



# Gazette

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## **Council and Main Committees 2**

Congregation 24 July:  
Degree by Resolution

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Council of the University:  
Register of Congregation

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## **Congregation 2**

Congregation 25 September:  
Degree by Resolution

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Congregation 3 October:  
Oration by the Vice-Chancellor

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Congregation 10 October:

- (1) Voting on Resolutions authorising the use of space for the Department of Experimental Psychology and Department of Zoology following the closure of the Tinbergen Building
- (2) Voting on a Resolution authorising the use of space in a new building due to be constructed as phase 3 of the Botnar Research Centre on the site of the Nuffield Orthopaedic Centre
- (3) Voting on a Resolution authorising the use of space in a new neurosciences building (project 622) at the John Radcliffe Hospital
- (4) Voting on changes to Congregation Regulations 3 of 2002, Part 3: Degree Ceremonies

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## **Notices 8**

Consultative Notices:  
Queen's: Revised Statutes  
Mathematical, Physical and Life  
Sciences Division/Education  
Committee: Review of the  
Department of Materials Science

---

General Notices:  
Statute Approved by Her Majesty in  
Council

---

## **Examinations and Boards 9**

---

Changes to Examination Regulations:  
Planning and Resource Allocation/  
Education Committees  
Education Committee  
Education Committee/Medical  
Sciences Board  
Humanities Board  
Mathematical, Physical and Life  
Sciences Board  
Medical Sciences Board  
Social Sciences Board

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# Council and Main Committees

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## Congregation

24 July

### Degree by Resolution

*This content has been removed as it contains personal information protected under the Data Protection Act.*

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## Council of the University

### Register of Congregation

The Vice-Chancellor reports that the following names have been added to the Register of Congregation:

Adebanwi, A N, St Antony's  
 Baldwin, J C, Brasenose  
 Bharat, T, Sir William Dunn School of Pathology  
 Bradley, R A, Merton  
 Cifuentes Gutierrez, B L, NDORMS  
 Dahlin, K B, Worcester  
 D'Angiolella, V, Oxford Institute for Radiation Oncology  
 Danvers, J J, New College  
 de Baca, M, Worcester  
 Eccles, K E, Pembroke  
 Edmunds, M, Mathematical, Physical and Life Sciences Divisional Office  
 Finn, J E, Saïd Business School  
 Galpin, T J, Saïd Business School  
 George, A F, Wolfson  
 Gerry, C J, St Antony's  
 Gill, M J, St Edmund Hall  
 Gilroy, N R, Bodleian Libraries  
 Glogowska, M, St Hilda's  
 Glover, M, Planning and Resource Allocation Section  
 Graves, L, Green Templeton  
 Hadley, M J, IT Services  
 Hamers, R L, Centre for Tropical Medicine and Global Health  
 Hawes, N A, Pembroke  
 Ingram, A, Faculty of History  
 Kirby, N N P, Brasenose  
 Kong, C T A, Big Data Institute

Kovrizhin, D, Rudolf Peierls Centre for Theoretical Physics  
 Lamb, E R, St Edmund Hall  
 Lambiotte, R, Somerville  
 LaPorte, J M, Lincoln  
 Leek, J, IT Services  
 Livsey, T R, Faculty of History  
 Maylor, H R, Saïd Business School  
 Morrison, A S, New College  
 Nevin, V C, Big Data Institute  
 Nichols, T E P, Big Data Institute  
 Niyazioglu Djagalov, A, Exeter  
 Parameswaran, S A, Hertford  
 Passini, E, Department of Computer Science  
 Paugh, K, Corpus Christi  
 Perkins, R B, Queen's  
 Pitcher, A, Oriel  
 Porter, C, Student Administration  
 Prescott-Couch, A, Lincoln  
 Prince, T M, Magdalen  
 Royall, J A, Somerville  
 Sahnner, C C, St Cross  
 St Noble, V, Faculty of Clinical Medicine  
 Schenk, C R, St Hilda's  
 Scott, H J, Lady Margaret Hall  
 Shogry, S T E, Brasenose  
 Silver, L, St Edmund Hall  
 Simonova, N, Exeter  
 Skokowski, P G, St Edmund Hall  
 Southcombe, J, Keble  
 Sullivan de Estrada, K H, St Antony's  
 Tan, H, St Cross  
 Tapmeier, T T, Nuffield Department of Obstetrics and Gynaecology  
 Thomaz, F, Kellogg  
 Williams, B A, Vice-Chancellor's Office  
 Yadgar, Y, St Anne's

### Divisional and Faculty Boards

For changes in regulations for examinations see 'Examinations and Boards' below.

# Congregation

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## Congregation

25 September

### Degree by Resolution

*This content has been removed as it contains personal information protected under the Data Protection Act.*

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## Congregation

3 October noon,

### Oration by the Vice-Chancellor

The Vice-Chancellor will address the House.

¶ The Oration will be given in Convocation House.

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## Congregation

10 October

¶ Members of Congregation are reminded that any two members may, not later than **noon on 2 October**, give notice in writing to the Registrar that they wish to oppose or amend any of the resolutions at (1), (2), or (3) or the changes to Congregation Regulations at (4) below (see the note on the conduct of business in Congregation below). If no such notice has been given, and unless Council has declared otherwise or the meeting has been adjourned, the resolutions shall be declared carried, and the meeting may be cancelled.

