Council and Main Committees

Council of the University:
Changes in Regulations:
(a) Rhodes Professorship of Race Relations
(b) Financial Regulations

Council of the University:
Register of Congregation

Examinations and Boards

Changes to Examination Regulations:
Planning and Resource Allocation Committee and Education Committee
Education Committee
Humanities Board
Mathematical, Physical and Life Sciences Board
Medical Sciences Board
Social Sciences Board

Elections

Council
Committees reporting to Council:
Audit and Scrutiny Committee
Buildings and Estates Subcommittee
Continuing Education Board
Curators of the University Libraries
Other Committees and University Bodies:
Visitors of the Ashmolean Museum
Visitors of the Botanic Garden
Delegacy for Nomination of Candidates for Ecclesiastical Benefices
Delegacy for Military Instruction Committee for the Ruskin School of Art
Nominating committee for the Vice-chancellorship
Visitatorial Board Panel

Divisional Boards:
Humanities Board
Mathematical, Physical and Life Sciences Board
Faculty Boards:
Board of the Faculty of Classics
Board of the Faculty of English Language and Literature
Board of the Faculty of History
Board of the Faculty of Linguistics, Philology and Phonetics
Board of the Faculty of Music
Board of the Faculty of Philosophy
Board of the Faculty of Theology and Religion

Convocation:
Election of the Professor of Poetry

Supplement included with this issue:
(1) to No 5091: Oration by the demitting Proctors and Assessor

For details of University events, see the 'Events' page of the Staff Gateway: www.ox.ac.uk/staff/event-listing

Council of the University

Changes in Regulations

Council has made the following changes in regulations, to come into effect on 10 April.

(a) Rhodes Professorship of Race Relations

Explanatory Note

The following changes, made on the recommendation of the Social Sciences Board, update the regulations for the Rhodes Professorship of Race Relations. The changes made to regulations 3–5 are conditional upon approval of the deletion of existing regulation 6. New regulations 6 and 7 are consistent with current practice for new regulations for statutory posts with a trust.

Text of Regulations

In Sect III of Council Regulations 24 of 2002, concerning Academic and Other Posts, delete §294 and substitute (new text underlined, deleted text struck through):

§294. Rhodes Professor of Race Relations

1. The University hereby accepts with deep gratitude the offer of the Rhodesian Selection Trust Group of Copper Mining Companies to provide for the permanent endowment of a Rhodes Professorship of Race Relations.

2. The Rhodes Professor of Race Relations shall lecture and give instruction in interracial relations.
3. The professor shall be elected by an electoral board consisting of:

(1) the Vice-Chancellor, or, if the head of the college specified in (2) of this clause is Vice-Chancellor, a person appointed by Council on the occurrence of a vacancy to act as an elector on that occasion;

(2) the head of the college to which the professorship shall be for the time being allocated by Council under any decree regulation in that behalf, or, if the head is unable or unwilling to act, a person appointed by the governing body of the college on the occurrence of a vacancy to act as an elector on that occasion;

(3) a person appointed by the governing body of the college specified in (2) of this clause;

(4) (a) two persons appointed by Council;

(5), (6) two persons appointed by the General Social Sciences Board;

(7), (8) a three persons appointed by the Board of the Faculty of Social Studies School of Interdisciplinary Area Studies;

(9) a person appointed by the Board of the Faculty of Anthropology and Geography.

(4) the head of the college in which the post-holder is based.

4. Any part of the income of the endowment of the professorship which is not required to meet the costs (including support costs) thereof and such management fee as shall be determined from year to year by the Curators of the University Chest, may be expended, under conditions to be determined from time to time by the Board of the Faculty of Social Studies School of Interdisciplinary Area Studies Committee (the SIAS Committee), to support teaching and research in interracial relations. The board SIAS Committee shall appoint a committee Rhodes Professor of Race Relations Management Committee to advise it, and that committee shall include a representative of the Board of the Faculty of Anthropology and Geography. That committee will consist of:

(1) the Head of the School of Interdisciplinary Area Studies;

(2) an appointee of the Social Sciences Division;

(3) the Rhodes Professor of Race Relations;

(4) the head of the college in which the post-holder is based.

5. The professor shall be subject to the General Provisions of the decree regulations concerning the duties of professors and to those Particular Provisions of the same decree regulations which are applicable to this chair.

6. This decree may be altered with the consent of the founders provided that the main object of the endowment, namely, the development of the study of interracial relations, is always kept in view. Subject to regulation 7, Council may amend, repeal or add to these regulations in accordance with Part D of Statute XVI, but no amendment is valid if it would cause the Fund to:

(1) cease to be exclusively charitable according to the law of England and Wales; or

(2) be outside the objects of the University.

7. Any amendment to regulation 2 is an amendment to the main object of the Fund for the purposes of Part D of Statute XVI and must be approved both by Congregation of the University and subsequently by Her Majesty in Council.

(b) Financial Regulations

Explanatory Note

These changes, made on the recommendation of the Board of OU Endowment Management (OUem), amend the financial authority limits on the implementation of investment decisions. The opportunity is also taken to amend an outdated reference to a role that no longer exists.

Text of Regulations

1 In the Financial Regulations (Council Regulations 1 of 2010), in regulation 1.5(2) delete existing Table E and substitute (new text underlined, deleted text scored through):

<table>
<thead>
<tr>
<th>Limit (£000)</th>
<th>Authorising Body/Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>100,000</td>
<td>Two members of the Board of OUem, following approval by the University's Investment Committee, further to Recommendation by OUem</td>
</tr>
<tr>
<td>200,000 and over</td>
<td>Two members of the Board of OUem, following approval by the University's Investment Committee, further to Recommendation by OUem</td>
</tr>
<tr>
<td>Over 50,000 100,000 and under 200,000</td>
<td>Written approval of Two members of the Board of OUem</td>
</tr>
<tr>
<td>Less than or equal to 50,000 100,000</td>
<td>Chief Investment Officer</td>
</tr>
<tr>
<td>Less than or equal to 15,000</td>
<td>Any OUem Investment Director</td>
</tr>
</tbody>
</table>
2 Ibid, delete existing regulation 6.4 and substitute (new text underlined, deleted text scored through):

6.4 Oxford University Endowment Management Limited

Oxford University Endowment Management Limited (“OUEM”), a subsidiary company, is responsible for the management of certain investments of the University and those of the Oxford Funds. OUEM may delegate its authority to identified fund managers. The financial limits applicable are shown in Table E above.

