

Gazette



Council and Main Committees

447

Council of the University:
Changes in Regulations:
(a) Rhodes Professorship of Race Relations
(b) Financial Regulations

Congregation 23 March:
Degree by Resolution

Congregation 24 March:
(1) Declaration of Approval of
Legislative Proposal: Transport
Studies Fund and Reader in
Transport Studies
(2) Declaration of Approval of a
Resolution authorising the use of
space at the Begbroke Science Park
(3) Declaration of Approval of a
Resolution authorising the use of
the Old Power Station building,
Arthur Street

Council of the University:
Register of Congregation

Congregation

449

Congregation 28 April:
Voting on Resolutions approving the
conferment of Honorary Degrees

Congregation 11 June:
Elections

Convocation 19 June:
Elections

Notices

450

Consultative Notices:
Proposals for Honorary Degrees to be
conferred at the Encaenia in 2016,
and for Degrees by Diploma

General Notices:
Gazette publication arrangements

Examinations and Boards

451

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

Elections

455

Council
Committees reporting to Council:
Audit and Scrutiny Committee
Buildings and Estates Subcommittee
Continuing Education Board
Curators of the University Libraries
Other Committees and University
Bodies:
Visitors of the Ashmolean Museum
Visitors of the Botanic Garden
Delegacy for Nomination of Candidates
for Ecclesiastical Benefices
Delegacy for Military Instruction
Committee for the Ruskin School of Art
Nominating Committee for the
Vice-Chancellorship
Visitation Board Panel
Divisional Boards:
Humanities Board
Mathematical, Physical and Life
Sciences Board
Faculty Boards:
Board of the Faculty of Classics
Board of the Faculty of English
Language and Literature
Board of the Faculty of History
Board of the Faculty of Linguistics,
Philology and Phonetics
Board of the Faculty of Music
Board of the Faculty of Philosophy
Board of the Faculty of Theology and
Religion

Convocation:
Election of the Professor of Poetry

Supplement included with this issue:

(1) to No 5091: Oration by the demitting
Proctors and Assessor

443-446

Council and Main Committees

Council of the University

Changes in Regulations

Council has made the following changes in regulations, to come into effect on **10 April**.

(a) Rhodes Professorship of Race Relations

Explanatory Note

The following changes, made on the recommendation of the Social Sciences Board, update the regulations for the Rhodes Professorship of Race Relations. The changes made to regulations 3-5 are conditional upon approval of the deletion of existing regulation 6. New regulations 6 and 7 are consistent with current practice for new regulations for statutory posts with a trust.

Text of Regulations

In Sect III of Council Regulations 24 of 2002, concerning Academic and Other Posts, delete §294 and substitute (new text underlined, deleted text struck through):

'§294. Rhodes Professor of Race Relations

1. The University hereby accepts with deep gratitude the offer of the Rhodesian Selection Trust Group of Copper Mining Companies to provide for the permanent endowment of a Rhodes Professorship of Race Relations.

2. The Rhodes Professor of Race Relations shall lecture and give instruction in interracial relations.

3. The professor shall be elected by an electoral board consisting of:

(1) the Vice-Chancellor, or, if the head of the college specified in (2) of this clause is Vice-Chancellor, a person appointed by Council on the occurrence of a vacancy to act as an elector on that occasion;

(2) the head of the college to which the professorship shall be for the time being allocated by Council under any ~~decreeregulation~~ in that behalf, or, if the head is unable or unwilling to act, a person appointed by the governing body of the college on the occurrence of a vacancy to act as an elector on that occasion;

(3) a person appointed by the governing body of the college specified in (2) of this clause;

(4), (5) a two persons appointed by Council;

(5); (6) two a persons appointed by the General Social Sciences Board;

(7)–(9) a three persons appointed by the Board of the Faculty of Social Studies School of Interdisciplinary Area Studies.

(8) a person appointed by the Board of the Faculty of History;

(9) a person appointed by the Board of the Faculty of Anthropology and Geography;

4. Any part of the income of the endowment of the professorship which is not required to meet the costs (including support costs) thereof ~~and such management fee as shall be determined from year to year by the Curators of the University Chest;~~ may be expended, under conditions to be determined from time to time by the Board of the Faculty of Social Studies School of Interdisciplinary Area Studies Committee (the SIAS Committee), to support teaching and research in interracial relations. The board SIAS Committee shall appoint a committee Rhodes Professor of Race Relations Management Committee to advise it, ~~and that committee shall include a representative of the Board of the Faculty of Anthropology and Geography. That committee will consist of:~~

(1) the Head of the School of Interdisciplinary Area Studies;

(2) an appointee of the Social Sciences Division;

(3) the Rhodes Professor of Race Relations;

(4) the head of the college in which the post-holder is based.

5. The professor shall be subject to the General Provisions of the ~~decreeregulations~~ concerning the duties of professors and to those Particular Provisions of the same ~~decreeregulations~~ which are applicable to this chair.

6. This decree may be altered with the consent of the founders provided that the main object of the endowment, namely, the development of the study of interracial relations, is always kept in view. Subject to regulation 7, Council may amend, repeal or add to these regulations in accordance with Part D of Statute XVI, but no amendment is valid if it would cause the Fund to:

(1) cease to be exclusively charitable according to the law of England and Wales; or

(2) be outside the objects of the University.