**(1) Voting on Resolutions authorising the use of space for the Department of Experimental Psychology and Department of Zoology following the closure of the Tinbergen Building**

Following the unexpected closure of the Tinbergen Building on 13 February 2017, over 790 staff, doctoral students and associated facilities (including laboratory facilities, testing space, meeting and teaching space, and support space) for the Department of Experimental Psychology and the Department of Zoology required relocation, as well as laboratory teaching facilities occupied by the Department of Biochemistry. Estates Services has worked with the departments to identify space across the University and externally to provide medium-term solutions for the departments until the future of the Tinbergen Building is realised, which could be up to five years.

**DEPARTMENT OF EXPERIMENTAL PSYCHOLOGY**

*(a) New Radcliffe House*

*Explanatory Note*

New Radcliffe House is located on the Radcliffe Observatory Quarter (ROQ) and comprises three floors. The ground floor is occupied by the Jericho Health Centre. The first and second floors have been identified for occupation by the Department of Experimental Psychology as decant space for the medium term, which will be adjacent to the proposed Modular Research Building on the ROQ site.

The first floor of New Radcliffe House had historically been occupied by Oxford University Press, and was handed back to Estates Services on 8 June 2017. The Department of Experimental Psychology occupied this space on 26 June 2017. The second floor of New Radcliffe House is currently occupied by the Department of Zoology; on completion of the Zoology Modular Research Building, expected to be by the end of March 2018, this floor will be released to Experimental Psychology. These spaces will provide a total of approximately 2,146 sqm net usable area (NUA) of office

and meeting space for the Department of Experimental Psychology.

*Text of Resolutions*

**1** That approximately 1,095 sqm NUA on the second floor of New Radcliffe House (building number 553) be allocated to the Department of Experimental Psychology from the end of March 2018 for a period of five years or until a permanent or alternative solution is found if that is sooner.

**2** That approximately 1,051 sqm NUA on the first floor of New Radcliffe House (building number 553) be allocated to the Department of Experimental Psychology from 26 June 2017 for a period of five years or until a permanent or alternative solution is found if that is sooner.

*(b) Experimental Psychology Modular Research Building, ROQ*

*Explanatory Note*

It is proposed that the Department of Experimental Psychology's modular building is located on Plot K on the Radcliffe Observatory Quarter (ROQ). The location of the modular build is considered to be the most suitable location for the department, taking into consideration the proximity of the teaching provision at Worcester College and the adjacency of New Radcliffe House. It will provide approximately 1,900 sqm NUA of office, meeting and testing space. The majority of the department's testing space will be located on the ground floor in sub-sections for the relevant research groups, with there being a Cognitive Neuropsychology Centre, Developmental Science Centre and Cognitive Neuroscience Centre. The first floor will predominantly accommodate a mix of PI offices, shared workspaces and two open-plan testing rooms. It is anticipated that the modular building will be complete by the end of January 2018.

*Text of Resolution*

That approximately 1,900 sqm NUA in the proposed Experimental Psychology Modular Research Building on the ROQ site (building number 616) be allocated to the Department of Experimental Psychology from completion of the building, expected

to be by the end of January 2018, for a period of five years or until a permanent or alternative solution has been found if that is sooner.

**DEPARTMENT OF ZOOLOGY**

*(a) Zoology Modular Research Building, University Sports Field*

*Explanatory Note*

It is proposed that the Department of Zoology's modular building is located on the University Sports Field. This would be adjacent to the modular teaching building for the BA in Biological Sciences, a shared undergraduate degree between the Departments of Zoology, Plant Sciences, and Biochemistry. The proposed modular building will provide approximately 2,200 sqm NUA of office, meeting and Cat 2-ready laboratory space. The ground floor will comprise laboratories and associated support space, meeting and seminar space, and PI offices. The first floor is dedicated to both open-plan and PI office space.

*Text of Resolution*

That approximately 2,200 sqm NUA in the proposed Zoology Modular Research Building, on University Sport's field site, (building number 615) be allocated to the Department of Zoology from completion of the building, expected to be by the end of March 2018, for a period of five years or until a permanent or alternative solution has been found if that is sooner.

*(b) Modular Teaching Building, University Sports Field*

*Explanatory Note*

It is proposed that the laboratory teaching for the Biochemistry and Biological Sciences undergraduate course will be accommodated in a modular building on the University Sports Field, alongside the Department of Zoology's research modular building. This will provide approximately 1,376 sqm NUA across two large identically sized teaching laboratories. Due to departmental teaching preferences one will accommodate 112 people and the other 124 people. The building provides shared prep facilities including a glass

store, autoclave and technicians' office space. In addition, the building will provide breakout space and toilet facilities for students. It is recommended that the space is divided equally in its allocation between the Departments of Zoology and Biochemistry, in line with the occupation of laboratory teaching provided in the Tinbergen Building. It is expected that this will be handed to the University by 25 October 2017; fit-out and set-up of this space will then need to be undertaken. It is recommended that half of the building be allocated to the Department of Zoology and the remainder to the Department of Biochemistry, for a period of five years, or until a permanent or alternative solution has been found.

#### *Text of Resolutions*

**1** That approximately 688 sqm NUA (half of the building) in the proposed modular teaching laboratories on the University Sports Field site (building number 614) be allocated to the Department of Zoology from completion of the building, expected to be by the end of October 2017, for a period of five years or until a permanent or alternative solution has been found if that is sooner.

**2** That approximately 688 sqm NUA (half of the building) in the proposed Modular Teaching Building on the University Sports Field site, (building number 614) be allocated to the Department of Biochemistry from completion of the building, expected to be by the end of October 2017, for a period of five years or until a permanent or alternative solution has been found if that is sooner.