3 Ibid, delete existing regulations 3.1(6)–(7) and substitute (new text underlined, deleted text scored through):

(6) All contracts for the acquisition of goods and services otherwise than by purchase (for example, leasing arrangements) must be negotiated through the Purchasing Department and notified to the Head of Accounting Services. It is the responsibility of the head of unit to agree the chosen credit and transaction limits with the Head of Accounting Payment Services, and to ensure that the limits are adhered to.’

Degree by Resolution

This content has been removed as it contains personal information protected under the Data Protection Act.

Council of the University

Register of Congregation

Mr Vice-Chancellor reports that the following names have been added to the Register of Congregation:

- Anand, G, Faculty of Clinical Medicine
- Gallagher, S, Mathematical, Physical and Life Sciences Division
- Newey, E J, Christ Church
- Ryan, D J, Said Business School
- Vollmer, S, Faculty of Statistics
- Warren, S, Trinity

Divisional and Faculty Boards

For changes in regulations for examinations see ‘Examinations and Boards’ below.

Congregation

28 April

† Members of Congregation are reminded that any two members may, not later than noon on 20 April, give notice in writing to the Registrar that they intend to oppose or amend any of the resolutions below (see the note on the conduct of business in Congregation below). If no such notice has been given, and unless Council has declared otherwise or the meeting has been adjourned, each resolution shall be carried and the meeting may be cancelled.

Voting on Resolutions approving the conferment of Honorary Degrees

(i) That the conferment of the Degree of Master of Arts, honoris causa, upon Valerie Boasten be approved.

(ii) That the conferment of the Degree of Master of Arts, honoris causa, upon Charles John Vaisey Jones be approved.

(iii) That the conferment of the Degree of Master of Arts, honoris causa, upon Alison Miles be approved.

¶ Valerie Boasten began working for the University in 1983, firstly at the Dunn School and then for the E P Abraham Trust, a trust fund linked to the school. She retired from the trust in 2013 having given 30 years to the University’s scientific administration. She is also the University’s first-ever female Bedel, having been appointed Bedel of Arts in 1998 and then becoming the University’s Senior Bedel, Bedel of Divinity, in 2003. She retires as Bedel of Divinity in September 2015.

Charles Jones, who retires in May 2015 after nearly 49 years’ service, is the Mechanical Engineering Technician and Student Workshop Supervisor in the Department of Chemistry. He has made a significant contribution to both research and teaching through the provision of design and fabrication services for a wide range of high-

specification bespoke instrumentation and the development and delivery of a course which forms part of the Skills Training Programme offered to graduate students and postdoctoral students.

Alison Miles served initially as secretary to two Masters of Balliol (Professor Baruch Blumberg and Sir Colin Lucas), and then as Sir Colin’s secretary when he became Vice-Chancellor in 1997. Since then, she has been responsible for the University’s ceremonial life in all its many aspects: Encaenia, together with its associated events and duties; other honorary degree ceremonies; visits by members of the Royal Family and international dignitaries; and a wide range of interactions with other institutions. She will retire from her current role as the Chancellor’s executive assistant, which she has held since 2004, in September 2015.

¶ If the resolutions are approved, the degrees will be conferred at degree ceremonies on dates to be confirmed.
**Notices**

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**Consultative Notices**

**Proposals for Honorary Degrees to be conferred at the Encaenia in 2016, and for Degrees by Diploma**

Members of Congregation are encouraged to suggest the names of people on whom such degrees might be conferred. Encaenia honorary degrees are conferred at the University’s annual ceremonial event and degrees by diploma are conferred on heads of state and royalty. When considering possible honorands, the Honorary Degrees Committee will focus on individuals in the following categories:

1. those of high academic distinction in the fields of research and scholarship of specific interest to the University of Oxford
2. those distinguished in the visual, literary, musical and performing arts
3. those distinguished in business and industry
4. those who have played a distinguished role in public life, for example in contributing to progress and change in society
5. those who have made a significant contribution to the activities of the University of Oxford – such individuals would normally also fall into one of the categories above.

Within those categories the Honorary Degrees Committee will aim to produce a balanced list, which takes account of the global dimension that characterises this University’s activities. The Honorary Degrees Committee has adopted a target that half of the final list of names proposed to Congregation for the conferment of honorary degrees be women and/or minorities. Members of Congregation are therefore encouraged to nominate individuals of conspicuous distinction with particular reference to diversity.

Honorary degrees will not be conferred on anyone who holds, or who has retired from, a resident teaching, research or administrative post within the University or in any college or other society, except in exceptional circumstances such as distinguished service outside the terms of his or her paid service. In these circumstances, a proposal for an honorary MA may be put forward. Further information is available from the Secretary to the Honorary Degrees Committee (contact details are given below).

Nominations for honorary degrees at the Encaenia in 2016 and for degrees by diploma should be submitted on the approved application form. The form can be downloaded from www.admin.ox.ac.uk/councilsec/governance/committees/hondeg (single sign-on required). Alternatively, copies may be obtained from the Secretary to the Honorary Degrees Committee (tel: (2)80199, email: felicity.burchett@admin.ox.ac.uk). The completed form should be sent to the Secretary to the Honorary Degrees Committee, University Offices, Wellington Square, or by email to felicity.burchett@admin.ox.ac.uk by **8 May**, under ‘Strictly Confidential’ cover.

While informal soundings within the University will often be desirable, every effort should be made to ensure that publicity is not at any stage given to any specific proposal for the conferral of an honorary degree. All nominations will be considered in strict confidence by the Honorary Degrees Committee, which submits its report to Council at the beginning of Michaelmas term. After discussion, Council will report back to the Honorary Degrees Committee, which will arrive at a list of honorands to put to Congregation.

The names of people on whom degrees by diploma and honorary degrees have recently been conferred may be found in the 2014–15 University Calendar, pp539–543.

