

## Education Committee

Approved by the Graduate Panel of Education Committee on 24 June 2016

## General Regulations Governing Research Degrees

## Brief note about nature of change:

Changes to the regulations regarding PGR theses to include a new regulation on the use of third-party proof readers and a new regulation setting out the procedure for applying for dispensation from consultation.

With effect from Michaelmas term 2016

## Location of change

In *Examination Regulations* online

## Detail of change

Citation number [1.96]

## §7. Regulations concerning the Examination of Graduate Research Students

2. Preparation and submission of theses for the Degrees of M.Litt., M.Sc. by Research, and D.Phil.

*(ii) Proof-reading*

Work submitted for examination must be solely the work of the candidate, except where otherwise clearly indicated. It is not permitted for a student to ask or allow someone else to make material changes to their work, for example, by rewriting passages of text or rewriting formulae or code. Failure to adhere to these regulations could constitute a breach of academic integrity and contravene the *Proctors' Disciplinary Regulations for Candidates in Examination*.

Candidates are responsible for the proof-reading of their work. Proof-reading by a third party is acceptable provided it constitutes no more than advice on the following: spelling and punctuation, formatting, grammar and syntax. A third party may not be used to change the text of the thesis so as to clarify, develop or change the ideas and arguments, reduce the length of the thesis, provide help with referencing, correct information within the thesis, or

translate the thesis into English.

*(iii) Examiners' copies: binding and presentation*

At the time of their examination, candidates must submit two copies of their thesis, which must be securely and firmly bound in either hard or soft covers. Loose-leaf binding is not acceptable. Candidates are responsible for ensuring that examiners' copies are securely bound and should note that theses which do not meet this requirement will not be accepted.

Fine Art candidates offering studio practice as part of their submission must submit, together with the written portion of their thesis, documentation in appropriate form of the exhibition or portfolio of works to be examined. Wherever possible, this documentation should be bound with the written portion of the thesis.

Candidates should pack each copy of the thesis intended for the examiners into a separate but unsealed parcel or padded envelope, ready in all respects, except the address, to be posted to the examiners when appointed. Each parcel should bear the candidate's name and society and the words 'M.LITT./M.SC./D.PHIL. (as appropriate) THESIS AND ABSTRACT' in BLOCK CAPITALS in the bottom left-hand corner. A slip giving the address to which the examiners should write in order to contact the candidate about arrangements for the oral examination should be enclosed with each copy of the thesis. Candidates are responsible for ensuring that their examiners have no difficulty in communicating with them. The separate copies thus packed should be submitted to the Examination Schools, High Street, Oxford. If sent or posted they should be enclosed in one covering parcel.

The theses of candidates who fail to follow this advice are liable to delay in being forwarded to the examiners.

*(iv) Date of submission of examiners' copies*

Candidates may submit the examiners' copies of their thesis, prepared as described above, at the same time as they apply for the appointment of their examiners. If they intend, however, to submit the examiners' copies at a later date, they will be required to state, at the time of their application for appointment of examiners, the date by which they will submit. This should be as soon as possible after the date of application and may in no case be later than the last day of the vacation immediately following the term in which application for the appointment of examiners has been made.

*(v) Library copies: binding and presentation*

Once the board has granted a candidate leave to supplicate, he or she must submit a finalised copy of the thesis, as approved by the examiners, to the Examination Schools for deposit in the relevant university library. [For candidates admitted on or after 1 October 2007: The candidate must also submit an electronic copy to the Oxford Research Archive. (Candidates whose thesis has been prepared in non-standard media such as to make electronic submission impracticable may apply to the Proctors for exemption from this requirement.)) These should incorporate any corrections or amendments which the examiners may have requested of the candidate. The examiners must confirm in writing in their report to the board that any corrections required have been made.

The library copy of the thesis must be in a permanently fixed binding, drilled and sewn, in a

stiff board case in library buckram, in a dark colour, and lettered on the spine with the candidate's name and initials, the degree, and the year of submission.

Fine Art candidates offering studio practice as part of their submission must submit the written portion of their thesis together with documentation in appropriate form of their exhibition or portfolio of works. Wherever possible, this documentation should be bound with the written portion of the thesis.

Candidates should note that leave to supplicate is conditional upon receipt by the Examination Schools of the library copy of their thesis and [for candidates admitted on or after 1 October 2007, receipt by the Oxford Research Archive of an electronic copy and [for candidates supplicating on or after 1 July 2013] receipt by the Examination Schools of the library copy of the thesis and receipt by the Oxford Research Archive of the electronic copy of the thesis no later than by the end of the fifth day before the date of the degree ceremony booked by the candidate for conferral of their degree and that candidates may not proceed to take their degree until they have fulfilled the requirement [by the stipulated deadline for those supplicating on or after 1 July 2013] to submit a library copy of the thesis and [for candidates admitted on or after 1 October 2007]: an electronic copy (unless an exception to the requirement to submit an electronic copy of the thesis has been granted by the Proctors)].

*(vi) Dispensation from Consultation of Thesis (D.Phil, M.Litt. M.Sc. by Research)*

A candidate may apply to the relevant board for dispensation from consultation of thesis for all or part(s) of the hard copy and/or digital version of his or her thesis if a good reason is presented. Applications should be submitted to the relevant board and should be supported by the student's supervisor. If dispensation from consultation is granted, access to the hard copy and/or digital thesis will be restricted from the date of deposit, and will not be made available for consultation until the approved end date.

In exceptional circumstances, a candidate's supervisor may apply to the relevant board for dispensation from consultation of thesis, or an extension to an existing dispensation from consultation. Every effort should first be made to consult the candidate on the proposed application. The board has the power to grant the supervisor's request provided it is satisfied that the request is appropriate and relevant.

*(vii) Abstracts*

**Explanatory Notes**

The Graduate Panel of Education Committee has approved a new policy on the use of third-party proof readers for longer pieces of written work. This new regulation articulates the requirements of the new policy within the existing regulations for the preparation of PGR theses. Graduate Panel has also approved the inclusion of a new regulation setting out the procedure for applying for a dispensation from consultation of a PGR thesis. This process already exists in practice, but until now has not been underpinned by regulation. The new regulation also permits, in exceptional circumstances, a supervisor to apply for dispensation from consultation in the candidate's absence.