#### **(2) Voting on a Resolution authorising the use of space in a new building due to be constructed as phase 3 of the Botnar Research Centre on the site of the Nuffield Orthopaedic Centre**

##### *Explanatory Note*

The Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences (NDORMS) runs the Botnar Research Centre, a two-storey building located at the rear of the Nuffield Orthopaedic Centre (NOC) in Headington. The Botnar Research Centre was built

in two main phases in 2002 and 2013 by an orthopaedics fundraising charity, Nuffield Orthopaedics Limited (NOL), for occupation by the University's Institute of Musculoskeletal Sciences.

The Botnar Research Centre is home to around 300 staff and postgraduate students, funded by grants of over £50 million and supported by the NIHR, the MRC, the Wellcome Trust, Arthritis Research UK, Cancer Research UK and the European Commission. Due to its success, additional office and laboratory space is needed as current staff are working in areas originally allocated for meeting rooms and social areas. Workstation desks have also been added to existing open-plan office areas to accommodate an additional 105 staff over and above the 200 originally planned.

In view of the rapid growth of the centre, and following further fundraising, NOL now proposes to build a third phase for the institute which will house a new centre for biomaterials research for regenerative medicine. The new building will accommodate up to 120 staff, around 67 of whom will move from the existing Botnar buildings, freeing up space in the existing Botnar Centre designed for use as meeting rooms and social areas.

Although built in different phases, the existing buildings are immediately adjacent to each other and physically interlinked to comprise one effective entity. The new building, which will comprise around 575 sqm NUA of office space on the ground floor and around 560 sqm NUA of laboratories (including a new clean room) on the first floor, will be sited on the opposite side of the access road to the existing buildings, but linked to them by a glazed bridge link spanning the road at first-floor level. The freehold of the entire NOC site is owned by Oxford University Hospitals NHS Foundation Trust ("the Trust"). NOL is the head leaseholder of the existing Botnar Research Centre buildings. NOL has granted occupational leases of the Botnar buildings to the University, on terms which mirror the terms of NOL's own head-leases. The leases are interlinked in terms of alienation and break options, so that no lease can be terminated in isolation from the others - ie

the University must occupy all or none of the buildings.

NOL will construct the new Phase 3 building and take a further head-lease from the Trust on terms which will broadly mirror those of the existing Botnar leases. On completion of the new building, NOL will grant the University an under-lease, mirroring the relevant terms of NOL's own head-lease.

#### *Text of Resolution*

That approximately 1,135 sqm NUA in a new building due to be constructed as phase 3 of the Botnar Research Centre on the site of the Nuffield Orthopaedic Centre be allocated to the Department of Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences, with effect from the date on which the under-lease commences until 9 February 2062.

#### **(3) Voting on a Resolution authorising the use of space in a new neurosciences building (project 622) at the John Radcliffe Hospital**

##### *Explanatory Note*

The Nuffield Department of Clinical Neurosciences (NDCN) is largely based at the John Radcliffe Hospital (JRH), which is owned by the Oxford University Hospitals NHS Foundation Trust ("the Trust"). Much of this space is in embedded accommodation within the West Wing of the hospital, as well as pockets elsewhere throughout the main hospital. NDCN also occupies a standalone building at the JRH which houses the Centre for Functional MRI of the Brain (FMRIB), recently renamed as the Wellcome Centre for Integrative Neuroimaging (WCIN) following awards from the Wellcome Trust for that purpose.

NDCN is a highly translational department that spans anaesthetics, neurology and ophthalmology, alongside world-leading neuroimaging that supports a lot of Oxford's broader imaging efforts. The department has grown by close to 50% in the six years since it was formed but without any additional research space being available to it. Its space needs have become critical and its inability to expand has now started to impact on the retention of the best research staff. The acquisition of more space at the

JRH is central to every aspect of NDCN's academic vision and the department's ability to maintain its excellent performance through the recruitment and retention of the best researchers.

The department includes the Stroke Prevention Research Unit, one of the most productive cerebrovascular research groups in the world. However, the unit's growth has been constrained in recent years by lack of facilities. As a result, NDCN has secured funding from both the Wolfson Foundation and the Wellcome Trust for the creation of a new Centre for the Prevention of Stroke and Dementia (CPSD). Having considered various alternative options, it is proposed to construct a new building on the site of the JRH to house the new centre. The new building (currently known as project 622) will also provide additional space for researchers from the WCIN, which will ease cramped working conditions in the existing WCIN building and allow for space to be made available in the existing facility for the creation of a ground floor reception area as well as improving patient consultation spaces.

The new building is to be located towards the rear of the JRH site, outside the inner hospital ring road and opposite car park 1, where the existing WCIN building is situated. It is proposed that the new building is built over three floors to provide 817 sqm NUA for the CPSD over all three levels, with a further 403 sqm NUA for the WCIN over the two upper floors. The two centres will each be largely self-contained within the building, although they will share some core facilities. The majority of the space in the new building will provide desk space, shared offices, meeting rooms and training rooms. The ground floor, where research participants will be seen in the CPSD, will include a clinical research facility with a small amount of laboratories, as well as storage and consultation rooms.

In total the building has been designed for a maximum capacity of 180 staff, comprising 117 in the CPSD and 63 in the WCIN. Of these, it is estimated that approximately 110 will come immediately from within existing space on the JRH: around 45 staff from the existing WCIN building, with a further 65

CPSD staff coming from levels 05 and 06 in the West Wing, releasing space back to NDCN for other research groups.

The 622 site is currently used by the Trust for staff parking and contractors' site cabins. The construction of the new building will be undertaken by the University under a lease to be granted to the University by the Trust, together with a Licence for Works. The project includes the reprovision of 16 car-parking spaces on the 622 site, to be handed back to the Trust and retained within their ownership. The project also provides for works to improve accessibility to the new building from car park 1 and the main hospital. Overall, the project results in a loss of 30 Trust car-parking spaces, which the Trust will address as part of their review of travel and transport at the JRH site.