7. Any amendment to regulation 2 is an amendment to the main object of the Fund for the purposes of Part D of Statute XVI and must be approved both by Congregation of the University and subsequently by Her Majesty in Council.

(b) Financial Regulations

Explanatory Note

These changes, made on the recommendation of the Board of OU Endowment Management (OUem), amend the financial authority limits on the implementation of investment decisions. The opportunity is also taken to amend an outdated reference to a role that no longer exists.

Text of Regulations

1 In the Financial Regulations (Council Regulations 1 of 2010), in regulation 1.5(2) delete existing Table E and substitute (new text underlined, deleted text scored through):

Table E Implementation of Financial investment decisions

The limits in Table E relate to the implementation of those investments decisions made by the Chief Investment Officer on behalf of the University's Investment Committee (refer to regulation 6.3 below)

Limit £000	Authorising Body/Officer
100,000 <u>200,000</u> and over	Two members of the Board of OUEM, following approval by the University's Investment Committee, further to Recommendation by OUEM
Over 50,000 <u>100,000</u> and under 100,000 <u>200,000</u>	Written approval of † Two members of the Board of OUEM
Less than or equal to 50,000 <u>100,000</u>	Chief Investment Officer
Less than or equal to 15,000	<u>Any OUEM Investment Director</u>

2 Ibid, delete existing regulation 6.4 and substitute (new text underlined, deleted text scored through):

'6.4 Oxford University Endowment Management Limited

Oxford University Endowment Management Limited ("OUEM"), a subsidiary company, is responsible for the management of certain investments of the University and those of the Oxford Funds. OUEM may delegate its authority to identified fund managers. The financial limits applicable are shown in Table E above.'

3 Ibid, delete existing regulations 3.1(6)–(7) and substitute (new text underlined, deleted text scored through):

'(6) All contracts for the acquisition of goods and services otherwise than by purchase (for example, leasing arrangements) must be negotiated through the Purchasing Department and notified to the Head of Accounting Payment Services.

(7) All procurement through the use of a credit card must comply with the financial control procedures for the card, which are issued by the Head of Accounting Payment Services. It is the responsibility of the

head of unit to agree the chosen credit and transaction limits with the Head of Accounting Payment Services, and to ensure that the limits are adhered to.'

Congregation

23 March

Degree by Resolution

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

Congregation

24 March

(1) Declaration of Approval of Legislative Proposal: Transport Studies Fund and Reader in Transport Studies

(2) Declaration of Approval of a Resolution authorising the use of space at the Begbroke Science Park

(3) Declaration of Approval of a Resolution authorising the use of the Old Power Station building, Arthur Street

No notice of opposition having been given, Mr Vice-Chancellor declared approved the legislative proposal at (1) concerning the Transport Studies Fund and Reader in Transport Studies, and the resolutions at (2) concerning the use of space at the Begbroke Science Park and (3) concerning the use of the Old Power Station building.

Council of the University

Register of Congregation

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

Anand, G, Faculty of Clinical Medicine
Gallagher, S, Mathematical, Physical and Life Sciences Division
Newey, E J, Christ Church
Ryan, D J, Saïd Business School
Vollmer, S, Faculty of Statistics
Warren, S, Trinity

Divisional and Faculty Boards

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

Congregation

Congregation

28 April

¶ Members of Congregation are reminded that any two members may, not later than **noon on 20 April**, give notice in writing to the Registrar that they intend to oppose or amend any of the resolutions 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, each resolution shall be carried and the meeting may be cancelled.

Voting on Resolutions approving the conferment of Honorary Degrees

(i) That the conferment of the Degree of Master of Arts, *honoris causa*, upon **Valerie Boasten** be approved.

(ii) That the conferment of the Degree of Master of Arts, *honoris causa*, upon **Charles John Vaisey Jones** be approved.

(iii) That the conferment of the Degree of Master of Arts, *honoris causa*, upon **Alison Miles** be approved.

¶ Valerie Boasten began working for the University in 1983, firstly at the Dunn School and then for the E P Abraham Trust, a trust fund linked to the school. She retired from the trust in 2013 having given 30 years to the University's scientific administration. She is also the University's first-ever female Bedel, having been appointed Bedel of Arts in 1998 and then becoming the University's Senior Bedel, Bedel of Divinity, in 2003. She retires as Bedel of Divinity in September 2015.

Charles Jones, who retires in May 2015 after nearly 49 years' service, is the Mechanical Engineering Technician and Student Workshop Supervisor in the Department of Chemistry. He has made a significant contribution to both research and teaching through the provision of design and fabrication services for a wide range of high-

specification bespoke instrumentation and the development and delivery of a course which forms part of the Skills Training Programme offered to graduate students and postdoctoral students.

Alison Miles served initially as secretary to two Masters of Balliol (Professor Baruch Blumberg and Sir Colin Lucas), and then as Sir Colin's secretary when he became Vice-Chancellor in 1997. Since then, she has been responsible for the University's ceremonial life in all its many aspects: Encaenia, together with its associated events and duties; other honorary degree ceremonies; visits by members of the Royal Family and international dignitaries; and a wide range of interactions with other institutions. She will retire from her current role as the Chancellor's executive assistant, which she has held since 2004, in September 2015.