This year’s honorands are:

- Professor Wallace Broecker
- Professor Dame Ann Dowling
- Professor Sir Richard Evans
- Dame Hilary Mantel
- Jessye Norman
- Professor Ruth Simmons
- Professor Sir Magdi Yacoub

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**General Notices**

**Gazette publication arrangements**

This is the final Gazette of Hilary term. Publication for Trinity term will begin on 23 April and the normal deadlines will apply.
Examinations and Boards

Changes to Examination Regulations

For the complete text of each regulation listed below and a listing of all changes to regulations for this year to date, please see www.ox.ac.uk/gazette/examinationregulations.

Planning and Resource Allocation Committee and Education Committee

REGULATIONS ON FINANCIAL MATTERS

Regulations for Oxford Bursaries and Tuition Fee Reductions

Explanatory Note

The following changes in regulations amend and update the existing regulations governing Oxford bursaries and tuition fee reductions. They remove all references to students receiving an additional start-up bursary in their first year. This update follows changes to the University’s financial support package for new entrants in 2015–16 that were approved last year. In 2015–16 there will be no such students in receipt of a fee reduction.

The opportunity is taken to make minor changes to the text so as to update the Student Financial Support Team name to Student Fees and Funding.

New wording is underlined, and deleted wording struck through.

Text of Regulations

With immediate effect

In Examination Regulations, 2014, delete from p1018, l39 to p1023, l11 and substitute:  
§6. Regulations for Oxford Bursaries and Tuition Fee Reductions

1. The arrangements described in this section apply to members of the University, entitled, in accordance with the criteria set out in §1, c1, to be charged University fees at the appropriate “home” (and EU) rate, who are working in Oxford:

(a) for the Degree of BA or the Degree of MBiochem or the Degree of MChem or the Degree of MMathCompSci or the Degree of MEarthSci or the Degree of MEng or the Degree of MMath or the Degree of MCompSci or the Degree of MCompPhil or the Degree of MPhys or the Degree of MMathPhil or the degree of MMathPhys (4-year course only), or the degree of BTh (full-time mode only);

(b) for the degree of BFA;

(c) for the First Examination for the Degree of BM;

(d) for the Preliminary Examination in Medicine;

(e) for the Second Examination for the degree of BM;

(f) for the full-time Undergraduate Certificate or Diploma in Theological and Pastoral Studies;

(g) for the Postgraduate Certificate in Education.

2. All students described in c1 above, who are entitled to receive support from a funding agency as described in c6 below, who commenced their studies in 2012–13, 2013–14 or 2014–15 will have moved onto the continuing student rate.

Reference to the Certificate or Diploma in Theological and Pastoral Studies has been changed to Undergraduate Certificate or Diploma in Theological Studies following the change to the course name, and c13 has been removed due to the course fee changing to £9,000 in line with other undergraduate degrees.

Reference to tuition fee reductions for PGCE students, and for first-year students studying for the Preliminary Examination in Medicine (Part II) and Bachelor of Medicine (Second Examination) who were admitted on the accelerated four-year course, have been removed following changes to the University’s financial support package for new entrants in 2015–16. In 2015–16 there will be no such students in receipt of a fee reduction.

The opportunity is taken to make minor changes to the text so as to update the Student Financial Support Team name to Student Fees and Funding.

New wording is underlined, and deleted wording struck through.

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(a) for the Degree of BA or the Degree of MBiochem or the Degree of MChem or the Degree of MMathCompSci or the Degree of MEarthSci or the Degree of MEng or the Degree of MMath or the Degree of MCompSci or the Degree of MCompPhil or the Degree of MPhys or the Degree of MMathPhil or the degree of MMathPhys (4-year course only), or the degree of BTh (full-time mode only);

(b) for the degree of BFA;

(c) for the First Examination for the Degree of BM;

(d) for the Preliminary Examination in Medicine;

(e) for the Second Examination for the degree of BM;

(f) for the full-time Undergraduate Certificate or Diploma in Theological and Pastoral Studies;

(g) for the Postgraduate Certificate in Education.

2. All students described in c1 above, who are entitled to receive support from a funding agency as described in c6 below, will be eligible to be assessed for an Oxford bursary, subject to c4. Bursary levels will be at the rates determined from time to time by Council’s Education Committee and Planning and Resource Allocation Committee. Bursary amounts are set out on the University website. Members of the University described in c1 (d), (e), (g) and (g) are set out in cll 11 to 124.

3. All students described in c1, who are entitled to receive support from a funding agency as described in c6 below, who commenced their programme of study on or after 1 September 2012 and who would otherwise be liable for full University fees as described in §1, will be eligible to be assessed for a reduction in University fees, hereafter referred to as a “tuition fee reduction” subject to c4. The level of the tuition fee reduction will be at the rates determined from time to time by Council’s Education Committee and Planning and Resource Allocation Committee. The different levels of tuition fee reduction are set out on the University website. Special regulations for members of the University described in c1 (d), (e), (g) and (g) are set out in cll 11–134. Students will not be entitled to a cash equivalent of a tuition fee reduction.

4. If a student who is eligible to be charged University fees at the “home” (and EU) rate is not entitled to means-tested maintenance support from his or her funding agency, he or she will not be eligible to be assessed for a bursary or tuition fee reduction in that academic year. Students who are entitled to be assessed by the Student Finance Services Non UK Team, and who are entitled, in accordance with the criteria set out in §1, c1, to be charged fees at the appropriate “home” (and EU) rate, are eligible to be assessed for a bursary or tuition fee reduction, subject to the conditions referred to in c110 below.

5. Students who are repeating a year of their studies at Oxford will be eligible to be assessed for a bursary and/or tuition fee reduction, subject to c4. Students repeating their first year or transferring to year one of a new course described in c1 who were eligible for an additional start-up
bursary in their first year of study will not be eligible for any further start-up bursary.