#### *Text of Resolution*

That approximately 1,220 sqm NUA in a new building due to be constructed on the site of the John Radcliffe Hospital be allocated to the Nuffield Department of Clinical Neurosciences, with effect from the date on which the lease commences for a period of 60 years.

#### **(4) Voting on changes to Congregation Regulations 3 of 2002, Part 3: Degree Ceremonies**

##### *Explanatory Note*

The following changes are made to regulations concerning the conduct of Degree Ceremonies, following consideration by the Vice-Chancellor's and Proctors' Degree Ceremonies Advisory Group (membership of which includes college representatives):

##### *Major changes*

a. An extension of the time limit, past which graduands withdrawing from a ceremony are required to receive their degree *in absentia*, from 15 days to 60 days. A limit of 30 days has been in operation since 2013, but, in error, the regulations were not updated at that time. The increase in time limit from 30 days to 60 days is intended to enable the Degree Conferrals Office and colleges to fill more effectively spaces created by withdrawals (between 30 and

60 days) with graduands on the waiting list. Any graduand withdrawing from a ceremony after the 60-day cut-off will be required to receive their degree *in absentia* unless they can demonstrate exceptional circumstances.

b. An insertion to record the form of declaration to note that the posthumous granting of a certificate recognising the academic achievement of a student who has died after the successful completion of their studies (to accommodate changes approved by Council in Michaelmas term 2016).

c. A change in the presentation of undergraduate masters' awards, enabling colleges to present their own students (as for BA students).

##### *Minor changes*

a. Deletion of section 3.3 relating to degrees conferred in or before June 2013 as it is no longer applicable.

b. Deletion of sub-clauses in 3.3, moving some content elsewhere in regulations and some to the University website.

c. Amendment to section 3.8 (new 3.9), which currently requires colleges to provide a certificate for each student, to state that colleges provide a list of students, to reflect current practice.

d. Addition in section 3.20 to clarify academic dress to be worn by graduands as prescribed in the University Student Handbook.

##### *Text of Regulations*

**1** In Part 3 of Congregation Regulations 3 of 2002, concerning degree ceremonies, amend regulations 3.1–3.22 as follows (new text underlined, deleted text struck through):

#### **'Part 3: Degree Ceremonies**

##### **Degree days**

3.1. In Hilary Term each year the Vice-Chancellor shall determine, and the Registrar shall forthwith publish in the *University Gazette*, the dates of the degree ceremonies to be held in the next academic year but one, except that the Vice-Chancellor may, in the exercise of his

or her powers under regulation 1.2 of the Regulations for the Conduct of Business in Congregation, subsequently determine that one or more additional degree ceremonies shall be held in the year concerned. The Degree Conferrals Office shall agree with each college, society, Permanent Private Hall, or other designated institution the dates at which their candidates will be presented. In the event that agreement cannot be reached, the Vice-Chancellor shall make the final adjudication.

3.2. Degrees conferred at any meeting of Congregation summoned by the Vice-Chancellor between the end of Trinity Term and the beginning of Michaelmas Term shall be reckoned for all purposes as if conferred on the last day of the preceding Trinity Term.

### Entry of names

#### *For degrees conferred in or before June 2013*

3.3. The names of candidates for degrees shall be entered at the University Offices, not later than noon of the fifteenth day before the degree day, by some person deputed by the college, society, hall, or other designated institution to which they belong; and entry shall be subject to the following conditions:

- (1) the Vice-Chancellor shall have power for some reasonable cause to dispense from the provisions of these regulations;
- (2) once a candidate's name has been entered, if he or she is eligible to be admitted to the degree(s) concerned he or she may not withdraw from the ceremony and shall be so admitted to the degree(s) concerned whether in person or in absence;
- (3) candidates who being qualified at the time have nevertheless failed to have their names so entered on the fifteenth day before the degree day shall be at liberty to have them entered in the prescribed manner not later than 5 p.m. on the day preceding the degree day on payment of a late fee, as determined from time to time by the Planning and Resource Allocation Committee and set out in Appendix 1 of the Examination Regulations, in addition to any degree fee;

(4) candidates who have become qualified for their degree by passing an examination on any of the fifteen days preceding the degree day may have their names entered in the prescribed manner not later than 5 p.m. on the day preceding the degree day, but such candidates shall not pay any additional late fee;

(5) a candidate shall be admitted in person to not more than one degree at each ceremony (normally the superior of the degrees for which he or she has been given leave to supplicate) but may be admitted in absence at the same ceremony to any other degree(s) for which he or she has been given leave to supplicate.

#### *For degrees conferred after June 2013*

3.3. The names of candidates for degrees will be confirmed by the Degree Conferrals Office through the degree ceremonies booking system no later than fifteen ~~sixty~~ days before the degree day, and shall be subject to the conditions as published from time to time on the webpage concerning the participation of candidates in degree ceremonies. The Vice-Chancellor shall have power for some reasonable cause to dispense from the provisions of this regulation. The following conditions:

- (1) the Vice-Chancellor shall have power for some reasonable cause to dispense from the provisions of these regulations;
- (2) if a candidate is eligible to be admitted to the degree(s) concerned, he or she may not withdraw from the ceremony during the fifteen day period before the degree day, and shall be admitted to the degree(s) concerned, either in person or in absence;
- (3) a candidate shall be admitted in person to not more than one degree at each ceremony (normally the superior of the degrees for which he or she has been given leave to supplicate) but may be admitted in absence at the same ceremony to any other degree(s) for which he or she has been given leave to supplicate.

