Mathematical, Physical, and Life Sciences Divisional Board

Approved at the meeting of:

Faculty Committee TT20 AND MPLS Divisional Chair’s action TT20

Title of Programme:

Honour School of Materials Science – Part II

Brief note about nature of change:

a) An update to the maximum permitted word count of the additional special chapter to reflect Faculty’s desire to include health, safety & risk assessment processes, and ethical & sustainability considerations in the context of the Part II report.

b) Revision to wording relating to page limits for clarification, and

c) Change in mode of submission.

Location of change

In Examination Regulations 2019-20  
http://www.admin.ox.ac.uk/examregs/2019-20/hsofmatescie/administratorview/

Effective date

For students starting FHS from MT 2018 (Part II MT 2020)

For first examination from 2020-2021

Detail of change

Amend citation reference 1.68 as follows:

‘Every candidate for Part II is required to submit four copies of a report on the investigations which he or she has carried out under the direction of his or her supervisor. The report on the investigations shall also include an abstract, a literature survey, a brief account of the project management aspects of the investigation, and a description of the engineering context of the investigation, and a special chapter to cover reflective accounts of project management, ethical and sustainability considerations, and health, safety and risk assessment. The report should be accompanied by a signed statement by the candidate that it is his or her own work. The copies should be handed in to the Chair of the Examiners in the Honour School of...
Candidates will be required to upload the coursework to the FHS Assignments section of the Department of Materials Undergraduate WebLearn site not later than 4pm on the Monday of the seventh week of Trinity Full Term. The report shall be word-processed or typewritten on A4 paper (within a page area of 247 mm x 160 mm, using double line-spaced type of at least 11pt font size, printed on one side only of each sheet, with a left hand margin of at least 30mm) and presented in a binder. The main report should not normally exceed **12,000 words** together with a maximum of a further **4,500 3,000** words for the final chapter covering reflective accounts of project management (max 1,500 words), health, safety and risk assessment processes (max 500 words), and the ethical and sustainability considerations relevant to your project and its outcomes (max 1,000 words) reflective account of the project management aspects of the investigation that must be included in the final chapter. These word counts exclude references, title page, acknowledgements, table of contents and the three Project Management Forms. All other text is included in the word count, including the abstract, tables and the figure captions. Additionally, the main report should not normally exceed **100 pages** in length. This page limit excludes references, title page, acknowledgements, table of contents and appendices. Every other part of the main report is included in the page limit. All pages of the report should be numbered sequentially. The report must be accompanied by a signed declaration that it is within the allowed word and page limits. Each submission must be accompanied by a declaration indicating that it is the candidate’s own work. Candidates seeking permission to exceed the word and/or page limits should apply to the Chair of Examiners at an early stage. Further detailed data, computer programs and similar material may be included in one or more appendices at the end of the main report, but appendices are not included within the limits of the word or page counts of the thesis and, entirely at the discretion of the Examiners for each report, may or may not be read.

**Explanatory Notes**

Increase in word count permitted in the additional chapter that currently allows for a reflective account of project management. This is to allow students to document and reflect on health, safety & risk assessment processes, and ethical & sustainability considerations.

Further wording added for clarification of the material that is excluded from the page limits of the main report. There is no change in intention.

Changes to reflect the change in mode of submission of the assessments to online.