in the production of the class list. Candidates awarded a pass in a Supplementary Subject examination may not retake the same Supplementary Subject examination.

B

4. Research Project

(i) Form, subject and approval of the project

The project shall consist of original experiments and/or data analysis carried out by the candidate alone or in collaboration with others (where such collaboration is, for instance, needed to produce results in the time available).

Each project shall be supervised, and the topic and supervisor shall be approved on behalf of the Medical Sciences Board by the Director of Pre-clinical Studies or their ~~his or her~~ deputy. A list of approved project titles and their supervisors shall be published no later than Friday of Week 1 of Hilary Term in the academic year preceding the examination, and allocation of these projects to candidates shall be carried out through the Faculty of Physiological Sciences Undergraduate Studies Office.

As an alternative to the allocation process, a candidate may apply to undertake a project that is not on the approved list. Such application must be made no later than Friday of Week 8 of Hilary Term in the academic year preceding the examination. The candidate must submit the title of their proposed research project, provide a brief outline of the subject matter and supply details of supervision arrangements. The decision on the application shall be made by the Director of Pre-clinical Studies or their ~~his or her~~ deputy and shall be communicated to the candidate as soon as possible, and work should not start on the project until approval has been given. Candidates should allow at least one week for the process of approval, and should bear in mind that an application may be referred for clarification or may be refused.

(ii) Application to change title of project

If required, candidates may apply to change the title of their project through the Faculty of Physiological Sciences Undergraduate Studies Office on one occasion and no later than noon on Friday of Week 4 of Hilary Term in the academic year in which they intend taking the examination.

(iii) Examination

Candidates shall submit a brief Project Report according to guidelines that will be published by the Medical Sciences Board.

Each candidate shall make a brief oral presentation of their project to a group of two examiners (or examiners and assessors appointed to ensure an adequate representation of expertise), after which, the candidate shall be examined viva voce on the project. A third examiner (usually the Chair) may also be present. The form of the presentation to the examiners shall be specified in guidelines published by the Medical Sciences Board.

(iv) Submission and assessment of the Project Report

Project Reports must be submitted via WebLearn (according to the instructions set out in the letter to candidates from the Chair of Examiners), not later than noon on the Friday of Week 8 of the Hilary Term in which the candidate intends to take the examination. Each Report shall be accompanied by a certificate of authorship indicating that the Research Project is the candidate's own work. Where work has been produced in collaboration, the certificate shall indicate the extent of the candidate's own contribution.

The examiners shall obtain and consider a written report from each supervisor indicating the extent of the input made by the candidate to the outcome of the project and also any unforeseen difficulties associated with the project (e.g. unexpected technical issues or problems in the availability of materials, equipment, or literature or other published data).

In exceptional cases, where through unforeseen circumstances a research project produces no useable results (i.e. not even negative or ambiguous results), the candidate may apply through their ~~his or her~~ college to the Director of Pre-clinical Studies or their ~~his or her~~ deputy for permission to submit a concise review of the scientific context and the aims of the work that was attempted, in place of the normal Project Report. Such an application must be accompanied by supporting evidence from the supervisor of the project. The concise review to be submitted in such circumstances should be comparable in length to the Report of a successful research project, will be presented orally to the examiners and will be examined viva voce in the usual way for a research project. The examiners will be advised that substantive results could not be produced.

Project Reports previously submitted for the Honour School of Medical Sciences may be resubmitted. No Project Report will be accepted if it has already been submitted, wholly or substantially, for another Honour School or degree of this University, or for a degree of any other institution.

Explanatory Notes

The regulations are now written with gender-neutral pronouns and possessive determiners in line with inclusivity best practice. It also seemed advisable to alert students to the possibility that examiner panels at research project vivas may include a third person (usually the Chair), to avoid unsettling surprises on the day.