6. Requirements for the assessment of a student’s household income are as follows:
   (a) A member of the University as described in cl 1 can only be considered for a bursary or tuition fee reduction if he or she is first financially assessed by his or her funding agency and if consent has been given for the University to access this information. Financial assessments will only be accepted from Student Finance England, Student Finance Northern Ireland, Student Finance Wales, the Student Awards Agency for Scotland, the Student Finance Services Non UK Team, the Student Loans Company (SLC) or the National Health Service (NHS). The University will only base a student’s bursary and/or tuition fee reduction upon income information provided to it via the above agencies;
   (b) Special regulations for financial assessments apply to members of the University who are working in Oxford for the Preliminary Examination in Medicine and Second Examination for the degree of BM. These are set out in cl 11 and 12:
   (c) “Home” students are obliged to accept any maintenance grant they become eligible for as a result of financial assessment by their funding agency in order to be eligible to be assessed for a bursary and/or tuition fee reduction. “Home” (and EU) students are not required by the University to take out a maintenance loan or tuition fee loan from their funding agency to be eligible to be assessed for a bursary or for a tuition fee reduction respectively.

7. The annual deadlines for the assessment of bursaries and tuition fee reductions shall be as follows:
   (a) To be assessed for an Oxford bursary and/or tuition fee reduction students must comply with the application deadlines set by their funding agency. Students who fail to comply with requests to provide information to their agency will not be assessed by the University after the deadlines listed in (b) and (c) below;
   (b) To be assessed, or reassessed, for an Oxford bursary students must ensure that they have provided all information to their funding agency in time to ensure their assessment is complete and available to the University from the SLC or other approved agency by 30 May of the academic year in which they wish to be considered for a bursary;
   (c) To be assessed, or reassessed, for a tuition fee reduction students must ensure that they have provided all information to their funding agency in time to ensure their assessment is complete and available to the University from the SLC or other approved agency by 20 December of the academic year in which they wish to be considered for a tuition fee reduction;
   (d) Any student who wishes to be considered for a bursary and/or tuition fee reduction, or for a change in their bursary and/or tuition fee reduction after the dates listed in (b) and (c) above must submit a case to the Student Support Fees and Funding section (Examination Schools, Oxford OX1 4BG) detailing the delay relating to their financial assessment by 30 May of that academic year. The student must confirm when he or she submitted for funding, what difficulties he or she had in being assessed correctly, the action he or she took to rectify this, and provide any corresponding evidence. The student will be expected to respond in a timely manner to any requests for further information from Student Support Fees and Funding. The student must also provide the final financial notification for that year as soon as it is available and no later than 20 December of the following academic year. If the student is in their final year of study, the deadline for submission of the financial support notification is Friday of Week 9 of Trinity term of that year.

8. The arrangements for adjustments to bursaries during an academic year are as follows:
   (a) Each of the regulations in this clause will be subject to the dates and regulations listed in cl 7;
   (b) Students who have received an overpayment of their bursary following a revised household income assessment will not be asked to repay any funds, unless the bursary was obtained due to incorrect information being knowingly submitted to the student’s funding agency by the student or his or her sponsor;
   (c) If a student’s revised household income assessment results in an increased bursary entitlement, subsequent bursary payments will be adjusted upwards to reflect the student’s increased entitlement for the whole year.

The increased bursary payments will be calculated as if the student had been eligible for that level from the start of the academic year;

(d) If a student fails to provide information requested by their funding agency, as a result of which the financial assessment is withdrawn, the University will suspend bursary payments until the student’s assessment has been completed by the funding agency, at which point their bursary entitlement will be re-assessed;

(e) The amount paid per term will be one-third of the total annual bursary to which the student is eligible. Students will be expected to repay their bursary for any term where they have suspended or withdrawn before the bursary payment date, currently Week 4 in Michaelmas term and Week 2 in Hilary and Trinity terms.

9. The arrangements for adjustments to fee liability and tuition fee reductions during an academic year are as follows:
   (a) Each of the regulations in this clause will be subject to the dates and regulations listed in cl 7;
   (b) Students whose revised household income assessment has increased will not be liable for increased University fees, unless the initial tuition fee reduction was obtained due to incorrect information being knowingly submitted to the student’s funding agency by the student or his or her sponsor;
   (c) If a student’s revised household income assessment has reduced, resulting in an entitlement to a larger tuition fee reduction, he or she will receive an additional tuition fee reduction. The level of the tuition fee reduction will calculated as if the student had been eligible for that level from the start of the academic year.

10. The arrangements for changes to bursary and tuition fee reduction entitlement between years are as follows:
   (a) Students entitled, in accordance with the criteria set out in §1, cl 1, to be charged University fees at the appropriate “home” (and EU) rate, and who are entitled to be financially assessed by Student Finance England, Student Finance Northern Ireland, Student Finance Wales, the Student Awards Agency for Scotland, the SLC or the NHS, are required by these funding agencies to apply for financial support each year if they wish to access means-tested support. The assessment
of their household income by their funding agency may change from year to year, and consequently their entitlement to a bursary and/or tuition fee reduction is subject to change each year. Special regulations are set out in cl 11 and 12 for financial assessments for members of the University working for the Preliminary Examination in Medicine (Part II) and Bachelor of Medicine (Second Examination);

(b) Students entitled, in accordance with the criteria set out in §1, cl 1, to be charged fees at the appropriate “home” (and EU) rate, and who are entitled to be financially assessed by the Student Finance Services Non UK Team may have their household income assessed in the first year of study only. Students who wish to have their household income reassessed or continuing year students who wish to be financially assessed for the first time must submit a request to the Student Financial Support section, Examination Schools, Oxford, OX1 4BG.

(c) Students will only be eligible to be assessed for a bursary and/or tuition fee reduction for the period in which they are entitled, in accordance with the criteria set out in §1, cl 1, to be charged University fees at the appropriate “home” (and EU) rate.

11. Special regulations apply for members of the University who are working in Oxford for the Preliminary Examination in Medicine (Part II) and Bachelor of Medicine (Second Examination) where these students were admitted on the accelerated four-year course. These are as follows:

(a) The household income of students in years two to four of their course will be estimated on the basis of the financial assessment of their household income in year one of their course or from their latest NHS (or corresponding authority) bursary assessment as evidenced by the student;

(b) Students will be eligible to be assessed for a tuition fee reduction in all years of their course where household income will be estimated on the basis of the financial assessment of their household income in year one of their course. A tuition fee reduction is not available to those students who are eligible for fee support from the NHS/SLC after the first year of their course;

(c) Students will be eligible to be assessed for a bursary for all years of the course. They will not be eligible for any start-up bursary available to students in cl 11 (a), (b) and (c) in their first year of study.

