

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

SSD/2/2/4

**Social Sciences Divisional Board**

**Approved by Chair's action on behalf of Teaching Audit Committee on 27/07/2018**

**Title of Programme**

Doctoral Training Programme in Science and Engineering in Arts, Heritage and Archaeology

**Brief note about nature of change:** changes the deadline for Confirmation of Status and to the requirements for article-based theses

**Location of change**

In *Examination Regulations 2017* <http://www.admin.ox.ac.uk/examregs/2017-18/dtpsaeia-heriandarch/>

**Effective date**

**With immediate effect, for all students**

**Detail of change**

1. Amend citation 1.4 as follows:

'(d) Confirmation of D.Phil. Status should normally be achieved not later than the ~~ninth~~ tenth term from commencement on the Doctoral Training Programme. The department expects that, in most cases, the application for confirmation will be made immediately after return from field-work and no later than eighth week ~~Trinity~~ Michaelmas Term of the student's ~~third~~ fourth year on the doctoral training programme. 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~~ tenth term, will be required to apply for a deferral of confirmation of status and may be allowed up to ~~three~~ two terms for this purpose. Any student who fails to confirm status within ~~nine~~ ten terms from commencement on the Doctoral Training Programme (or within a maximum of twelve terms where deferral has been approved) will have their student status lapsed. The purpose of the submission for

confirmed status is to ensure that the student 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. Students 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(s) 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.

2. Amend citation 1.5 as follows:

'(e) A full-time Student for the Degree of D.Phil. in the Centre for Doctoral Training in Science and Engineering in Arts, Heritage and Archaeology, may hold status for twelve terms from commencement on the doctoral training programme. A full-time student for the Degree of M.Litt. or M.Sc. by Research may hold that status for nine terms from commencement on the doctoral training programme (six terms from transfer to Oxford). Candidates for the Degrees of D.Phil., M.Litt., or M.Sc. by Research are required to submit at least two sets of all maps, diagrams, and other illustrations, one of which should be a reproduction of the original set. 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. by Research 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. A D.Phil.

thesis may be accepted for examination if comprised of a minimum of ~~four~~ three scientific papers submitted for publication if not yet accepted or published. 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, all co-authors must certify in writing to the Director of Graduate Studies that the majority of the work represents that of the candidate. Candidates wishing to proceed in this manner must obtain permission from his/her supervisor(s), and the School, and must be approved at the time of confirmation for D.Phil. status. Evidence must be submitted at the time permission is sought that the scientific papers have been submitted to identified journals. If, after a petition is accepted, a candidate wishes to revert to a standard D.Phil. thesis format, the candidate must lodge a petition with his/her supervisor(s), and the School.'

#### **Explanatory Notes**

Extension of the deadline for Confirmation of Status from the ninth to the tenth term, with a reduction in the maximum number of terms for deferral of Confirmation of Status from three to two. There are no issues of vested interest as the change is beneficial to students and the overall maximum number of terms to complete Confirmation of Status including deferrals is unchanged.

Change to the number of papers required for an article-based thesis, from a minimum of 4 to 3. There are no issues of vested interests as the changes are beneficial to students and students can still submit more than 3 papers if they wish.