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<th><strong>Education Committee</strong></th>
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<td><strong>Approved at the meeting of Taught Degrees Panel on 16 June 2020</strong></td>
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<tr>
<td><strong>Title of Programme/ Name of Regulation</strong></td>
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<td>Regulations for the Conduct of University Examinations: Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations</td>
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<td><strong>Brief note about nature of change:</strong> changes to regulations governing withdrawal and resubmission of work</td>
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<td><strong>Location of change</strong></td>
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| In *Examination Regulations 2020*  
[https://examregs.admin.ox.ac.uk/Regulation?code=rftcoue-p14ls-n-snawfromexam](https://examregs.admin.ox.ac.uk/Regulation?code=rftcoue-p14ls-n-snawfromexam) |
| **Effective date** |
| From MT2020 for all students on course |
| **Detail of change** |
| 1. Amend citation reference. 1.1 as follows (new text underlined): |
| ‘14.1. This Part provides for candidates who wish to withdraw from or suspend any University Examination after their names have been entered under Part 9 of these regulations or who do not appear at the time and place appointed for taking any examination for which they have been entered or who do not submit a thesis or other exercise at the time and place appointed or who wish to withdraw a piece of written work and substitute a revised version. This Part also provides for the award of “declared to have deserved” outcomes by the Examination Board when excusal for absence from summative assessments has been granted.’ |
| 2. Amend citation reference. 1.35 as follows (new text underlined): |
| ‘14.9. If a candidate fails to submit a thesis (or other exercise) on time without prior permission from the Proctors, but submits on or after the prescribed date of submission and within 14 calendar days of the deadline, the examiners will accept and mark the work. The examiners may impose an academic penalty according to
the established conventions agreed by the relevant supervisory body.

**Substitution of a previously submitted thesis or other exercise**

14.10 If a candidate realises that they have submitted an incorrect version of a thesis (or other exercise), they may withdraw that thesis (or other exercise) and substitute a revised version in the same examination on one occasion only. The revised version must be submitted prior to the deadline for that piece of work.

14.11 If a candidate realises that they have submitted an incorrect version of a thesis (or other exercise) after the deadline for that piece of work, they may only withdraw that thesis (or other exercise) and substitute a revised version with the permission of the Proctors. Applications to withdraw a thesis (or other exercise) after the deadline must be submitted to the Proctors within 7 days of the deadline for that piece of work.'
send a copy of their decision promptly to the chair of examiners of the University Examination concerned and inform the candidate’s college and the Registrar.’

9. Amend citation reference. 1.49 as follows (new text underlined, deleted text struck through):

‘14.146. If the Proctors accept a submission under 14.143 above they may authorise the examiners either:

10. Amend citation reference. 1.53 as follows (new text underlined, deleted text struck through):

‘14.157. A candidate whose name has been entered for a University Examination may withdraw from that Examination at any time before the start or (as the case may be) date for submission of the first paper or other assessed exercise in the Examination.’

11. Amend citation reference. 1.55 as follows (new text underlined, deleted text struck through):

‘14.168. A candidate may not withdraw once they have attempted or presented themselves for all parts of the Examination.’

12. Amend citation reference. 1.57 as follows (new text underlined, deleted text struck through):

‘14.179. Where a candidate has been given permission to suspend their studies by the relevant body after the start of the Examination, or date for submission of the first paper or other exercise belonging to it, their Examination will be suspended according to the following provisions:

13. Amend citation reference. 1.61 as follows (new text underlined, deleted text struck through):

‘14.1820. Candidates will be required to confirm their entry according to the provisions of Part 9 for all outstanding assessments in the academic year of their return to study.

14. Amend citation reference. 1.62 as follows (new text underlined, deleted text struck through):

‘14.1921. Assessments that were completed before the suspension of the Examination as defined in 14.201 will be carried forward to the resumption of studies.

15. Amend citation reference. 1.63 as follows (new text underlined, deleted text struck through):

‘14.202. A candidate who through acute illness or other urgent cause is unable to complete the Examination but who does not suspend may make an application to the Proctors for non-submission of assessments under 14.4-14.102 and/or for non-
16. Amend citation reference. 1.65 as follows (new text underlined, deleted text struck through):

‘14.243. A candidate who has certified that they are unable to complete a University Examination and that they are unable to suspend and return in the following academic year may be considered for a ‘declared to have deserved’ outcome.’

17. Amend citation reference. 1.66 as follows (new text underlined, deleted text struck through):

‘14.224. The candidate’s college (where applicable) and department will be required to confirm that the candidate:’

18. Amend citation reference. 1.71 as follows (new text underlined, deleted text struck through):

‘14.235. The exam board should consider whether the candidate has submitted enough work to allow them to award a classified degree, and where possible will determine the candidate’s proper class, based on the academic performance achieved. If a classified outcome cannot be awarded and the candidate meets the eligibility criteria as defined in 14.224, the candidate will be awarded one of the following outcomes as appropriate for the original qualification aim:’

19. Amend citation reference. 1.86 as follows (new text underlined, deleted text struck through):

‘14.246. A candidate or their college who is dissatisfied with any decision made by the Proctors or by the examiners under this Part, may appeal against that decision in accordance with the provisions of regulations 18.1 or 18.2 below.’

Explanatory Notes

Changes to the regulations to allow withdrawal and resubmission of work on one occasion before the deadline.