12. Special regulations apply for members of the University who are working in Oxford for the Bachelor of Medicine (Second Examination) in years four to six of the six-year medicine course:

(a) The household income of students in years five and six of the six-year medicine course will be estimated on the basis of the financial assessment of their household income in year four of their course or from their latest NHS (or corresponding authority) bursary assessment as evidenced by the student;

(b) Students in year four of the course will be eligible to be assessed for a tuition fee reduction;

(c) Students will be eligible to be assessed for a bursary for all years of the course. They will not be eligible for any start-up bursary available to students in cl 11 (a), (b) and (c) in their first year of study.

13. Special regulations apply for members of the University who are working in Oxford for the Certificate or Diploma in Theological and Pastoral Studies:

(a) Students will be eligible to be assessed for the tuition fee reductions advertised on the Faculty of Theology and Religion website and determined from time to time by Council’s Education Committee and Planning and Resource Allocation Committee.

(b) Students will be eligible to be assessed for a bursary for all years of the course. They will not be eligible for any start-up bursary available to students in cl 11 (a), (b) and (c) in their first year of study.

13. Special regulations apply for members of the University who are working in Oxford for the Postgraduate Certificate in History or English Language and Literature at Oxford with the Department for Continuing Education and who progress directly to the second year of the BA in History or the BA in English Language and Literature are eligible to be assessed for any start-up bursary that is normally available to students described in cl 11 (a), (b) and (c) in their first year.

14. If a student believes that his or her bursary or tuition fee reduction has not been processed according to these regulations and/or the bursary and tuition fee reduction rates approved by Council’s Education Committee and Planning and Resource Allocation Committee, he or she should contact the Student Financial Support section, Examination Schools, Oxford, OX1 4BG. Any question of doubt or difficulty relating to the eligibility of individual students for tuition fee reductions and/or Oxford bursaries shall be determined by the Fees Panel, as described in §2, cl 3.

Education Committee

REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS to accommodate changes to examination entry process following change in student record system

Humanities Board

MPhil & MSc in British and European History, from 1500 to the Present replacing current Master of Philosophy in Modern British and European History

MPhil & MSc in Economic and Social History

MPhil & MSc in History of Science, Medicine and Technology

deadline change

MPhil in Greek and/or Latin Languages and Literature revised for greater simplicity and clarity

MPhil in Greek and/or Roman History

MSt in Greek and/or Roman History

(a) option changes

(b) submission deadline changes

MPhil in Islamic Studies and History

change of assessment methods
MPhil in Oriental Studies (Buddhist Studies)
MPhil in Oriental Studies (Cuneiform)
MPhil in Oriental Studies (Modern Middle Eastern Studies)
MPhil in Oriental Studies (Modern South Asian Studies)
MSt in Japanese Studies
FHS in Oriental Studies
FHS in Oriental Studies (Japanese)
   (a) amendments to administrative procedures for the degrees
   (b) tidying up the regulations
MPhil in Oriental Studies
MPhil in Oriental Studies (Classical Indian Religion)
MPhil in Oriental Studies (Egyptology)
MPhil in Oriental Studies (Islamic Art & Archaeology)
MPhil in Oriental Studies (Jewish Studies in the Graeco-Roman Period)
MPhil in Oriental Studies (Modern Chinese Studies)
MPhil in Oriental Studies (Modern Jewish Studies)
MPhil in Oriental Studies (Ottoman Turkish Studies)
MSt in Bible Interpretation
MSt in Chinese Studies
MSt in Classical Armenian Studies
MSt in Classical Hebrew Studies
MSt in Islamic Art and Archaeology
MSt in Jewish Studies in the Graeco-Roman Period
MSt in Oriental Studies
MSt in Syriac Studies
FHS in Oriental Studies (Arabic)
FHS in Oriental Studies (Egyptology & Ancient Near Eastern Studies)
FHS in Oriental Studies (Persian)
   amendments to administrative procedures for the degree
MPhil in Oriental Studies (Traditional East Asia)
   assessment deadline changes
MPhil in Theology
MSt in Theology
   introduction of a clearer, more structured form of presentation and enumeration
MSt in British and European History, from 1500 to the Present
MSt in Islamic Studies and History
   new programme of study
MSt in Greek and/or Latin Languages and Literature
   revised for greater clarity and consistency with MPhil regulations

MSt in Jewish Studies
   (a) syllabus revisions
   (b) amendments to administrative procedures
MSt in Study of Religions
   syllabus updates
All Honour Schools including Philosophy
Honour School of Classics and English
   minor amendments
FHS of English and Modern Languages
   (a) amendment to length of portfolio essays
   (b) clarification of current regulations
FHS of European and Modern Languages
   (a) new option
   (b) amendments to administrative procedures
FHS of History (I)
   new special subject
FHS of History (II)
   removal of an obsolete reference
FHS of History and English
   clarification of allowed combination of English papers
FHS of Medieval and Modern Languages
   (a) to change method of receiving a paper
   (b) to amend a submission date
FHS of Medieval and Modern Languages
   change in paper coverage
FHS of Oriental Studies (I)
Honour School of History of Art
   amendments to options
Honour School of Ancient and Modern History
Honour School of Classical Archaeology and Ancient History
   (a) detailed prescriptions for individual papers relocated from the Examination Regulations to the handbooks
   (b) new paper numbering system

Honour School of Classics and Modern Languages
Honour School of Classics and Oriental Studies
Honour School of Literae Humaniores
   (a) detailed prescriptions for individual papers relocated to handbook
   (b) new paper numbering system
   (c) changes to papers
Honour School of Computer Science and Philosophy
Honour School of Mathematics and Philosophy
Honour School of Physics and Philosophy
   amendments to assessment mode
Honour School of Modern Languages
   corrections to regulations concerning Polish papers
Prelims in Classical Archaeology and Ancient History
Honour Mods in Classics
   simplification of current regulations
Prelims in Modern Languages (I)
Prelims in Modern Languages (II)
   change to set texts
PG Dip in Applied Theology
   clarification of regulations concerning time on the register

Mathematical, Physical and Life Sciences Board
MSC in Applied Statistics
   (a) removal of obsolete clauses
   (b) requirement to submit paper and electronic dissertations
MSC in Mathematical and Theoretical Physics
Honour School of Mathematical and Theoretical Physics
   to allow for online submission in addition to hard-copy submission for certain coursework units

Medical Sciences Board
Honour School of Experimental Psychology (Part II)
   (a) to update the regulations for accuracy
   (b) to require submission of an electronic copy of Research Projects and Library Dissertations
   (c) to change submission deadlines
Honour School of Molecular and Cellular Biochemistry (Part II)
   to align deadlines for publishing lists (A and B) of Part II options with fundamental information about assessment methods to be used
Elections

Nominations for the elections below will close at 4pm on 14 May.