¶ If the resolutions are approved, the degrees will be conferred at degree ceremonies on dates to be confirmed.

Congregation

11 June

Elections**COUNCIL****COMMITTEES REPORTING TO COUNCIL**

Audit and Scrutiny Committee
Buildings and Estates Subcommittee
Continuing Education Board
Curators of the University Libraries

OTHER COMMITTEES AND UNIVERSITY BODIES

Visitors of the Ashmolean Museum
Visitors of the Botanic Garden
Delegacy for Nomination of Candidates for Ecclesiastical Benefices
Delegacy for Military Instruction
Committee for the Ruskin School of Art
Nominating Committee for the Vice-Chancellorship
Visitation Board Panel

DIVISIONAL BOARDS

Humanities Board
Mathematical, Physical and Life Sciences Board

FACULTY BOARDS

Board of the Faculty of Classics
Board of the Faculty of English Language and Literature
Board of the Faculty of History
Board of the Faculty of Linguistics, Philology and Phonetics
Board of the Faculty of Music
Board of the Faculty of Philosophy
Board of the Faculty of Theology and Religion

Details are in 'Elections' section below.

Convocation

19 June

Elections**PROFESSOR OF POETRY**

Details are in 'Elections' section below.

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). 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); 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).

Notices

Consultative Notices**Proposals for Honorary Degrees to be conferred at the Encaenia in 2016, and for Degrees by Diploma**

Members of Congregation are encouraged to suggest the names of people on whom such degrees might be conferred. Encaenia honorary degrees are conferred at the University's annual ceremonial event and degrees by diploma are conferred on heads of state and royalty. When considering possible honorands, the Honorary Degrees Committee will focus on individuals in the following categories:

- 1** those of high academic distinction in the fields of research and scholarship of specific interest to the University of Oxford
- 2** those distinguished in the visual, literary, musical and performing arts
- 3** those distinguished in business and industry
- 4** those who have played a distinguished role in public life, for example in contributing to progress and change in society
- 5** those who have made a significant contribution to the activities of the University of Oxford - such individuals would normally also fall into one of the categories above.

Within those categories the Honorary Degrees Committee will aim to produce a balanced list, which takes account of the global dimension that characterises this University's activities. The Honorary Degrees Committee has adopted a target that half of the final list of names proposed to Congregation for the conferment of honorary degrees be women and/or minorities. Members of Congregation are therefore encouraged to nominate individuals of conspicuous distinction with particular reference to diversity.

Honorary degrees will not be conferred on anyone who holds, or who has retired from, a resident teaching, research or administrative post within the University or in any college or other society,

except in exceptional circumstances such as distinguished service outside the terms of his or her paid service. In these circumstances, a proposal for an honorary MA may be put forward. Further information is available from the Secretary to the Honorary Degrees Committee (contact details are given below).

Nominations for honorary degrees at the Encaenia in 2016 and for degrees by diploma should be submitted on the approved application form. The form can be downloaded from www1.admin.ox.ac.uk/councilsec/governance/committees/hondeggs (single sign-on required). Alternatively, copies may be obtained from the Secretary to the Honorary Degrees Committee (tel: (2)80199, email: felicity.burchett@admin.ox.ac.uk). The completed form should be sent to the Secretary to the Honorary Degrees Committee, University Offices, Wellington Square, or by email to felicity.burchett@admin.ox.ac.uk by **8 May**, under 'Strictly Confidential' cover.

While informal soundings within the University will often be desirable, every effort should be made to ensure that publicity is not at any stage given to any specific proposal for the conferral of an honorary degree. All nominations will be considered in strict confidence by the Honorary Degrees Committee, which submits its report to Council at the beginning of Michaelmas term. After discussion, Council will report back to the Honorary Degrees Committee, which will arrive at a list of honorands to put to Congregation.

The names of people on whom degrees by diploma and honorary degrees have recently been conferred may be found in the 2014-15 University *Calendar*, pp539-543.

This year's honorands are:

Professor Wallace Broecker
Professor Dame Ann Dowling
Professor Sir Richard Evans
Dame Hilary Mantel
Jessye Norman
Professor Ruth Simmons
Professor Sir Magdi Yacoub

General Notices**Gazette publication arrangements**

This is the final *Gazette* of Hilary term. Publication for Trinity term will begin on 23 April and the normal deadlines will apply.

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.

Planning and Resource Allocation Committee and Education Committee

REGULATIONS ON FINANCIAL MATTERS

Regulations for Oxford Bursaries and Tuition Fee Reductions

Explanatory Note

The following changes in regulations amend and update the existing regulations governing Oxford bursaries and tuition fee reductions. They remove all references to students receiving an additional start-up bursary in their first year. This update follows changes to the University's financial support package for new entrants in 2015–16 that were approved last year. In 2015–16 there will be no cohorts of students in receipt of the additional start-up bursary available to first-year students who commenced their studies in earlier years with a household income of £42,620 or less. First-year students commencing their studies in 2015–16 will fall under the new financial support package, and students who commenced their studies in 2012–13, 2013–14 or 2014–15 will have moved onto the continuing student rate.

Reference to the Certificate or Diploma in Theological and Pastoral Studies has been changed to Undergraduate Certificate or Diploma in Theological Studies following the change to the course name, and cl 13 has been removed due to the course fee changing to £9,000 in line with other undergraduate degrees.

