

Research Degrees Panel of Education Committee

Approved in principle at the meeting of Research Degrees Panel on 26 February 2019 with exact wording approved by the chair on 5 September 2019

General Regulations for the Degree of Master of Letters

Brief note about nature of change: introduction of electronic submission of theses as official submission copy

Location of change

In *Examination Regulations 2018*, <http://www.admin.ox.ac.uk/examregs/2018-19/grftdomastoflett/> as amended by the Gazette notice of 25 July 2019.

Effective date

For all students submitting their thesis from MT 2019

Detail of change

Amend section 6 (cit. ref. 1.45-1.61, 1.74) as indicated, new text underlined, deleted text struck through.

§6. Examination of Students for the Degree of Master of Letters

1. A Student for the Degree of Master of Letters who has fulfilled the applicable residence and other requirements set out in §5, and whose status has not expired, may apply for the appointment of examiners and for leave to supplicate for the Degree of Master of Letters.

2. Such applications should be made to the board concerned through the Registrar. They shall include:

(i) a certificate from the supervisor that the candidate has pursued ~~his or her~~ their course of study in Oxford in accordance with the provisions of §5 of this section;

(ii) a statement by the candidate of what part, if any, of the thesis has already been accepted, or is being concurrently submitted, for any degree or diploma or

certificate or other qualification in this University or elsewhere;

(iii) a statement by the candidate that the thesis is ~~his or her~~ their own work, except where otherwise indicated.

3. The supervisor shall consult with the candidate concerning possible examiners, and forward to the board the names of suggested examiners with details of any special considerations which the candidate wishes to make known about any potential examiners.

4. The student shall also submit for examination, at such time as the Education Committee shall by regulation require:

~~(i) two printed or typewritten copies of a thesis;~~

~~(ii) two printed or typewritten copies of an abstract of the thesis, which shall not normally exceed 300 words.~~

(i) a digital pdf copy of their thesis via the Research Thesis Digital Submissions (RTDS) application.

(ii) an abstract of the thesis which should concisely summarise its scope and principal arguments, in about 300 words. The abstract should be placed within the thesis, generally immediately following the Table of Contents.

5. On receipt of an application for the appointment of examiners the board concerned shall appoint two examiners, neither of whom shall be the candidate's supervisor, and whose duties shall be:

(i) to consider the thesis and the abstract of it submitted by the student under the provisions of the preceding clause, provided that they shall exclude from consideration in making their report any part of the thesis which has already been accepted, or is being concurrently submitted, for any degree or other qualification in this University or elsewhere (except for the Degree of Bachelor of Civil Law of this University) and shall have the power to require the candidate to produce for their inspection the complete thesis so accepted or concurrently submitted;

(ii) to examine the student orally, and also, if they think fit, by a written examination, in the subject of the thesis and in other relevant subjects;

(iii) to report to the board through the Registrar;

~~(iv) to return to the student the copies of the thesis and of the abstract thereof submitted for examination.~~

(iv) to delete all digital copies of the thesis and return to the student any soft-bound copies of the thesis received from Student Registry.

The Education Committee shall have power to make regulations concerning the notice

to be given of the oral examination and of the time and place at which it may be held. The examination may be attended by any member of the University in academic dress, while non-members may attend only with the consent of the examiners. In the case of theses submitted to the Divisional Boards of Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences, the Proctors after consultation with the relevant faculty board may decide (either at their own discretion or at the request of the candidate or the supervisor or department) to forbid the attendance of any person or all persons (other than the examiners and the candidate) or to impose any condition on attendance if and to the extent that such action is in their view necessary to protect the interests of the University or the candidate or both, and the examiners shall be informed accordingly and shall include this information in the notice of examination. The student, or his or her college, may within fourteen days of the date of the Proctors' decision appeal in writing to the Chair of the Education Committee (who may nominate another member of the committee, other than one of the Proctors, to adjudicate the appeal).

6. Having completed the examination of a candidate for the first time, the examiners may make recommendation (i) or (ii) below only. Having completed the examination of a candidate who has revised and re-submitted ~~his or her~~ their thesis, the examiners may make any one of recommendations (i) to (iii). Where a candidate is required to revise and re-submit their thesis, the revised thesis and, where required, a report indicating the specific changes made must also be submitted via the Research Thesis Digital Submission (RTDS) application. The recommendations are:

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~~9. A candidate who has been granted leave to supplicate by a board shall be required to submit to the Examination Schools a copy of his or her thesis, incorporating any amendments or corrections required by the examiners and approved by the board, with a view to deposit in the Bodleian or other appropriate university library. [For candidates admitted on or after 1 October 2007: candidates are also required to submit an electronic copy of their thesis to the Oxford Research Archive, unless an exception to this requirement has been granted by the Proctors.] [For candidates supplicating on or after 1 July 2013: candidates are also required to submit the library copy to the Examination Schools and where applicable the electronic copy of the thesis to the Oxford Research Archive no later than the end of the fifth day before the date of the degree ceremony booked by the candidate for conferral of their degree.] Permission to supplicate shall in all cases be conditional upon fulfilment of these requirements.~~

9. A candidate who has been granted leave to supplicate by a board must submit a finalised copy of the thesis, as approved by the examiners, to the Examination Schools for deposit in the relevant university library. The candidate must also submit an electronic copy of this finalised thesis to the Oxford Research Archive. These copies must be submitted no later than the end of the fifth day before the date of the degree ceremony booked by the candidate for conferral of their degree. Permission to supplicate shall in all cases be conditional upon fulfilment of these requirements.

Explanatory Notes

At its meeting in Hilary term 2019, Research Degrees Panel agreed that all research degrees theses should be submitted electronically rather than in hard copy with effect from all students submitting for examination for the first time in Michaelmas term 2019 or later. These regulation changes bring into effect that decision.