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

Social Sciences Divisional Board

Approved by Officer's action on 16/06/2021

Title of Programme/ Name of Regulation [if general]]
Honour School of Economics and Management

Brief note about nature of change: Administrative changes related to online submissions and the approval of the subject of the undergraduate thesis.

Location of change
In Examination Regulations 2018-19
https://examregs.admin.ox.ac.uk/Regulation?code=hsoeconandmana&srchYear=2021&srcTerm=1&year=2018&term=1

Effective date
For FHS students starting from MT20 for first examination 2021-22.

Detail of change
Amend citation references 1.38, 1.53-62, and re-number as follows:

1.11 Not all Economics subjects may be available in any particular year. There may also be restrictions on numbers permitted to offer some Economics subjects in any particular year.

Schedule A

1.37(c) Submission of assessed work

1.38 Candidates must submit an electronic copy of their essay using the University approved online submission system upload their essay to the course WebLearn site by no later than noon on Thursday of Week 0 of Trinity Full Term in the year the final examination is taken. Technical information on the requirements for online submissions is provided in the Course Handbook. Candidates must also upload a declaration of authorship confirming the essay is their own work.
Any candidate may offer a thesis instead of a subject from Schedule A or Schedule B under (v) above, subject to the following provisions:

(a) Subject

The subject of every thesis should fall within the scope of the honour school. The subject may, but need not, overlap any subject on which the candidate offers papers. Candidates are warned that they should avoid repetition in papers of materials used in their theses and that substantial repetition may be penalised.

Every candidate shall submit through his or her college for approval to the Director of Undergraduate Studies for either Economics or Management depending on branch of the school in which the subject falls the title they propose Chair of the Standing Committee for Economics and Management the title he or she proposes together with

(i) an indication as to the branch of the school in which the subject falls, i.e. Economics or Management;
(ii) an explanation of the subject in about 100 words;
(iii) a letter of approval from his or her tutor,

not earlier than the first day of the Trinity Full Term of the year before that in which he or she is to be examined and not later than the date prescribed for entry to the examination. The DUS in the relevant branch of the school standing committee shall decide as soon as possible whether or not to approve the title and shall advise the candidate immediately. No decision shall be deferred beyond the end of the fifth week of Michaelmas Full Term.

(b) Authorship and origin

Every thesis shall be the candidate’s own work. His or her tutor may, however, discuss with him or her the field of study, the sources available, and the method of presentation; the tutor may also read and comment on a first draft. Theses previously submitted for the Honour School of Economics and Management may be resubmitted. No thesis will be accepted if it has already been submitted, wholly or substantially, for another Honour School or degree of this University, or for a degree of any other institution. Every candidate shall sign a certificate to the effect that the thesis is his or her own work and that it has not already been submitted for a degree of this or any other university and his or her tutor shall countersign the certificate confirming that, to the best of his or her knowledge and belief, these statements are true. This certificate shall be submitted using the University approved online submission system together with the thesis separately in a sealed envelope addressed to the chair of examiners. No thesis shall, however, be ineligible because it has been or is being submitted for any prize of this University.

(c) Length and format

No thesis shall exceed 15,000 words, the limit to include all notes, appendices, but not
bibliographies; no person or body shall have authority to permit any excess. There shall be a
select bibliography or a list of sources. All theses must be typed in double spacing on one
side of quarto or A4 paper. Any notes and references may be placed either at the bottom of
the relevant pages or all together at the end of the thesis, but in the latter case two loose
copies of the notes and references must be supplied. The thesis must be bound or held firmly
in a stiff cover. Two copies shall be submitted to the examiners; they shall be returned to the
Said Business School library after the examination. The thesis must be submitted using the
University approved online submission system.

1.61 1.62 (d) Submission of thesis

1.62 1.63 Every candidate who wishes to submit a thesis shall give notice of his or her intention
to do so on his or her examination entry form (in addition to seeking approval of the subject
from the DUS in either Economics or Management under (a) above) from the Chair of the
Standing Committee for Economics and Management under (a) above); and shall submit his
or her thesis not later than noon on Monday of the first week of the Trinity Full Term of the
examination using the University approved online submission system to the Chair of the
Examiners, Honour School of Economics and Management, Examination Schools, High
Street, Oxford.

Explanatory Notes

Administrative changes related to online submissions and the approval of the subject of the
undergraduate thesis.