Reference to tuition fee reductions for PGCE students, and for first-year students studying for the Preliminary Examination in Medicine (Part II) and Bachelor of Medicine (Second Examination) who were admitted on the accelerated four-year course, have been removed following changes to the University's financial support package for new entrants in 2015–16. In 2015–16 there

will be no such students in receipt of a fee reduction.

The opportunity is taken to make minor changes to the text so as to update the Student Financial Support Team name to Student Fees and Funding.

New wording is underlined, and deleted wording struck through.

Text of Regulations

With immediate effect

In *Examination Regulations*, 2014, delete from p1018, l 39 to p1023, l 11 and substitute:

'§6. Regulations for Oxford Bursaries and Tuition Fee Reductions

1. The arrangements described in this section apply to members of the University, entitled, in accordance with the criteria set out in §1, cl 1, to be charged University fees at the appropriate "home" (and EU) rate, who are working in Oxford:

(a) for the Degree of BA or the Degree of MBiochem or the Degree of MChem or the Degree of MMathCompSci or the Degree of MEarthSci or the Degree of MEng or the Degree of MMath or the Degree of MCompSci or the Degree of MCompPhil or the Degree of MPhys or the Degree of MPhysPhil or the Degree of MMathPhil, or the degree of MMathPhys (4-year course only), or the degree of BTh (full-time mode only);

(b) for the degree of BFA;

(c) for the First Examination for the Degree of BM;

(d) for the Preliminary Examination in Medicine;

(e) for the Second Examination for the degree of BM;

(f) for the full-time Undergraduate Certificate or Diploma in Theological and Pastoral Studies;

(g) for the Postgraduate Certificate in Education.

2. All students described in cl 1 above, who are entitled to receive support from a funding agency as described in cl 6 below, will be eligible to be assessed for an Oxford

bursary, subject to cl 4. Bursary levels will be at the rates determined from time to time by Council's Education Committee and Planning and Resource Allocation Committee. Bursary amounts are set out on the University website. ~~Members of the University described in cl 1 (a), (b) and (c) who are in their first year of study will be eligible to be assessed for an additional start-up bursary.~~ Special regulations for members of the University described in cl 1 (d), (e), ~~(f)~~ and (g) are set out in cl 11 to 134.

3. All students described in cl 1, who are entitled to receive support from a funding agency as described in cl 6 below, who commenced their programme of study on or after 1 September 2012 and who would otherwise be liable for full University fees as described in §1, will be eligible to be assessed for a reduction in University fees, hereafter referred to as a "tuition fee reduction" subject to cl 4. The level of the tuition fee reduction will be at the rates determined from time to time by Council's Education Committee and Planning and Resource Allocation Committee. The different levels of tuition fee reduction are set out on the University website. Special regulations for members of the University described in cl 1 (d), (e), ~~(f)~~ and (g) are set out in cl 11–134. Students will not be entitled to a cash equivalent of a tuition fee reduction.

4. If a student who is eligible to be charged University fees at the "home" (and EU) rate is not entitled to means-tested maintenance support from his or her funding agency, he or she will not be eligible to be assessed for a bursary or tuition fee reduction in that academic year. Students who are entitled to be assessed by the Student Finance Services Non UK Team, and who are entitled, in accordance with the criteria set out in §1, cl 1, to be charged fees at the appropriate "home" (and EU) rate, are eligible to be assessed for a bursary or tuition fee reduction, subject to the conditions referred to in cl 10 below.

5. Students who are repeating a year of their studies at Oxford will be eligible to be assessed for a bursary and/or tuition fee reduction, subject to cl 4. Students repeating their first year or transferring to year one of a new course described in cl 1 who were eligible for an additional start-up

bursary in their first year of study will not be eligible for any further start-up bursary.

6. Requirements for the assessment of a student's household income are as follows:

(a) A member of the University as described in cl 1 can only be considered for a bursary or tuition fee reduction if he or she is first financially assessed by his or her funding agency and if consent has been given for the University to access this information. Financial assessments will only be accepted from Student Finance England, Student Finance Northern Ireland, Student Finance Wales, the Student Awards Agency for Scotland, the Student Finance Services Non UK Team, the Student Loans Company (SLC) or the National Health Service (NHS). The University will only base a student's bursary and/or tuition fee reduction upon income information provided to it via the above agencies;

(b) Special regulations for financial assessments apply to members of the University who are working in Oxford for the Preliminary Examination in Medicine and Second Examination for the degree of BM. These are set out in cl 11 and 12;

(c) "Home" students are obliged to accept any maintenance grant they become eligible for as a result of financial assessment by their funding agency in order to be eligible to be assessed for a bursary and/or a tuition fee reduction. "Home" (and EU) students are not required by the University to take out a maintenance loan or tuition fee loan from their funding agency to be eligible to be assessed for a bursary or for a tuition fee reduction respectively.

