

Changes in Examination Regulations to the University Gazette – Social Sciences Division

SSD/2/2/4

Social Sciences Board

Approved at the meeting of Teaching Audit Committee on 20/01/14

Title of Programme

DPhil Geography

Brief note about nature of change: clarification on requirements for DPhil

Effective date

For students starting from MT 2015

Location of change

In *Examination Regulations* 2014

Detail of change

P.845, I14 – P.847, I5:

1. Transfer from Probationer Research Student status to M.Litt, M.Sc, or D.Phil status

The transfer of status normally takes place not later than the third term after admission as a research student. Students are required to demonstrate that the research already accomplished shows promise of the ability to produce a satisfactory M.Litt, M.Sc, or D.Phil thesis on the intended topic. Students are required to submit to the director of Graduate Studies a report title and abstract (of no more than 300 words/one side of A4) by Friday of eighth week Michaelmas Term. Each student will also give a Transfer of Status Presentation of fifteen minutes (plus ten minutes of questions) during noughth week of Hilary Term. Students should submit two copies (and one electronic copy) of a research proposal of no more than 7,500 words, including an outline of research plans, a preliminary review of the literature, methodology progress to date, bibliography and a timetable for completion to the Director of Graduate studies by Friday of eighth week Hilary Term. On receiving the application, the Director of Graduate studies will, on behalf of the Graduate studies Committee, appoint two assessors (normally two members of the academic staff) neither of whom will normally be the student's supervisor. The interviewers will read the

script before submitting to the board their reports and a joint summary statement supporting their recommendation. Students will be required to attend a Transfer of Status Assessment Meeting with their supervisor(s) and transfer of status assessors to discuss their report. These meetings will be held ~~during 1st week of~~ early in Trinity Term. A student whose first application is unsuccessful may be given one further opportunity to apply for transfer, following the procedures laid down, and may apply for an extension of time for one term if this is necessary for the purpose of making the application.

2. Confirmation of D.Phil status

Application for Confirmation of D.Phil status should normally be made not earlier than the sixth term from admission as a research student and not later than the ninth term. The department expects that, in most cases, the conformation will be made immediately after return from field-work and no later than eighth week Trinity Term of the student's third year. No candidate may submit a thesis for the doctoral degree without having first obtained confirmed doctoral status. Any student who does not confirm by the end of their ninth term, will be required to apply for a deferral of confirmation of status and may be allowed up to three terms for this purpose. Any student who fails to confirm status within nine terms of registering as a PRS (or within a maximum of twelve terms where deferral has been approved) will have their student status lapsed. Students who have taken an M.Phil first and were admitted directly to D.Phil status, should confirm status within three terms of starting the D.Phil Any student who fails to confirm within nine terms of starting the M.Phil (or within a maximum of twelve terms where deferral has been approved) will have their status lapsed. The purpose of the submission for confirmed status is to ensure that the candidate is working to a doctoral standard. The confirmation report should show evidence that the research already accomplished gives promise of the ability to produce a satisfactory D.Phil thesis on the intended topic. For this purpose the candidate must submit to the Director of Graduate Studies two copies (together with an electronic version) of a report describing in approximately 3,000 words the aims and methods of the projected thesis. The student will also be required to include with the written work an outline of the proposed thesis, including the topics to be covered in individual chapters, and a timetable for completion. In addition, two substantive chapters of no more than 10,000 words each must also be submitted. Candidates wishing to undertake the D.Phil via scientific papers should substitute the chapters of the thesis with two papers. On receiving the application the Director of Graduate studies will appoint two assessors (normally two academic members of staff) neither of whom will normally be the student's supervisor. The assessors will read the script before submitting to the board their written reports and a joint summary statement supporting their recommendation. Students will be required to meet with their assessors and supervisor at an assessment interview to discuss their report. A student whose first application is unsuccessful may be given one further opportunity to apply for confirmation, following the procedures laid down, normally within one term if necessary for the purpose of making the application. Students will be notified of the outcome and they should receive advice from their supervisor(s) on their confirmation assessment.

3. Submission of theses

Candidates for the Degrees of M.Sc, M.Litt, and D.Phil are required to include a complete ~~submit at least two sets~~ of all maps, diagrams, and other illustrations, ~~one of which should be a reproduction of the original set. The~~ bound into the copy of the thesis deposited in the Bodleian ~~should be one of those with a complete set of maps and illustrations. Applications for leave to present only one set of maps, diagrams and other illustrations may be granted in exceptional circumstances, but such concessions will be granted only very sparingly.~~

~~M.Sc theses should be approximately 40,000 words, inclusive of appendices but exclusive~~

~~of tables, figures, and references. M.Litt theses should not exceed 50,000 words, exclusive of the bibliography, unless for exceptional reasons and on the recommendation of the candidate's supervisor the board otherwise determines. D.Phil theses submitted by students in Geography must not exceed 100,000 words, exclusive of the bibliography but including notes, glossary, appendices, etc., unless for exceptional reasons and on the recommendation of the candidate's supervisor the board otherwise determines.~~

M.Sc theses should not exceed 40,000 words. M.Litt theses should not exceed 50,000 words, and DPhil theses should not exceed 100,000 words. In all case word counts are inclusive of notes, glossary, appendices etc. but exclusive of tables, figures, and bibliography, unless for exceptional reasons and on the recommendation of the candidate's supervisor the board otherwise determines.

A D.Phil thesis may be accepted for examination if comprised of a minimum of four ~~scientific academic~~ papers submitted for publication ~~if not yet accepted or published in peer review journals. The papers do not have to be accepted or published. The papers must be accompanied by a framing document that will normally be between 15,000 and 20,000 words and which comprises an Introduction, Literature Review, Methodology, and Conclusion. Such a body of work will be deemed acceptable provided it represents a coherent and focused body of research. It should include an Introduction, a Survey of Literature, and a Conclusion.~~ Current word limits and conditions remain in place. A D.Phil thesis submitted under this rubric may include joint publications. In that case, the student should normally be the first author for papers submitted as part of their DPhil thesis. Where this is not the case, a clear justification should be given and all co-authors must certify in writing ~~to the Director of Graduate Studies of the School~~ that the majority of the work represents that of the candidate, and a letter to this effect must be submitted with the application for appointment of examiners to the Director of Graduate Studies. There are no restrictions on the number, or order, of other co-authors, reflecting the variation in established academic practice. Papers should be either incorporated as typescript pages or as offprints bound into the body of the thesis. Candidates wishing to proceed in this manner must obtain permission from his/her supervisor, and the School, ~~and the Divisional Board~~ and must be approved at the time of confirmation for D.Phil status. Evidence must also be submitted at ~~the~~this time that at least one academic paper has permission is sought that the scientific papers have been submitted to an identified journals, if not yet accepted or published. If, after an application ~~petition~~ is accepted, a candidate wishes to revert to a standard D.Phil thesis format, the candidate must ~~ledge a petition with~~ submit an application to his/her supervisor, and the School, ~~the Divisional Board~~ showing good cause for the change.

Explanatory Notes

1. Change to timing of Transfer of Status assessment meetings
2. Clarify requirements for inclusion of maps, diagrams and illustrations in theses
3. Clarify requirements associated with the four-paper route to a DPhil