3.4. If a candidate who failed to attend a degree ceremony and consequently

was admitted to a degree *in absentia* wishes to graduate in person at a future ceremony, an application may be made to the Vice-Chancellor and Proctors (via the Degree Conferrals Office) for the award of the degree(s) to be set aside in certain exceptional circumstances. If approved, the candidate may then be admitted to the same degree(s) in accordance with regulation 3.3 (above). If a degree certificate relating to the graduation *in absentia* has already been issued, it must be returned with the application.

3.5. A candidate shall be admitted in person to not more than one degree at each ceremony (normally the superior of the degrees for which he or she has been given leave to supplicate) but may be admitted in absence at the same ceremony to any other degree(s) for which he or she has been given leave to supplicate.

3.56. Each candidate for a degree shall be presented by a Master of Arts of his or her own college, society, hall, or other designated institution (unless the Vice-Chancellor has given leave otherwise), except that:

- (1) candidates for the Degrees of Bachelor of Divinity and Doctor of Divinity shall be presented by the Regius Professor of Divinity;
- (2) candidates for the Degrees of Magister Juris, Bachelor of Civil Law, and Doctor of Civil Law shall be presented by the Regius Professor of Civil Law;
- (3) candidates for the Degrees of Bachelor of Medicine, Master of Surgery, and Doctor of Medicine shall be presented by the Regius Professor of Medicine;
- (4) candidates for the Degree of Doctor of Letters shall be presented by the Regius Professor of Greek;
- (5) candidates for the Degree of Doctor of Science shall be presented by the Sedleian Professor of Natural Philosophy;
- (6) candidates for the Degree of Doctor of Music shall be presented by the Heather Professor of Music;

(7) candidates for the Degrees of Master of Theology and Bachelor of Theology shall be presented by the head of their college, society, hall, or other designated institution or by his or her deputy;

(8) candidates for the Degree of Doctor of Clinical Psychology shall be presented by the Principal of Harris Manchester College or the Principal's deputy.

3.67. (1) Each of the professors specified in regulation 3.56 (1)–(6) above may appoint a Master of Arts to deputise for him or her.

(2) If the Master of Arts or other person presenting a candidate on behalf of his or her college, society, hall, or other designated institution or as deputy to a professor is not a member of Congregation, that Master of Arts or other person shall be deemed to be such a member for the purposes, and only for the purposes, of the meeting of Congregation at which the candidate is presented by him or her.

3.78. The Vice-Chancellor and Proctors may direct that the name of any candidate be removed from the list of candidates, subject to the following conditions:

(1) the reason for the removal shall be stated in writing to the candidate and to his or her college, society, hall, or other designated institution;

(2) if the name is removed from a list on more than one occasion, the candidate's college, society, hall, or other designated institution may require that the name be put to Congregation at a subsequent ordinary meeting by a Proctor with the reasons which led the Vice-Chancellor and Proctors to remove it and that, after a representative of the college, society, hall, or other designated institution has had the opportunity to speak, the name shall be put to the vote;

(3) notice of the putting of a name to Congregation in this way shall be given by the Registrar in the *University Gazette* not less than fourteen days before the meeting at which the name is to be put.

### Order of ceremonies

3.8. (1) ~~Each college, society, hall, or other designated institution shall supply for each of its candidates a certificate, signed by the appropriate officer, testifying that the candidate has resided and studied within the University for the number of terms required by the relevant regulations and has satisfied all the other requirements laid down by statute or regulation for the degree concerned, and that the college, society, hall, or other designated institution has granted a grace to the candidate for the degree concerned.~~

3.9. (1) Each college, society, hall, or other designated institution shall confirm the list of candidates who have satisfied all requirements, and that the college, society, hall, or other designated institution has granted a grace to the candidate for the degree concerned.

(2) The form of the grace for each degree shall be prescribed by the Vice-Chancellor.

(3) At the beginning of the ceremony the Registrar shall testify that graces have been given for all candidates and that he or she is satisfied that they are qualified for the degree for which they are supplicating.

(4)

3.10. (1) The Registrar shall also testify, if a college, society, hall, or other designated institution shall so request and shall provide a grace, that a deceased member of that college, society, hall, or other designated institution, whom he or she shall name, had fulfilled all the requirements for admission to the degree concerned.

(2) Following the Registrar's testimony, one of the Proctors shall, in respect of any such member, declare, in the form specified in regulation 4.1 in Part 4 of these regulations, that a certificate shall accordingly be issued.

3.911. One or other of the Proctors shall read out (in the form specified in regulation 4.12 (1) in Part 4 of these regulations) the names

of those supplicating for the various degrees, except that the names of those supplicating for degrees in absence shall not be read out, and the supplications of those persons shall be presented to Congregation in the formula set out in regulation 4.12 (2) in Part 4 of these regulations.

3.1012. After the names have been read out, the Proctors shall seek the approval of Congregation, and if this is given shall announce the fact with the words: "*Hae gratiae concessae sunt, et sic pronuntiamus concessas.*"

3.1113. The candidates shall be presented to the Vice-Chancellor with the appropriate formula as specified in regulation 4.23 in Part 4 of these regulations.