7. The annual deadlines for the assessment of bursaries and tuition fee reductions shall be as follows:

(a) To be assessed for an Oxford bursary and/or tuition fee reduction students must comply with the application deadlines set by their funding agency. Students who fail to comply with requests to provide information to their agency will not be assessed by the University after the deadlines listed in (b) and (c) below;

(b) To be assessed, or reassessed, for an Oxford bursary students must ensure that they have provided all information to their funding agency in time to ensure their assessment is complete and available to the University from the SLC or other approved agency by 30 May of

the academic year in which they wish to be considered for a bursary;

(c) To be assessed, or reassessed, for a tuition fee reduction students must ensure that they have provided all information to their funding agency in time to ensure their assessment is complete and available to the University from the SLC or other approved agency by 20 December of the academic year in which they wish to be considered for a tuition fee reduction;

(d) Any student who wishes to be considered for a bursary and/or tuition fee reduction, or for a change in their bursary and/or tuition fee reduction after the dates listed in (b) and (c) above must submit a case to the Student Financial Support Fees and Funding section (Examination Schools, Oxford OX1 4BG) detailing the delay relating to their financial assessment by 30 May of that academic year. The student must confirm when he or she applied for funding, what difficulties he or she had in being assessed correctly, the action he or she took to rectify this, and provide any corresponding evidence. The student will be expected to respond in a timely manner to any requests for further information from Student Financial Support Fees and Funding. The student must also provide the final financial notification for that year as soon as it is available and no later than 20 December of the following academic year. If the student is in their final year of study, the deadline for submission of the financial support notification is Friday of Week 9 of Trinity term of that year.

8. The arrangements for adjustments to bursaries during an academic year are as follows:

(a) Each of the regulations in this clause will be subject to the dates and regulations listed in cl 7;

(b) Students who have received an overpayment of their bursary following a revised household income assessment will not be asked to repay any funds, unless the bursary was obtained due to incorrect information being knowingly submitted to the student's funding agency by the student or his or her sponsor;

(c) If a student's revised household income assessment results in an increased bursary entitlement, subsequent bursary payments will be adjusted upwards to reflect the student's increased entitlement for the whole year.

The increased bursary payments will be calculated as if the student had been eligible for that level from the start of the academic year;

(d) If a student fails to provide information requested by their funding agency, as a result of which the financial assessment is withdrawn, the University will suspend bursary payments until the student's assessment has been completed by the funding agency, at which point their bursary entitlement will be re-assessed;

(e) The amount paid per term will be one-third of the total annual bursary to which the student is eligible. Students will be expected to repay their bursary for any term where they have suspended or withdrawn before the bursary payment date, currently Week 4 in Michaelmas term and Week 2 in Hilary and Trinity terms.

9. The arrangements for adjustments to fee liability and tuition fee reductions during an academic year are as follows:

(a) Each of the regulations in this clause will be subject to the dates and regulations listed in cl. 7;

(b) Students whose revised household income assessment has increased will not be liable for increased University fees, unless the initial tuition fee reduction was obtained due to incorrect information being knowingly submitted to the student's funding agency by the student or his or her sponsor;

(c) If a student's revised household income assessment has reduced, resulting in an entitlement to a larger tuition fee reduction, he or she will receive an additional tuition fee reduction. The level of the tuition fee reduction will be calculated as if the student had been eligible for that level from the start of the academic year.

10. The arrangements for changes to bursary and tuition fee reduction entitlement between years are as follows:

(a) Students entitled, in accordance with the criteria set out in §1, cl 1, to be charged University fees at the appropriate "home" (and EU) rate, and who are entitled to be financially assessed by Student Finance England, Student Finance Northern Ireland, Student Finance Wales, the Student Awards Agency for Scotland, the SLC or the NHS, are required by these funding agencies to apply for financial support each year if they wish to access means-tested support. The assessment

of their household income by their funding agency may change from year to year, and consequently their entitlement to a bursary and/or tuition fee reduction is subject to change each year. Special regulations are set out in cl 11 and 12 for financial assessments for members of the University working for the Preliminary Examination in Medicine (Part II) and Bachelor of Medicine (Second Examination);

(b) Students entitled, in accordance with the criteria set out in §1, cl 1, to be charged fees at the appropriate “home” (and EU) rate, and who are entitled to be financially assessed by the Student Finance Services Non UK Team may have their household income assessed in the first year of study only. Students who wish to have their household income reassessed or continuing year students who wish to be financially assessed for the first time must submit a request to the Student Financial Support Fees and Funding section, Examination Schools, Oxford, OX1 4BG.

(c) Students will only be eligible to be assessed for a bursary and/or tuition fee reduction for the period in which they are entitled, in accordance with the criteria set out in §1, cl 1, to be charged University fees at the appropriate “home” (and EU) rate.

11. Special regulations apply for members of the University who are working in Oxford for the Preliminary Examination in Medicine (Part II) and Bachelor of Medicine (Second Examination) where these students were admitted on the accelerated four-year course. These are as follows:

(a) The household income of students in years two to four of their course will be estimated on the basis of the financial assessment of their household income in year one of their course or from their latest NHS (or corresponding authority) bursary assessment as evidenced by the student;

(b) Students will be eligible to be assessed for a tuition fee reduction in the first year of their course. Those students not eligible for fee support from the NHS/SLC because their funding agency does not provide fee support for this course will be eligible to be assessed for a tuition fee reduction in all years of their course where household income will be estimated on the basis of the financial assessment of their household income in year one of their course. A tuition fee reduction is not available to those

students who are eligible for fee support from the NHS/SLC after the first year of their course;

(c) Students will be eligible to be assessed for a bursary for all years of the course. They will not be eligible for any start-up bursary available to students in cl 1 (a), (b) and (c) in their first year of study.

