

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

SSD/2/2/4

Social Sciences Divisional Board

Approved by Quality Assurance Committee (14/01/2019) and Education Committee

Research Degrees in Politics and International Relations

Brief note about nature of change:

1. Introduction of part-time variants of the DPhil in Politics and DPhil in International Relations
2. Transfer the existing regulations into the Divisional template for DPhil course regulations

Location of change

In *Examination Regulations 2019*,
<https://examregs.admin.ox.ac.uk/Regulation?code=rdipandinterela>

Effective date

From MT 2020

Detail of change

1. Amend text as follows:

~~Candidates with Probationer Research Student status, unless or until they have entered upon another status, or have been otherwise dispensed from some or all of the following requirements by the relevant Graduate Studies Committee, are required to undertake the work set out below during the first year.~~

1. ~~A first-year student shall:~~

~~(i) satisfactorily complete a course of lectures, seminars, and classes, as determined in the relevant Student Handbook and supplemented by his or her supervisor;~~

~~(ii) satisfactorily complete a course of research methods training, as determined in the relevant Student Handbook and supplemented by his or her supervisor and/or by the~~

relevant Director of Research Training.

2. Applications for transfer from Probationer Research Student status to D.Phil. or M.Litt. status must be submitted in accordance with the requirements in the relevant Student Handbook. Applicants in their fourth and final term of Probationer Status must submit their completed application including all written work not later than 5 p.m. on the Friday of sixth week of that term, except in Trinity Term when the accompanying written work must be submitted no later than 5 p.m. on 15 September. Students unable to meet these deadlines may apply for up to two terms of deferral of transfer of status. In addition to satisfying the above requirements (i) and (ii), the transfer of status application must include two copies of an outline of the proposed research topic and two copies of the written work all as specified in the relevant Student Handbook. The relevant Graduate Studies Committee will appoint two assessors. Upon receiving the report of the assessors, the GCS will then decide whether to approve the transfer. In the case of applications to transfer to DPhil status where the committee does not so approve, it may authorise an extension of one term in order to allow the candidate to resubmit.

3. Applications for confirmation of D.Phil. status must be submitted in accordance with the requirements in the relevant Student handbook. Applicants in their ninth term must submit their completed application including all written work not later than 5 p.m. on the Friday of sixth week of that term, except in Trinity when the accompanying written work must be submitted no later than 5 p.m. on 15 September. Students unable to meet these deadlines may apply for up to three terms of deferral of confirmation of D.Phil. status. The confirmation of status application must include two copies of the written work – all as specified in the relevant Student Handbook. The relevant Graduate Studies Committee will appoint two assessors. Upon receiving the report of the assessors, the GSC will then decide whether to approve confirmation of D.Phil. status. In the case of applications to confirm D.Phil. status where the committee does not so approve, it may authorise an extension of one term in order to allow the candidate to resubmit.

4. Students admitted directly to D.Phil. status having completed an Oxford M.Phil. and whose M.Phil. thesis was in the same broad field as the D.Phil. research proposal must confirm D.Phil. status within ten terms as a graduate student, inclusive of time spent on the M.Phil. Applications for confirmation of D.Phil. status must be submitted in accordance with the requirements of the relevant Student Handbook. Applicants in their tenth term must submit the completed application including all written work not later than 5 p.m. on the Friday of the sixth week of that term, except in Trinity Term when the accompanying written work must be submitted no later than 5 p.m. on 15 September. Students unable to meet these deadlines may apply for up to two terms of deferral of confirmation of D.Phil. status. The confirmation of status application must include two copies of the written work – all as specified in the relevant Student Handbook. The relevant Graduate Studies Committee will appoint two assessors. Upon receiving the report of the assessors, the GSC will then decide whether to approve confirmation of D.Phil. status. In the case of applications to confirm D.Phil. status where the committee does not approve, it may authorise an extension of time in order to allow the candidate to resubmit.

5. Though not in itself sufficient qualification for students wishing to advance to M.Litt. or D.Phil. status, the successful completion of the M.Sc. in Politics Research or the M.Sc. in Political Theory Research may serve in place of 1. (i) and (ii) above, and material submitted

as part of the requirements for the M.Sc. may also be used in the transfer application.

6. Three paper route

A D.Phil. thesis may be accepted for examination if it consists of a minimum of three academic papers of publishable quality, framed by an introduction, a survey of literature and a conclusion. Such a body of work shall be deemed acceptable provided it represents a coherent and focused body of research, addressing one overarching research question. Current overall word limits and conditions are detailed in the D.Phil. Student Handbook. Candidates wishing to proceed in this manner must be approved at the time of Transfer of status.

1. Governance

The DPhils in Politics and the DPhil in International Relations shall be under the supervision of the Graduate Studies Committee of the Department of Politics and International Relations.

2. Attendance requirements

The DPhil programmes shall be offered on a full-time and part-time basis. Full-time students are required to meet the residence requirements set out in §6 of the General Regulations for the Degree of Doctor of Philosophy. Part-time research students are required to attend for a minimum of thirty days of university-based work each year, to be arranged with the agreement of their supervisor, for the period that their names remain on the Register of Graduate Students unless individually dispensed by the Graduate Studies Committee.

3. Transfer to MLitt or DPhil status

Students will normally be admitted as Probationer Research Students. Students will normally be expected to achieve Transfer of Status in their third or fourth term after admission (or in their sixth to eighth term after admission for part-time students).

