Changes in Examination Regulations to the University Gazette

Social Sciences Board

Approved at the meeting of 25 February 2011

Title of Programme
Certificate in Management Studies

Brief note about nature of change: Clarification of the status of the programme as a Postgraduate Certificate. Revisions to the programme to remove the written examination option, making the course a research-oriented programme examined by dissertation only.

Effective date
With immediate effect

Location of change
In Examination Regulations 2010

Detail of change
Delete from p.1073, l.1 to p.1075 l.21, and substitute:

‘POSTGRADUATE CERTIFICATE IN MANAGEMENT STUDIES

GENERAL REGULATIONS

1. The Academic Policy Committee of the Saïd Business School shall have the power to grant Postgraduate Certificates in Management Studies to candidates who have satisfied the conditions prescribed in this section and any further conditions which the Committee may prescribe by regulation.

2. The examination for the Postgraduate Certificate in Management Studies shall be under the supervision of the Academic Policy Committee of the Saïd Business School which shall have the power, subject to the approval of the Social Sciences Divisional Board,
to make regulations governing the examination.

3. Candidates may be admitted as students for the Postgraduate Certificate of Management Studies under such conditions as the committee shall prescribe, providing that before admission, candidates shall have satisfied the committee that they have appropriate educational experience acceptable to the committee, have relevant professional experience, and are well equipped to enter the proposed course of study.

4. Any person who has been accepted as a candidate for the postgraduate certificate, and who has satisfactorily pursued the course prescribed by the committee, may be admitted to the examination.

5. Every person who has been accepted as a candidate for the postgraduate certificate shall be placed by the committee under the supervision of a member of the University or other competent person selected by the committee. It shall be the duty of the supervisor to direct and superintend the work of the candidate and to submit a report to the examiners on the candidate’s work.

SPECIAL REGULATIONS

1. Candidates of the postgraduate certificate may hold that status for no more than three terms.

2. Candidates are only eligible to be admitted to the Postgraduate Certificate of Management Studies if they have first satisfactorily completed a programme of study approved for this purpose by the Executive Committee of the Saïd Business School.

3. Every candidate for the postgraduate certificate shall pursue a course of study approved by the Academic Policy Committee of the Saïd Business School.

4. Every candidate will be required to satisfy the examiners in the following:

   (a) An extended project of no more than 20,000 words on a subject falling within any field of Management Studies to be agreed by the Programme Director. Three typewritten/word-processed copies of the project must be submitted to the Chairman of Examiners c/o Examinations Office, Said Business School, Park End Street, Oxford, not later than 12 noon on the first Friday of September. The project must be accompanied by a statement by the candidate indicating that it is the candidate’s own work;

   (b) A report by the supervisor on the candidate’s work;

   (c) A viva voce examination.

5. Candidates who fail to satisfy the examiners may re-submit their project on not more than one occasion which shall normally be within six months of the initial failure.

6. (a) If for good cause a student is temporarily unable to carry out his or her coursework, the Executive Committee may grant him or her temporary suspension of status for a minimum of one term and a maximum of three terms. Applications for suspension of status should be made to the Diploma and Accredited Programmes Committee c/o the relevant Graduate Studies Assistant and should be accompanied by a statement of support from the student’s
(b) The Academic Policy Committee may for sufficient reason, and after consultation with the student’s supervisor, temporarily suspend him or her from the Register on its own initiative.’.

**Explanatory Notes**

These changes in regulation revise the title of the programme to make it clear that the course is at PG level (QAA Framework descriptor Level 7). The programme has been revised to make it an entirely research-based project supported by a series of six tutorials, removing the alternative option of a written examination plus written assignment. In its conception, the programme was intended to provide participants of certain advanced management programmes run by Executive Education to extend their study and carry out research with the aim of working towards a formal qualification. In practice, students have almost invariably chosen the dissertation/project route. Admission to the programme continues to depend on successful participation within an Executive Education Programme (such as the Oxford Advanced Management and Leadership Programme) which are approved for this purpose by the Business Schools Academic Policy Committee. The Certificate allows participants to use the learning developed on the Executive Education Programme by applying it through an extended project. The opportunity has also been taken to establish one entry point for the programme (January) and one submission date for the project (September). As the programme is now entirely research-based, the viva voce has been made compulsory.