Medical Sciences Divisional Board

Approved: 20/4/2016

Title of Programme/ Name of Regulation
Honour School of Medical Sciences

Brief note about nature of change: Inclusion of regulations for candidates wishing to change the title of coursework before submission. Other minor amendments to simplify and reduce the length of the regulations.

Effective date
For students starting FHS in second half of TT 2016
And
For first examination from 2016-17

Location of change
In Examination Regulations 2015-16 (http://www.admin.ox.ac.uk/examregs/2015-16/hsofmediscie/administratorview/)

Detail of change
1. In 1.33:
   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 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 no later than the end of Week 8 of that term.

2. In 1.34:
   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 by Friday of Week 4 of Hilary Term in the academic year preceding the examination.

3. In 1.36:
   (ii) **Pre-submission Confirmation Application to change title of project**

4. In 1.37:
   Candidates must provide final confirmation of the details of their project (including title of project and name of supervisor) to the Examiners. 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 48 of Michaelmas/Hilary Term in the academic year in which they intend taking the examination.

5. In 1.39:
   Candidates shall submit a brief Project Report according to guidelines that will be published by the Medical Sciences Board in Week 8 of Hilary Term in the academic year preceding the examination.

6. In 1.40:
   The form of the presentation to the examiners shall be specified in guidelines published by the Medical Sciences Board in Week 8 of Hilary Term in the academic year preceding the examination.

7. In 1.42:
   The copies shall be accompanied (in a separate sealed envelope) by a certificate signed by each candidate indicating that the research project is the candidate’s own work. The certificate shall certify that the supervisor has commented on at least one draft of the written submission. Where work has been produced in collaboration, the certificate shall indicate the extent of the candidate’s own contribution. Each candidate will be required to submit a draft of their Project Report to their supervisor no later than Friday of Week 6 (two weeks before submission to Schools).

8. In 1.49:
   The length and format of the Extended Essay shall be not more than 3,000 words, including figure legends but excluding references. It must be typed and bound according to guidelines that will be published by the Medical Sciences Board in Week 5 of Trinity Term in the academic year preceding the examination.

9. In 1.53:
   No later than noon on Friday of Week 8 of Michaelmas Term in the academic year of the examination, every candidate must submit via Weblearn a completed essay registration form register through the Faculty of Physiological Sciences Undergraduate Studies Office the title of their essay, provide a brief outline of the subject matter, and confirm the main themes to which it relates. A decision on the
application shall be made by the Director of Pre-clinical Studies or his or her deputy and shall be communicated to the candidate not later than Week 4 of Hilary Term in the academic year of the examination.

10. After 1.53, insert:

(iii) Application to change title of essay

If required, candidates may apply to change the title of their essay through the Faculty of Physiological Sciences Undergraduate Studies Office on one occasion and no later than noon on Friday of Week 8 of Hilary Term in the academic year in which they intend taking the examination.

11. In 1.54:

(iii)(iv) Authorship

12. In 1.56:

(iv)(v) Submission

Explanatory Notes

The Faculty’s FHS Course and Exam Policy Committee has reviewed the arrangements for candidates wishing to change the title of their research project and/or extended essay before submission and a small addition to the regulations is required in order to set out the procedure. The Committee would also like to change the regulations to require candidates to submit their completed essay registration forms via Weblearn.

Where dates have been removed from the Regulations for publishing guidance/information for students, these will be included in the course handbook and in the written guidelines for the approval/preparation of submitted work.