3.1214. One of the Proctors shall say to those supplicating for the Degrees of Doctor of Divinity, Doctor of Civil Law, Doctor of Medicine, Master of Surgery, or Master of Arts:

*"Domini Doctores, Magistri (or Domini), vos dabit is fidem ad observandum statuta, privilegia, consuetudines, et libertates istius Universitatis.*

*"Item quod quum admissi fueritis in domum Congregationis et in domum Convocationis, in iisdem bene et fideliter, ad honorem et profectum Universitatis, vos geretis. Et specialiter quod in negotiis quae ad gratias et gradus spectant non impediatis dignos, nec indignos promovebitis.*

*"Item quod in electionibus habendis unum tantum semel et non amplius in singulis scrutiniis scribetis et nominabitis; et quod neminem nominabitis nisi quem habilem et idoneum certo sciveritis vel firmiter credideritis."*

and the candidates shall reply: "*Do fidem.*"

3.1315. To those supplicating for any other degree, one of the Proctors shall say:

*"Vos dabit is fidem ad observandum omnia statuta, privilegia, consuetudines, et libertates istius Universitatis, quatenus ad vos spectent."*

and the candidates shall reply: "*Do fidem.*"

3.1416. The Vice-Chancellor shall admit the candidates with the appropriate formula as specified in regulation 4.34 in Part 4 of these regulations.

3.1517. When the conditions laid down in regulation 1.3 of the Regulations for Degrees, Diplomas, and Certificates for the conferment of a degree in absence are satisfied, if Congregation is willing, the degree shall be conferred in the following form which shall be recited by the Vice-Chancellor:

*"Ego Vice-Cancellarius, auctoritate mea et totius Universitatis, admitto ad eum gradum quem quisque petat eos quibus etiam in absentia supplicare licuit ut per schedulas rite a Registrario compositas satis apparet."*

3.1618. After admission the candidates shall depart, and shall subsequently return wearing the academic dress of the degree to which they have been admitted.

3.1719. The precise ordering of the ceremony within the framework laid down in this section shall be determined by the Vice-Chancellor and Proctors.

3.1820. (1) Notwithstanding the provisions of regulations 3.1–3.1719 above, a degree day shall be deemed to have been held on the Saturday of the first week of each Hilary Full Term, and on such other days as Council may in exceptional circumstances determine, for the purpose of the conferment of degrees in absence.

(2) The names of candidates for such a degree day shall be entered in accordance with regulations 3.3–3.78 above.

(3) The Vice-Chancellor shall then have power to declare the degrees conferred without holding the meeting of Congregation.

3.21. Candidates shall wear academic dress as prescribed from time to time in the Student Handbook.

### **Ceremonies for persons who have not been matriculated by the University**

3.1922. Notwithstanding the provisions of regulations 3.3 and 3.78 above and of regulation 1.1 of the Regulations for Degrees, Diplomas, and Certificates, when appropriately qualified candidates who have not been matriculated by the University are admitted to degrees of the University their admissions (whether in person or in absence) shall take place at special ceremonies arranged for this purpose.

3.2023. The dates of such ceremonies shall be as determined from time to time by the Vice-Chancellor and when determined shall forthwith be published in the *University Gazette*.

3.2124. The precise ordering of such ceremonies shall be as determined from time to time by the Vice-Chancellor and Proctors, except that the forms of supplication, forms of presentation, and forms of admission used in the ceremonies, shall (with any necessary substitutions), be as specified in Part 4 of these regulations.

### **Incorporation**

3.2225. (1) The forms of supplicating, presentation, and admission for incorporation in person under regulations 1.7–1.18 of the Regulations for Degrees, Diplomas, and Certificates shall be as set out in regulations ~~3.23–3.27~~ 3.26–3.30 below.

(2) The procedure for incorporation in absence shall be the same (with any necessary substitutions) as the procedure for other conferments of degrees in absence.'

**2** Ibid, renumber regulations 3.23 to 3.27 as 3.26 to 3.30 respectively.

**3** Ibid, replace Part 4 (concerning Forms of Supplication, Presentation and Admission), as follows (new text underlined, deleted text struck through):

### **'Part 4: Forms of Declaration, Supplication, Presentation, and Admission**

#### **Forms of declaration**

4.1. The form of declaration under regulation 3.10 in Part 3 of these regulations shall be:

Propter formulam nuper a Registrario pronuntiatam, testimonium, in quo demonstratur scholarem supra memoratum (or scholarem supra memoratam), omnia ante excessum compleuisse, quae per Statuta requiruntur, ut ad gradum supra memoratum admitteretur, dabitur.

#### **Forms of Supplication**

4.12. The forms of supplication under regulation 3.911 in Part 3 of these regulations shall be as follows.

##### (1) Degrees in person

Supplicant venerabili Congregationi Doctorum et Magistrorum regentium hi Studiosi (or hae Studiosae) qui compleverunt omnia quae per statuta requiruntur (nisi quatenus cum eis dispensatum fuerit); ut haec sufficient, quo admittantur ad gradum enumeratum.

[...]

##### (2) Degrees in absence

Supplicant in absentia venerabili Congregationi Doctorum et Magistrorum regentium omnes quorum nomina in schedulis rite a Registrario conscripta sunt, qui omnia praestiterunt quae per statuta requiruntur (nisi quatenus cum eis dispensatum fuerit); ut haec sufficient, quo admittantur ad eum gradum quem quisque petat.



**Forms of Presentation**

4.23. The formulae for the presentation of candidates to the Vice-Chancellor under regulation 3.113 in Part 3 of these regulations shall be as follows.

*(1) Bachelor of Arts*

Insignissime Vice-Cancellarie, vosque egregii Procuratores, praesento vobis hunc meum scholarem (or hos meos scholares) in facultate Artium, ut admittatur (or admittantur) ad gradum Baccalaurei in Artibus.

[...]