Applications should be submitted to the Graduate Studies Administrator and will comprise the following:

(i) Politics

(a) a completed transfer of status form and appointment of assessors form;

Either two copies of:

(b) a proposed schedule of work;

(c) a paragraph statement describing the project;

(d) a research design of between 4,000 to 6,000 words maximum;

(e) written work relevant to the thesis of between 5,000 to 7,000 words maximum.

Or for students following the three paper route:

(b) a submissions of a research design for one paper;

(c) a document setting out the article-isation of the project and previewing the whole thesis;

(d) an introduction to all of the proposed papers and explanation of their academic

- relationship;
(e) a literature review;
(f) a timetable for completion.

All students must also provide evidence of the satisfactory completion of a course of lectures, seminars, and classes, as set out in the Politics Student Handbook and supplemented by his or her supervisor, and satisfactorily complete a course of research methods training, as set out in the Politics Student Handbook and supplemented by his or her supervisor and/or by the Politics Director of Research Training. The successful completion of the M.Sc. in Politics Research or the M.Sc. in Political Theory Research may serve in place of these additional requirements, and material submitted as part of the requirements for the M.Sc. may also be used in the Transfer of Status application.

(ii) International Relations

- (a) a completed transfer of status form and appointment of assessors form;

Either two copies of:

- (b) a short outline of the thesis topic including the title and chapter headings;
(c) a proposed schedule of work;
(c) a draft introduction of between 4,000 to 6,000 words maximum;
(d) a draft chapter of the thesis of between 5,000 to 7,000 words maximum.

Or for students following the three paper route:

- (b) a submissions of a research design for one paper;
(c) a document setting out the article-isation of the project and previewing the whole thesis;
(d) an introduction to all of the proposed papers and explanation of their academic relationship;
(e) a literature review;
(f) a timetable for completion.

All students must also provide evidence of the satisfactory completion of a course of lectures, seminars, and classes, as set out in the International Relations Student Handbook and supplemented by his or her supervisor, and satisfactorily complete a course of research methods training, as set out in the International Relations Student Handbook and supplemented by his or her supervisor and/or by the International Relations Director of Research Training.

Full details of the timings for submissions and requirements for the Transfer of Status application can be found in the relevant Student Handbook.

The Graduate Studies Committee will appoint two assessors who will read the work, interview the student and submit a recommendation to the committee in a written report. The Graduate Studies Committee will then decide whether Transfer of Status will be approved.

A student whose first application for Transfer of Status is not approved (including where the outcome is a recommendation to transfer to the MLitt) is permitted to make one further application and will be granted an extension of one term (or up to two terms for part-time students) to Probationer Research Student status if necessary. If after a second attempt, the Graduate Studies Committee can neither approve transfer to the DPhil or to the MLitt,

the student will be removed from the Register of Graduate Students.

4. Confirmation of Status

Students will normally be expected to achieve Confirmation of Status by no later than their ninth term after admission (or in their eighteenth term after admission for part-time students). Students admitted directly to DPhil status having completed the full-time MPhil in Politics or International Relations must achieve Confirmation of Status by the end of their tenth term (fourteenth term for part-time students) as a graduate student, inclusive of the time spent on the full-time MPhil degree.

Applications should be submitted to the Graduate Studies Administrator and will comprise the following:

(i) Politics

(a) a completed confirmation of status form and appointment of assessors form;

Two copies of:

(b) a statement of the thesis title and chapter headings;

(c) a draft introduction;

(d) two additional chapters (or two draft papers for students following the three paper route) intended to form part of the final thesis.

The combined introduction and the two chapters should not exceed 30,000 words.

(ii) International Relations

(a) a completed confirmation of status form and appointment of assessors form,

Two copies of:

(b) a statement of the thesis title and chapter headings;

(c) a draft introduction;

(d) two additional chapters (or two draft papers for students following the three paper route) intended to form part of the final thesis;

The combined introduction and the two chapters should not exceed 30,000 words.

(e) a self-assessment report of progress of no more than 300 words.

Full details of the timings for submissions and requirements for Confirmation of Status application can be found in the relevant Student Handbook.

The Graduate Studies Committee will appoint two assessors who will read the work, interview the student and submit a recommendation to the committee in a written report. The Graduate Studies Committee will then decide whether Confirmation of Status will be approved.

A student whose first application for Confirmation of Status is not approved is permitted to make one further application, normally within one term (two terms for part-time students) of the original application, and will be granted an extension of one term (up to two terms for part-

time students) if necessary. If after the second attempt the DPhil Committee can neither approve the application nor approve transfer to the MLitt, the student will be removed from the Register of Graduate Students.

5. Theses

Theses for the Degree of DPhil which exceed 100,000 words and theses for the Degree of MLitt which exceed 50,000 words, excluding the bibliography, are liable to be rejected unless students have, with the support of their supervisors, been granted permission to exceed the word limit by the Graduate Studies Committee. These figures are *maxima* and students are advised that many successful theses have been significantly shorter.

Three paper route

A D.Phil. thesis may be accepted for examination if it consists of a minimum of three academic papers, framed by an introduction, a survey of literature and a conclusion. Such a body of work shall be deemed acceptable provided it represents a coherent and focused body of research, addressing one overarching research question. Current overall word limits and conditions are detailed in the D.Phil. Student Handbook. Candidates wishing to proceed in this manner must be approved at the time of Transfer of status.

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 or her supervisor to be approved by the Director of Graduate Studies, showing good cause for the change.

Explanatory Notes

The introduction of part-time variants of the DPhil in Politics and DPhil in International Relations. Opportunity has also been taken to move the regulations into the approved Divisional template for DPhil course regulations.