12. Special regulations apply for members of the University who are working in Oxford for the Bachelor of Medicine (Second Examination) in years four to six of the six-year medicine course:

(a) The household income of students in years five and six of the six-year medicine course will be estimated on the basis of the financial assessment of their household income in year four of their course or from their latest NHS (or corresponding authority) bursary assessment as evidenced by the student;

(b) Students in year four of the course will be eligible to be assessed for a tuition fee reduction;

(c) Students will be eligible to be assessed for a bursary for all years of the course. They will not be eligible for any start-up bursary available to students in cl 1 (a), (b) and (c) in their first year of study.

13. Special regulations apply for members of the University who are working in Oxford for the Certificate or Diploma in Theological and Pastoral Studies:

(a) Students will be eligible to be assessed for the tuition fee reductions advertised on the Faculty of Theology and Religion website, and determined from time to time by Council's Education Committee and Planning and Resource Allocation Committee;

(b) Students will be eligible to be assessed for a bursary for all years of the course. They will not be eligible for any start-up bursary available to students in cl 1 (a), (b) and (c) in their first year of study.

14. Members of the University working in Oxford for the Postgraduate Certificate in Education will be eligible to be assessed for a tuition fee reduction determined from time to time by Council's Education Committee and Planning and Resource Allocation Committee. They will only be eligible to be assessed for an Oxford bursary if their full entitlement to government maintenance support (including a government teacher training bursary or affiliated scholarship) amounts to less than £9,000. They will not be eligible for any start-up bursary available to students in cl 1 (a), (b) and (c) in their first year of study.

15. Students who have completed the part-time Foundation Certificate in History or English Language and Literature at Oxford with the Department for Continuing Education and who progress directly to the second year of the BA in History or the BA in English Language and Literature are eligible to be assessed for any start-up bursary that is normally available to students described in cl 1 (a), (b) and (c) in their first year.

146. If a student believes that his or her bursary or tuition fee reduction has not been processed according to these regulations and/or the bursary and tuition fee reduction rates approved by Council's Education Committee and Planning and Resource Allocation Committee, he or she should contact the Student Financial Support Fees and Funding section, Examination Schools, Oxford OX1 4BG. Any question of doubt or difficulty relating to the eligibility of individual students for tuition fee reductions and/or Oxford bursaries shall be determined by the Fees Panel, as described in §3, cl 3.

Education Committee

REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS

to accommodate changes to examination entry process following change in student record system

Humanities Board

MPHIL & MST IN BRITISH AND EUROPEAN HISTORY, FROM 1500 TO THE PRESENT
replacing current Master of Philosophy in Modern British and European History

MPHIL & MSC IN ECONOMIC AND SOCIAL HISTORY

MPHIL & MSC IN HISTORY OF SCIENCE, MEDICINE AND TECHNOLOGY
deadline change

MPHIL IN GREEK AND/OR LATIN LANGUAGES AND LITERATURE
revised for greater simplicity and clarity

MPHIL IN GREEK AND/OR ROMAN HISTORY

MST IN GREEK AND/OR ROMAN HISTORY
(a) option changes
(b) submission deadline changes

MPHIL IN ISLAMIC STUDIES AND HISTORY
change of assessment methods

MPHIL IN ORIENTAL STUDIES (BUDDHIST STUDIES)

MPHIL IN ORIENTAL STUDIES (CUNEIFORM)

MPHIL IN ORIENTAL STUDIES (MODERN MIDDLE EASTERN STUDIES)

MPHIL IN ORIENTAL STUDIES (MODERN SOUTH ASIAN STUDIES)

MST IN JAPANESE STUDIES

FHS IN ORIENTAL STUDIES

FHS IN ORIENTAL STUDIES (JAPANESE)

(a) amendments to administrative procedures for the degrees

(b) tidying up the regulations

MPHIL IN ORIENTAL STUDIES

MPHIL IN ORIENTAL STUDIES (CLASSICAL INDIAN RELIGION)

MPHIL IN ORIENTAL STUDIES (EGYPTOLOGY)

MPHIL IN ORIENTAL STUDIES (ISLAMIC ART & ARCHAEOLOGY)

MPHIL IN ORIENTAL STUDIES (JEWISH STUDIES IN THE GRAECO-ROMAN PERIOD)

MPHIL IN ORIENTAL STUDIES (MODERN CHINESE STUDIES)

MPHIL IN ORIENTAL STUDIES (MODERN JEWISH STUDIES)

MPHIL IN ORIENTAL STUDIES (OTTOMAN TURKISH STUDIES)

MST IN BIBLE INTERPRETATION

MST IN CHINESE STUDIES

MST IN CLASSICAL ARMENIAN STUDIES

MST IN CLASSICAL HEBREW STUDIES

MST IN ISLAMIC ART AND ARCHAEOLOGY

MST IN JEWISH STUDIES IN THE GRAECO-ROMAN PERIOD

MST IN ORIENTAL STUDIES

MST IN SYRIAC STUDIES

FHS IN ORIENTAL STUDIES (ARABIC)