*(21) Master of Biochemistry, Chemistry, Computer Science, Earth Sciences, Engineering, Mathematics, Physics, Mathematics and Computer Science, Mathematics and Philosophy, Mathematics and Physics, Physics and Philosophy, and Computer Science and Philosophy*

Insignissime, etc., praesento vobis hos meos scholares in facultate Artium, ut admittantur ad gradum Magistri in Biochimia, vel Chimia, vel Scientia Computatoria, vel Scientiis Terrenis, vel Ingeniaria, vel Mathematica, vel Physica, vel Mathematica et Scientia Computatoria, vel Mathematica et Philosophia, vel Mathematica et Physica, vel Physica et Philosophia, vel Scientia Computatoria et Philosophia prout in schedula a Registrario scriptum est.

Insignissime, etc, praesento vobis hos meos scholares et has meas scholares in facultate Artium, ut admittantur ad gradum Magistri in illis scientiis quae in schedula a Registrario publicata scriptae sunt.

[...]

**Forms of Admission**

4.34. The forms of admission under regulation 3.1416 in Part 3 of these regulations shall be as follows.

*(1) Bachelor of Music*

Domine (or Domini, if more than one), ego admitto te (or vos) ad gradum Baccalaurei in Musica.

[...]

*(16) Master of Biochemistry, Chemistry, Computer Science, Earth Sciences, Engineering, Mathematics, Physics, Mathematics and Computer Science, Mathematics and Philosophy, Mathematics and Physics, Physics and Philosophy, and Computer Science and Philosophy*

Domini, ego admitto vos ad gradum Magistri in Biochimia, vel Chimia, vel Scientia Computatoria, vel Scientiis Terrenis, vel Ingeniaria, vel Mathematica, vel Physica, vel Mathematica et Scientia Computatoria, vel Mathematica et Philosophia, vel Mathematica et Physica, vel Physica et Philosophia, vel Scientia Computatoria et Philosophia prout in schedula a Registrario scriptum est; insuper auctoritate mea et totius Universitatis, do vobis potestatem legendi, et reliqua omnia faciendi quae ad eundem gradum spectant.'

**Note on procedures in Congregation**

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 ([www.admin.ox.ac.uk/statutes/regulations/529-122.shtml](http://www.admin.ox.ac.uk/statutes/regulations/529-122.shtml)). A printout of these regulations, or of any statute or other regulations, is available from the Council Secretariat on request. A member of Congregation seeking advice on questions relating to its procedures, other than elections, should contact Mrs F Burchett at the University Offices, Wellington Square (telephone: (2)80199; email: [felicity.burchett@admin.ox.ac.uk](mailto:felicity.burchett@admin.ox.ac.uk)); questions relating to elections should be directed to the Elections Officer, Ms S L S Mulvihill (telephone: (2)80463; email: [elections.office@admin.ox.ac.uk](mailto:elections.office@admin.ox.ac.uk)).

# Notices

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## Consultative Notices

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### Queen's

#### REVISED STATUTES

The Committee on Statutes before the Privy Council, acting under authority delegated to it by Council, is minded to give consent on behalf of the University to the revised statutes of The Queen's College, approved by the Governing Body on 9 November 2016 and 3 May 2017, in so far as such consent is required by section 7 (2) of the Universities of Oxford and Cambridge Act, 1923. The consent of the committee to the amendments to the statutes will be effective 15 days after publication unless written notice of a resolution, signed by at least 20 members of Congregation, calling upon Council to withhold that consent, has been given to the Registrar by **noon on 2 October**.

The effects of the amendments are to (i) allow the recognition of several categories of Benefactor; and (ii) make certain Statutory provisions relating to the Provost either more flexible in operation or easier to amend in the light of changing legal requirements concerning retirement and age discrimination.

#### Mathematical, Physical and Life Sciences Division/Education Committee

#### REVIEW OF THE DEPARTMENT OF MATERIALS SCIENCE

Education Committee and the Board of the Mathematical, Physical and Life Sciences Division are undertaking a review of the Department of Materials Science as part of Council's programme of rolling reviews of departments.

Teaching and learning issues will be given preliminary consideration by a 'teaching and learning' sub-panel on 12 January. This panel will be composed of internal members of the review panel, and (if available) one external, and will be chaired by the Associate Head of Division (Academic), Professor Martin Williams. The conclusions of this sub-panel will be reported as recommendations to the

full review committee, which will meet on 6 and 7 March and will be chaired by the Head of Division, Professor Donal Bradley.

The Review Committee would welcome written comments on matters falling within its terms of reference, given below. These should be sent to Jared Hutchings (email: [jared.hutchings@mpls.ox.ac.uk](mailto:jared.hutchings@mpls.ox.ac.uk)). Comments on detailed learning and teaching matters should be sent by **14 December** in advance of the teaching and learning panel. Comments on any other matters should be sent by **2 February**.

The terms of reference of the review are:

**1** To review the quality of academic activities in the department, by reference to:

- international standards of excellence;
- action taken since the last review of the department;
- planning statements at department and divisional levels, and in the context of the University's strategic plan.

In particular:

- (a) the quality of the research of the department, including its participation in interdepartmental, interdivisional and interdisciplinary activities, its research profile and strategy, and future challenges and opportunities;
- (b) the quality of undergraduate and graduate programmes, and their delivery and related issues, including:

- access and admissions
- curriculum design and programme structure
- teaching, learning and assessment
- the relationship between teaching and research
- academic and pastoral support and guidance
- the provision and use of learning resources (including staff resources)
- specific arrangements for the pursuit of graduate studies
- relationships with colleges
- quality assurance mechanisms;

(c) the organisation of the department, its management structure, and the relationship between the department and the Mathematical, Physical and Life Sciences Division, including such matters as:

- strategic planning (including relationship to the divisional five-year plan and the University's strategic plan)
- academic and non-academic staffing and recruitment
- student number planning
- terms of appointment for academic staff, including career development and equal opportunities issue
- fundraising;

(d) the relationship (structural and operational) between units within the department, and between the department and cognate subject areas, and colleges to which they are linked in teaching and research.