Council
One member of Congregation elected by Congregation from members of the faculties in the divisions of Mathematical, Physical and Life Sciences and of Medical Sciences

Current/Retiring Member  To hold office until
Professor M S Williams, New College  MT 2019

One member of Congregation elected by Congregation from members of the faculties in the divisions of Humanities and of Social Sciences

Current/Retiring Member  To hold office until
Dr E J Smith, Hertford  MT 2019

One member of Congregation, not necessarily being a member of any division and not in any case being nominated in a divisional capacity, elected by Congregation

Current/Retiring Member  To hold office until
Dr F Lannon, Lady Margaret Hall  MT 2017

Note: Full details of Council's remit, composition, functions and powers can be found at: www.admin.ox.ac.uk/statutes/783-121.shtml.

Elected members of Council will ordinarily be expected to serve on a small number of other committees (typically between one and three, usually including at least one of the main committees of Council: i.e PRAC, GPC, Education Committee, Personnel Committee, Research Committee).

For further information, please contact the Deputy University Secretary (emma.rampton@admin.ox.ac.uk).

Committees reporting to Council

AUDIT AND SCRUTINY COMMITTEE
One member of Congregation elected by Congregation from among members of the faculties in the divisions of Mathematical, Physical and Life Sciences and of Medical Sciences who shall not serve on Council or on any committee which in the view of Council has mainline executive authority within the University, or hold any office in the University or any college which involves executive authority

Current/Retiring Member  To hold office until
Professor R W Daniel, Brasenose  HT 2017
For further information, please contact the Secretary (sally.vine@admin.ox.ac.uk).

BUILDINGS AND ESTATES SUBCOMMITTEE
One person elected by Congregation

Current/Retiring Member  To hold office until
Mr M C Bradbury  MT 2018
For further information, please contact the Secretary (ellen.hudsipth@admin.ox.ac.uk).

CONTINUING EDUCATION BOARD
One member of the Department for Continuing Education elected by and from among the members of the department

Current/Retiring Member  To hold office until
Dr T C Buchanan, Kellogg  MT 2018
Note: For the purposes of this election, the members of the department are the professors, readers, University lecturers and other staff on grade 8 and above who work in the department.

For further information, please contact the Secretary (peter.gambles@admin.ox.ac.uk).

CURATORS OF THE UNIVERSITY LIBRARIES
Two members of Congregation elected by Congregation

Current/Retiring Member  To hold office until
Dr K L Blackmon, Merton  MT 2019
Dr H O Donoghue, Linacre  MT 2019
For further information, please contact the Secretary (richard.ovenden@bodley.ox.ac.uk).
**Other Committees and University Bodies**

**VISITORS OF THE ASHMOLEAN MUSEUM**

One member of Congregation elected by Congregation

Current/Retiring Member       To hold office until
Professor M J Burden, New College  MT 2019

Note: Further information on the Visitors can be found at: www.admin.ox.ac.uk/statutes/regulations/489-112.shtml.

For further information, please contact the Secretary (emma.brown@ashmus.ox.ac.uk).

**VISITORS OF THE BOTANIC GARDEN**

One person elected by Congregation

Current/Retiring Member       To hold office until
Professor H C J Godfray, Jesus College  MT 2018

For further information, please contact the Secretary (stephen.harris@plants.ox.ac.uk).

**DELEGACY FOR NOMINATION OF CANDIDATES FOR ECCLESIASTICAL BENEFICES**

Two members of Congregation elected by Congregation

Current/Retiring Member       To hold office until
Professor V D Cunningham, Corpus Christi  MT 2021
Dr S J Gunn, Merton College  MT 2021

For further information, please contact the Secretary (tora.pickle@admin.ox.ac.uk).

**DELEGACY FOR MILITARY INSTRUCTION**

One person elected by Congregation

Current/Retiring Member       To hold office until
Dr C P MacKenzie, Green Templeton  MT 2019

**COMMITTEE FOR THE RUSKIN SCHOOL OF ART**

Two other persons holding teaching posts in the Ruskin School, who shall be elected by all those holding such posts except the Ruskin Master of Drawing under arrangements as per Council Regulations 19 of 2002, regulations 31-39

Current/Retiring Member       To hold office until
Professor B D Catling, Linacre  MT 2018
Professor M Chevska, Brasenose College  MT 2018

For further information, please contact the Secretary (bob.green@ruskin-sch.ox.ac.uk).

**NOMINATING COMMITTEE FOR THE VICE-CHANCELLORSHIP**

Two persons not also being members of Council elected by and from Congregation

Current/Retiring Member       To hold office until
Professor J Savulescu, St Cross College  MT 2022
Professor Sir John Vickers, All Souls  MT 2022

Note: Further information on the board can be found at: www.admin.ox.ac.uk/statutes/regulations/308-072.shtml.

For further information, please contact the Administrative Secretary (nigel.berry@admin.ox.ac.uk).

**VISITATORIAL BOARD PANEL**

Three persons elected by and from Congregation

Current/Retiring Member       To hold office until
Dr N Bowles, Corpus Christi  MT 2019
Dr H O'Donoghue, Linacre  MT 2019
Dr L J Smith, Harris Manchester College  MT 2019

Note: Further information on the board can be found at: www.admin.ox.ac.uk/statutes/regulations/248-062.shtml.

