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**Humanities Divisional Board**

**Approved by Academic Studies Committee on 2 June 2020**

**Approved by Division on 5 June 2020**

**Title of Programme/ Name of Regulation**

Honour School of Music

**Brief note about nature of change:** Update/tidy up of regs and change to submission method.

**Location of change**

In *Examination Regulations 2019-20* (<https://www.admin.ox.ac.uk/examregs/2019-20/hschoofmusi/administratorview/>)

**Effective date**

**For students starting from MT 2018**

**For first examination from 2020-21**

**Detail of change**

New text underlined, deletions struck-through:

~~1.6 [For students starting before MT 2019: Candidates may also be examined viva voce.]~~

1.7 *List A* (core subjects)

1.8 (1) Compulsory Paper I (one three-hour paper)

1.9 (2) Compulsory Paper II (one three-hour paper)

1.10 ~~The Board of the Faculty of Music shall approve, and publish each year by notice in the Faculty of Music, not later than the eighth week of Trinity Full Term, a list of specified areas of study in (1) and (2) above for the examination six terms thence.~~

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1.54 Candidates intending to use the electronic studio in connection with either (a) (iii) or (b) (v) are required to have attended the preliminary courses offered to undergraduates in their first year. Details relating to submission are given in the general note below.

Please note that 'electro-acoustic composition' includes both pre-recorded studio work and/or music created through transformation of live sound (eg: live electronics, digital delay, Max/MSP). Candidates may also add electro-acoustic elements to the pieces for mixed ensemble, string quartet and a cappella choir.

1.55 (5) *Dissertation* (portfolio submission)

1.56 Candidates must submit ~~two copies of~~ a dissertation of between 8,000 and 10,000 words (exclusive of bibliography and appendices) which has not been previously submitted for a degree of another university. The subject and title must be approved by the Board of the Faculty of Music. Details relating to approval and submission are given in the general note below.

~~1.57 Please note that 'electro-acoustic composition' includes both pre-recorded studio work and/or music created through transformation of live sound (eg: live electronics, digital delay, Max/MSP).~~

~~1.58 Candidates may also add electro-acoustic elements to the pieces for mixed ensemble, string quartet and a cappella choir; if so doing, each candidate will be responsible for supplying the necessary electro-acoustic equipment/material in a composition workshop setting.~~

1.59 (6) *Edition with commentary* (portfolio submission)

1.60 Candidates must submit ~~two copies of~~ an edition with commentary including a preface of up to 10,000 words and copies of the original sources used (as pdfs or download links). Editions previously submitted, whole or substantially, for the Honour School of Music or a degree of any other institution may not be resubmitted. ~~No edition will be accepted if it has already been submitted, wholly or substantially, for another Honour School or degree of this University, or a degree of any other institution.~~ The work or works to be edited must be approved by the Board of the Faculty of Music. Details relating to approval and submission are given in the general note below.

1.61 (7) *Analysis* (portfolio submission)

1.62 Candidates must submit ~~two copies of~~ an analytical study of ~~not more than~~ between 8,000 and 10,000 words which has not been previously submitted for a degree of another university. The subject and title must be approved by the Board of the Faculty of Music. Details relating to approval and submission are given in the general note below.

1.63 (8) *Music Ethnography* (portfolio submission)

1.64 Candidates must submit ~~two copies of~~ a portfolio of essays and ethnographic work to a total of between 8,000 and 10,000 words (or equivalent). This may be submitted in a variety of formats,

including recordings with commentary, video, photography, transcription and analysis. The subject and title must be approved by the Board of the Faculty of Music. Details relating to approval and submission are given in the general note below.

*1.68(b) Submission of written work*

~~1.69~~ Candidates must also submit two copies of the written work related to the examination of subjects B(4)–(8) by noon on Tuesday of the second week of Trinity Full Term in the academic year of examination. It must be addressed to the Chair of the Examiners, Honour School of Music, Examination Schools, High Street, Oxford. Each submission (but not each copy) must be accompanied by a form of declaration.

~~1.70~~ Each portfolio submitted for the subjects of Techniques of Composition II and Orchestration must be accompanied by a form of declaration.

Candidates must submit two copies of their portfolios related to the examination of subjects B(1), B(2) and B(4) by noon on Tuesday of the second week of Trinity Full Term in the academic year of examination. It must be addressed to the Chair of the Examiners, Honour School of Music, Examination Schools, High Street, Oxford. Each submission (but not each copy) must be accompanied by a form of declaration.

Candidates must submit their written work related to the examination of subjects B(5)–(8) by noon on Tuesday of the second week of Trinity Full Term in the academic year of examination.

The assessments must be submitted by uploading it to the Assignments Section of the FHS Music Submission Weblearn only; no concomitant copy submission may be submitted, for any purpose.

Electronic submissions must be received by the deadline; technical problems external to the WebLearn system will not be accepted as grounds for excusing lateness. Written work shall be submitted as word-processed files converted to PDF with a coversheet as first page of the work, bearing on the front the candidate's examination number but neither their name nor the name of their college. Candidates must themselves retain a copy of each piece of work and must ensure that they receive the email confirming the submission and that the email is retained for future reference.

## **Explanatory Notes**

Most changes are minor. We identified a place where some of the regulations were out of order but this has been corrected here.

The changes noted from section 1.55 onwards reflect the request for change of submission method.

#### Change in Submission Method

The Faculty would like to change its standard submission method of written work (essays rather than portfolios) to digital submission via WebLearn rather than in hardcopy to the Examination Schools.

Before 2020, all submissions for the Faculty of Music were in hardcopy and led to a huge administrative burden for both the Faculty and Exam Schools. In 2019-20, the Faculty trialled digital submissions for our Masters programme. This was successful and the Faculty would now like to roll this out across all programmes for essay-styled work.

Although we are requesting this change for students who have already started on the programme, as they have not submitted any work yet, in reality, this will not be a change for them. This change does not impact their work, only the method of submission for some assessments.