FHS IN ORIENTAL STUDIES (EGYPTOLOGY & ANCIENT NEAR EASTERN STUDIES)

FHS IN ORIENTAL STUDIES (PERSIAN)

amendments to administrative procedures for the degree

MPHIL IN ORIENTAL STUDIES

(TRADITIONAL EAST ASIA)

assessment deadline changes

MPHIL IN THEOLOGY

MST IN THEOLOGY

introduction of a clearer, more structured form of presentation and enumeration

MST IN BRITISH AND EUROPEAN

HISTORY, FROM 1500 TO THE PRESENT

MST IN ISLAMIC STUDIES AND HISTORY

new programme of study

MST IN GREEK AND/OR LATIN

LANGUAGES AND LITERATURE

revised for greater clarity and consistency with MPhil regulations

MST IN JEWISH STUDIES

(a) syllabus revisions

(b) amendments to administrative procedures

MST IN STUDY OF RELIGIONS

syllabus updates

ALL HONOUR SCHOOLS INCLUDING PHILOSOPHY

HONOUR SCHOOL OF CLASSICS AND ENGLISH

minor amendments

FHS OF ENGLISH LANGUAGE AND LITERATURE

amendment to length of portfolio essays

FHS OF ENGLISH AND MODERN LANGUAGES

(a) amendment to length of portfolio essays

(b) clarification of current regulations

FHS OF EUROPEAN AND MIDDLE EASTERN LANGUAGES

change of submission date

FHS OF EUROPEAN AND MODERN LANGUAGES

(a) new option

(b) amendments to administrative procedures

FHS OF HISTORY (I)

new special subject

FHS OF HISTORY (II)

removal of an obsolete reference

FHS OF HISTORY AND ENGLISH

clarification of allowed combination of English papers

FHS OF MEDIEVAL AND MODERN LANGUAGES (I)

(a) to change method of receiving a paper

(b) to amend a submission date

FHS OF MEDIEVAL AND MODERN LANGUAGES (II)

change in paper coverage

FHS OF ORIENTAL STUDIES (I)

HONOUR SCHOOL OF HISTORY OF ART

amendments to options

HONOUR SCHOOL OF ANCIENT AND MODERN HISTORY

HONOUR SCHOOL OF CLASSICAL ARCHAEOLOGY AND ANCIENT HISTORY

(a) detailed prescriptions for individual papers relocated from the *Examination Regulations* to the handbooks

(b) new paper numbering system

HONOUR SCHOOL OF CLASSICS AND MODERN LANGUAGES

HONOUR SCHOOL OF CLASSICS AND ORIENTAL STUDIES

HONOUR SCHOOL OF LITERAE HUMANIORES

(a) detailed prescriptions for individual papers relocated to handbook

(b) new paper numbering system

(c) changes to papers

HONOUR SCHOOL OF COMPUTER SCIENCE AND PHILOSOPHY

HONOUR SCHOOL OF MATHEMATICS AND PHILOSOPHY

HONOUR SCHOOL OF PHYSICS AND PHILOSOPHY

amendments to assessment mode

HONOUR SCHOOL OF MODERN LANGUAGES

corrections to regulations concerning Polish papers

PRELIMS IN CLASSICAL ARCHAEOLOGY AND ANCIENT HISTORY

HONOUR MODS IN CLASSICS

simplification of current regulations

PRELIMS IN MODERN LANGUAGES (I)

PRELIMS IN MODERN LANGUAGES (II)

change to set texts

PGDIP IN APPLIED THEOLOGY

clarification of regulations concerning time on the register

Mathematical, Physical and Life Sciences Board

MSC IN APPLIED STATISTICS

(a) removal of obsolete clauses

(b) requirement to submit paper and electronic dissertations

MSC IN MATHEMATICAL AND THEORETICAL PHYSICS

HONOUR SCHOOL OF MATHEMATICAL AND THEORETICAL PHYSICS

to allow for online submission in addition to hard-copy submission for certain coursework units

Medical Sciences Board

HONOUR SCHOOL OF EXPERIMENTAL PSYCHOLOGY (PART II)

(a) to update the regulations for accuracy

(b) to require submission of an electronic copy of Research Projects and Library Dissertations

(c) to change submission deadlines

HONOUR SCHOOL OF MOLECULAR AND CELLULAR BIOCHEMISTRY (PART II)

to align deadlines for publishing lists (A and B) of Part II options with fundamental information about assessment methods to be used

**HONOUR SCHOOL OF NEUROSCIENCE
(PART II)**

to enable students to take Paper 3 as specified for the Honour School of Medical Sciences instead of a second advanced option in Psychology, if desired

**BACHELOR OF MEDICINE (FIRST
EXAMINATION) (I)**

change to regulations concerning applications for exceptional third attempts at the First BM Part I and Part II Examinations

**BACHELOR OF MEDICINE (FIRST
EXAMINATION) (II)**

to enable Director of Pre-Clinical Studies (as well as examiners) to request that candidates submit their practical notebooks

PRELIMS IN BIOMEDICAL SCIENCES

substitution of Introduction to Probability Theory and Statistics paper in place of Mathematics and Statistics paper