For further information, please contact the Secretary (felicity.burchett@admin.ox.ac.uk).

**HUMANITIES BOARDS**

One person elected by and from among the members of the Faculty of English Language and Literature

Current/Retiring Member       To hold office until
Professor R Douglas-Fairhurst, Magdalen  MT 2016

One person elected by and from among the members of the Faculty of Oriental Studies

Current/Retiring Member       To hold office until
Professor M J Smith, University College  MT 2016

For further information, please contact the Secretary (lynne.hirsch@humanities.ox.ac.uk).

**MATHEMATICAL, PHYSICAL AND LIFE SCIENCES BOARD**

One person elected by and from among the members of the Faculty of Chemistry

Current/Retiring Member       To hold office until
Professor C J Schofield, Hertford College  MT 2019

For further information, please contact the Secretary (saira.shaikh@mpls.ox.ac.uk).

**Faculty Boards**

**BOARD OF THE FACULTY OF CLASSICS**

Two persons elected by and from among the members of the Sub-faculty of Classical Languages and Literature

Current/Retiring Member       To hold office until
Dr R M Armstrong, St Hilda's  MT 2017
Dr R B Rutherford, Christ Church  MT 2017

For further information, please contact the Secretary (administrator@classics.ox.ac.uk).

**BOARD OF THE FACULTY OF ENGLISH LANGUAGE AND LITERATURE**

Four persons elected by and from the members of the faculty of English Language and Literature

Current/Retiring Member       To hold office until
Professor E D Boehmer, Wolfson College  MT 2017
Professor C P Horobin, Magdalen  MT 2017
Professor J C G Pitcher, St John's  MT 2017
Professor D L Wakelin, St Hilda's  MT 2017

For further information, please contact the Secretary (richard.sykes@ell.ox.ac.uk)

**BOARD OF THE FACULTY OF HISTORY**

Nine persons elected by and from among the members of the Faculty of History holding posts on the establishment or under the aegis of the board

Current/Retiring Member       To hold office until
Professor J C Belich, Balliol  MT 2017
Professor T C Buchanan, Kellogg  MT 2017
Professor P Corsi, Linacre  MT 2017
Dr A M Gregory, Pembroke  MT 2017
Dr D M Hopkin, Hertford  MT 2017
Dr B E Jackson, University College  MT 2017
Dr M S Kempshott, Wadham  MT 2017
Professor K H A O Rourke, All Souls  MT 2017
Dr G Tapsell, Lady Margaret Hall  MT 2017

For further information, please contact the Secretary (administrator@history.ox.ac.uk).
BOARD OF THE FACULTY OF LINGUISTICS, PHILOLOGY AND PHONETICS

Two persons elected by and from among the members of the Faculty of Linguistics, Philology and Phonetics

Current/Retiring Member  To hold office until
Professor M D Maiden, Trinity  MT 2017
Dr S Paoli, Balliol  MT 2017

For further information, please contact the Secretary (david.gardner@philosophy.ox.ac.uk).

BOARD OF THE FACULTY OF MUSIC

Two persons elected by and from among the members of the Faculty of Music

Current/Retiring Member  To hold office until
Dr R W Allen, St Peter's  MT 2017
Professor M J Burden, New College  MT 2017

For further information, please contact the Secretary (administrator@music.ox.ac.uk).

BOARD OF THE FACULTY OF PHILOSOPHY

Three persons elected by and from among the members of the Faculty of Philosophy

Current/Retiring Member  To hold office until
Professor R S Crisp, St Anne's  MT 2017
Dr O E E Pooley, Oriel  MT 2017
Dr D M W Wallace, Balliol  MT 2017

For further information, please contact the Secretary (david.gardner@philosophy.ox.ac.uk).

BOARD OF THE FACULTY OF THEOLOGY AND RELIGION

Four Ordinary Members elected by and from among all members of the faculty exclusive of the persons qualified to be Official Members as per Regulation 10 of Council Regulations 19 of 2002

Current/Retiring Member  To hold office until
Dr R A Ellis, Regent's Park  MT 2017
Professor G D Flood, Wolfson  MT 2017
Dr S L Hausern, St Peter's  MT 2017
Dr D N Lincicum, Mansfield  MT 2017

Three Official Members elected by all members of the faculty and from the persons qualified to be Official Members as per Regulation 10 of Council Regulations 19 of 2002

Current/Retiring Member  To hold office until
Canon Professor N J Biggar, Christ Church  MT 2017
Canon Professor S R I Foot, Christ Church  MT 2017
Canon Professor G J Ward, Christ Church  MT 2017

For further information, please contact the Secretary (alison.broadby@theology.ox.ac.uk).

Notes:

Nominations in writing for the elections on 11 June, by four members of Congregation other than the candidate, will be received by the Elections Office, University Offices, Wellington Square, up to 4pm on 14 May.

At least one nomination in respect of each candidate must be made on an official nomination form (available at www.admin.ox.ac.uk/elections/exonolly/forms/index.shtml). Council has decided that nominations should show for each signatory the name and college or department in block capitals. Any names which are not so shown may not be published.

Candidates are invited to include with their nomination forms a written statement of no more than 250 words setting out his or her reasons for standing and qualifications for the office being sought. In the event of a contested election, these statements will be available online at www.admin.ox.ac.uk/elections and published in the Gazette dated 28 May. Voters may wish to wait until they have read these statements before returning their ballot papers.

Ballot papers will be sent out to members of Congregation as soon as possible after the closing date for nominations. Completed ballot papers must be received by the Elections Office not later than 4pm on 11 June.

For further information, please contact the Elections Officer (shirley.mulvihill@admin.ox.ac.uk).

Convocation 19 June

Election of the Professor of Poetry

An election by Convocation will be held in Trinity term 2015 in order to elect the Professor of Poetry, to hold office for four years from the first day of Michaelmas term 2015. A meeting of Convocation will be held on Friday, 19 June 2015, to announce the results.

DUTIES AND STIPEND OF THE PROFESSOR

The duties of the professor are: normally to give one public lecture each term; to deliver an inaugural lecture; normally to offer one more event each term; to give the Creweian Oration at Encaenia every other year (a duty established by convention); each year, to be one of the judges for the Newdigate Prize, the Lord Alfred Douglas Prize and the Chancellor’s English Essay Prize; every third year to help judge the prize for the English poem on a sacred subject; and generally to encourage the art of poetry in the University.