**2** To consider the current and long-term financial position of, and funding arrangements for, the department, and its financial strategy.

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## General Notices

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### Statute Approved by Her Majesty in Council

The Vice-Chancellor has received a communication from the Clerk of Her Majesty's Privy Council, stating that on 19 July 2017 Her Majesty was pleased to approve amendments to the Schedule to the Statutes, concerning the consolidation of small trust funds, printed in *Gazette* No 5151, 24 November 2016, p153, and approved by Congregation on 13 December 2016 (see *Gazette* No 5154, 12 January 2017, p221).

# Examinations and Boards

## Changes to Examination Regulations

For the complete text of each regulation listed below and a listing of all changes to regulations for this year to date, please see [www.ox.ac.uk/gazette/examinationregulations](http://www.ox.ac.uk/gazette/examinationregulations).

### Planning and Resource Allocation/ Education Committees

**REGULATIONS ON FINANCIAL MATTERS**  
clarification of courses for which charges may be made toward costs of fieldwork

### Education Committee

**REGULATIONS FOR THE CONDUCT OF EXAMINATIONS**  
change to the criteria for eligibility of student members to act as invigilators

### Education Committee/Medical Sciences Board

**MSC IN GLOBAL HEALTH SCIENCE**  
minor text correction and clarification relating to submissions of assessments

### Humanities Board

**MPHIL IN ORIENTAL STUDIES**  
**PRELIMS IN ANCIENT AND MODERN HISTORY**  
correction to notice of 20 July 2017

**MST IN MODERN SOUTH ASIAN STUDIES**  
programme closure

**FHS IN CLASSICS AND MODERN LANGUAGES**  
correction to notice of 15 June 2017

### Mathematical, Physical and Life Sciences Board

**MSC IN MATHEMATICS AND FOUNDATIONS OF COMPUTER SCIENCE**  
amendment to submission deadlines for mini projects and location of deadline information for the written assignments

**HONOUR SCHOOL OF CHEMISTRY**  
to correct a contradiction between Part A and Part B

**SOFTWARE ENGINEERING PROGRAMME**  
to include reference to Software Engineering Programme modules that students may complete and have assessed prior to commencing a programme of study ('taster modules')

## Medical Sciences Board

**RESEARCH DEGREES IN MEDICAL SCIENCES**  
addition of Clinical Medicine to list of part-time research degrees

**MSC IN PSYCHOLOGICAL RESEARCH**  
to clarify examination requirements for Philosophical Foundations of Psychology core module

**FHS OF EXPERIMENTAL PSYCHOLOGY**  
to clarify requirement that subject of Psychology Research Project and Library Dissertation and written examinations must not overlap substantially

**FHS OF PSYCHOLOGY, PHILOSOPHY AND LINGUISTICS I**  
(a) to relax constraints on offering research projects, library dissertations and theses  
(b) to clarify requirement that subject of Psychology Research Project and Library Dissertation and written examinations must not overlap substantially

**FHS OF PSYCHOLOGY, PHILOSOPHY AND LINGUISTICS II**  
to revise constraints on offering research projects, library dissertations and theses to match actual practice

### Social Sciences Board

**MPHIL IN BIODIVERSITY, CONSERVATION AND MANAGEMENT**  
**MPHIL IN DEVELOPMENT STUDIES**  
**MPHIL IN ENVIRONMENTAL CHANGE AND MANAGEMENT**  
**MPHIL IN NATURE, SOCIETY AND ENVIRONMENTAL GOVERNANCE**  
**MPHIL IN WATER SCIENCE, POLICY AND MANAGEMENT**  
**MSC IN BIODIVERSITY, CONSERVATION AND MANAGEMENT**  
**MSC IN ENVIRONMENTAL CHANGE AND MANAGEMENT**  
**MSC IN NATURE, SOCIETY AND ENVIRONMENTAL GOVERNANCE**  
**MSC IN WATER SCIENCE, POLICY AND MANAGEMENT**  
change to require online submission

**MPHIL IN COMPARATIVE SOCIAL POLICY**  
to clarify requirements of research methods essays

**MPHIL IN MODERN SOUTH ASIAN STUDIES**

**MSC IN CONTEMPORARY CHINESE STUDIES**

**MSC IN MODERN SOUTH ASIAN STUDIES**

**PGDIP IN FINANCIAL STRATEGY**

**PGDIP IN GLOBAL BUSINESS**

**PGDIP IN ORGANISATIONAL LEADERSHIP**

**PGDIP IN STRATEGY AND INNOVATION**

correction to notice of 20 July 2017

**MSC IN COGNITIVE AND EVOLUTIONARY ANTHROPOLOGY**

change to location of word count for thesis

**MSC IN COMPARATIVE SOCIAL POLICY**

to clarify that students may take option papers from outside the programme list

**MSC IN LEARNING AND TEACHING**

correction to notice of 22 June 2017

**MSC IN SOCIAL ANTHROPOLOGY**

removal of obsolete text

**MSC IN VISUAL, MATERIAL AND MUSEUM ANTHROPOLOGY**

change to requirements for content of portfolio

**FHS OF ARCHAEOLOGY AND ANTHROPOLOGY**

title change for option paper

**PRELIMS IN GEOGRAPHY**

minor amendment to rubrics

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