The professor receives a stipend of £12,000 per annum plus £40 for each Creweian Oration. The professor may hold the post in conjunction with another professorship or readership within the University. The post enjoys an association with All Souls College but there may be occasions when the postholder is offered an association by another college (eg if the postholder has a prior association with another college).

Further particulars of the professorship are available on the University website (www.ox.ac.uk/ poetryprofessor2015). Informal enquiries about the post may be made to the Chair of the Faculty of English (seamus.perry@ell.ox.ac.uk).

ELECTION PROCEDURES

Eligibility to vote in this election

All members of Convocation who wish to vote in this election must first register their intention to vote (see ‘Voter registration’ below).

Convocation consists of all the former student members of the University who have been admitted to a degree (other than an honorary degree) of the University, and of any other persons who are members of Congregation or who have retired having been members of Congregation on the date of their retirement.

Membership of Convocation is conferred automatically to members of Congregation whose names have been entered in the Register of Congregation and to degree holders after having attended a formal degree ceremony (either in person or in absentia). Those wishing to verify their current status as members of Convocation are asked to contact their college secretary or departmental administrator.

The functions of Convocation are set out in the University Statutes (www.admin.ox.ac.uk/statutes/780-121.shtml).

Eligibility to stand for election

The single criterion for eligibility, in addition to not having held the Professorship on a previous occasion, is that candidates be of sufficient distinction to be able to fulfil the duties of the post.
Eligibility to nominate in this election

All members of Convocation are entitled to nominate a candidate in this election (see ‘Nominations’ below). Please note that members also wishing to vote must also register their intention to vote (see ‘Voter registration’ below).

Nominations

Nominations by 50 members of Convocation other than the candidate (who need not be a member of Convocation) must be received by the Elections Office at the University Offices, Wellington Square, up to 4pm on Wednesday, 6 May. Copies of the nomination form may be downloaded from the University website (www.ox.ac.uk/poetryprofessor2015) or obtained from the Elections Office (email: poetry.election@admin.ox.ac.uk). Nominations must clearly show for each signatory the name, date of birth, and college or year of matriculation (for degree-holders), or the college or department (for non-matriculated members of Congregation). Faxed nomination forms or electronic signatures will not be accepted. The names of those nominators whose eligibility to nominate has been verified will be published online and in the University Gazette.

Nominations must also be accompanied by a statement signed by the person nominated consenting to the nomination, and including either his/her contact details or the name and contact details of the person he/she has nominated to act as his/her representative to the University throughout the election (the ‘authorised representative’). Faxed candidate forms or electronic signatures will not be accepted. Copies of the form for candidates may also be downloaded from the University website (www.ox.ac.uk/poetryprofessor2015) or obtained from the Elections Office.

Candidate statements

Each candidate for election, or authorised representative, may submit for publication a written statement, of no more than 500 words, setting out the candidate’s reasons for standing. If they so wish, each candidate may include for publication one photograph of themselves and one URL to the candidate’s own website.

These statements must be received by the Elections Office at the University Offices, Wellington Square, by 4pm on Wednesday, 6 May. In the event of a contested election, these statements shall be published in the University Gazette and on the official University website.

Congregation flysheets

Ten or more members of Congregation may arrange to have a flysheet circulated with the Gazette in regard to this election. The rules made by Council governing the circulation of flysheets are given in Appendix B of Congregation Regulations 2 of 2002 (www.admin.ox.ac.uk/statutes/regulations/529-122b.shtml#ToC28141352).

Voting arrangements

If the election is not contested the result will be announced in the Gazette following the close of nominations. In the event of a contested election, a ballot will be conducted by the Electoral Reform Services in accordance with the following procedures and the results announced at a meeting of Convocation on Friday, 19 June.

Voter registration

In the event of a contested election, members of Convocation must register their intention to vote. The registration period will open on Monday, 13 April 2015, and close at noon on Monday, 8 June 2015 (BST). A website will be available during this period for prospective voters to register their intention to vote during the election. Once you have submitted your request to register and confirmed this via an emailed link to your email account, your details will be checked to ensure you are a member of Convocation and eligible to vote in this election. You will be notified by email if your request has been unsuccessful. If you are unable to register online, or have any queries about the registration process, a telephone helpline will be available during the registration period.

Voting

Registered voters will have the option of voting, either online or in person at the University Offices, from Friday, 22 May, until noon on Wednesday, 17 June (BST). Voters who have registered to vote online will be sent instructions on how to vote once their eligibility to vote has been verified. To allow time for verification of eligibility, members wishing to vote in person must register at least five working days before collecting their ballot paper from the University Offices at Wellington Square, Oxford, between 9am and 5pm Monday to Friday. Members voting in person must bring some form of photo identification, such as a University card, Bodleian reader’s card, new-style driving licence or passport.

Result of a contested election

The result of a contested election will be announced by the Proctors in a meeting of Convocation at 4pm on Friday, 19 June, in Convocation House. Members of Convocation wishing to attend the meeting are asked to note that the wearing of gowns is optional. The result will subsequently be reported on the University’s website and published in the Gazette.

FURTHER INFORMATION

Informal enquiries about the post may be made to the Chair of the Faculty of English (seamus.perry@ell.ox.ac.uk).

Further information about election procedures may be found in Council Regulations 8 of 2002 (www.admin.ox.ac.uk/statutes/regulations/1089-120.shtml). Those wishing to verify their current status as members of Convocation are asked to contact their college secretary or departmental administrator.

Media enquiries should be directed to the University of Oxford News and Information Office (email: news.office@admin.ox.ac.uk; tel: +44 (0)1865 280528 or email: matt.pickles@admin.ox.ac.uk; tel: +44 (0)1865 280532).

All other queries should be addressed to the Elections Officer, Ms S.L.S Mulvihill, Council Secretariat, University Offices, Wellington Square, Oxford, OX1 2JD (email: poetry.election@admin.ox.ac.uk; tel: +44 (0)1865 280463).

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