Social Sciences Board**MPHIL IN CLASSICAL ARCHAEOLOGY**

MST IN CLASSICAL ARCHAEOLOGY
amendment to essay submission deadline

MPHIL IN ECONOMICS

- (a) minor revisions to text
- (b) removal of vivas

MPHIL IN POLITICS**MSC IN POLITICS RESEARCH**

- (a) minor revisions to text and layout
- (b) removal of language proficiency requirement

**MPHIL IN EVIDENCE-BASED SOCIAL
INTERVENTION AND POLICY
EVALUATION****MPHIL IN INTERNATIONAL RELATIONS****MSC IN COMPARATIVE SOCIAL POLICY****MSC IN EVIDENCE-BASED SOCIAL
INTERVENTION AND POLICY
EVALUATION****MSC IN POLITICAL THEORY RESEARCH**
minor revisions to text**BA IN HUMAN SCIENCES**

amendment to syllabus and assessment of one paper

**BA IN PHILOSOPHY, POLITICS AND
ECONOMICS (I)**

to allow students to take a Special Subject paper and thesis/dissertation

**BA IN PHILOSOPHY, POLITICS AND
ECONOMICS (II)**

addition of new topic to one paper

Elections

Elections

11 June

Nominations for the elections below will close at **4pm on 14 May**.

Council

One member of Congregation elected by Congregation from members of the faculties in the divisions of Mathematical, Physical and Life Sciences and of Medical Sciences

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor M S Williams, New College	MT 2019
--	---------

One member of Congregation elected by Congregation from members of the faculties in the divisions of Humanities and of Social Sciences

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Dr E J Smith, Hertford	MT 2019
------------------------	---------

One member of Congregation, not necessarily being a member of any division and not in any case being nominated in a divisional capacity, elected by Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Dr F Lannon, Lady Margaret Hall	MT 2017
---------------------------------	---------

Note: Full details of Council's remit, composition, functions and powers can be found at: www.admin.ox.ac.uk/statutes/783-121.shtml.

Elected members of Council will ordinarily be expected to serve on a small number of other committees (typically between one and three, usually including at least one of the main committees of Council: ie PRAC, GPC, Education Committee, Personnel Committee, Research Committee).

For further information, please contact the Deputy University Secretary (emma.rampton@admin.ox.ac.uk).

Committees reporting to Council**AUDIT AND SCRUTINY COMMITTEE**

One member of Congregation elected by Congregation from among members of the faculties in the divisions of Mathematical, Physical and Life Sciences and of Medical Sciences who shall not serve on Council or on any committee which in the view of Council has mainline executive authority within the University, or hold any office in the University or any college which involves executive authority

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor R W Daniel, Brasenose	HT 2017
---------------------------------	---------

For further information, please contact the Secretary (sallyvine@admin.ox.ac.uk).

**BUILDINGS AND ESTATES
SUBCOMMITTEE**

One person elected by Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Mr M C Bradbury	MT 2018
-----------------	---------

For further information, please contact the Secretary (ellen.hudspith@admin.ox.ac.uk).

CONTINUING EDUCATION BOARD

One member of the Department for Continuing Education elected by and from among the members of the department

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Dr T C Buchanan, Kellogg	MT 2018
--------------------------	---------

Note: For the purposes of this election, the members of the department are the professors, readers, University lecturers and other staff on grade 8 and above who work in the department.

For further information, please contact the Secretary (peter.gambles@admin.ox.ac.uk).

**CURATORS OF THE UNIVERSITY
LIBRARIES**

Two members of Congregation elected by Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Dr K L Blackmon, Merton	MT 2019
Dr H O'Donoghue, Linacre	MT 2019

For further information, please contact the Secretary (richard.ovenden@bodley.ox.ac.uk).

Other Committees and University Bodies**VISITORS OF THE ASHMOLEAN MUSEUM**

One member of Congregation elected by Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor M J Burden, New College	MT 2019
--------------------------------------	---------

Note: Further information on the Visitors can be found at: www.admin.ox.ac.uk/statutes/regulations/489-112.shtml.

For further information, please contact the Secretary (emma.brown@ashmus.ox.ac.uk).

VISITORS OF THE BOTANIC GARDEN

One person elected by Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor H C J Godfray, Jesus	MT 2018
--------------------------------	---------

For further information, please contact the Secretary (stephen.harris@plants.ox.ac.uk).

DELEGACY FOR NOMINATION OF CANDIDATES FOR ECCLESIASTICAL BENEFICES

Two members of Congregation elected by Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor V D Cunningham, Corpus Christi	MT 2021
Dr S J Gunn, Merton	MT 2021

For further information, please contact the Secretary (tora.pickup@admin.ox.ac.uk).

DELEGACY FOR MILITARY INSTRUCTION

One person elected by Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Dr C P MacKenzie, Green Templeton	MT 2019
--------------------------------------	---------

COMMITTEE FOR THE RUSKIN SCHOOL OF ART

Two other persons holding teaching posts in the Ruskin School, who shall be elected by all those holding such posts except the Ruskin Master of Drawing under arrangements as per Council Regulations 19 of 2002, regulations 31–39

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor B D Catling, Linacre	MT 2018
Professor M Chevaska, Brasenose	MT 2018

For further information, please contact the Secretary (bob.green@ruskin-sch.ox.ac.uk).

NOMINATING COMMITTEE FOR THE VICE-CHANCELLORSHIP

Two persons not also being members of Council elected by and from Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor J Savulescu, St Cross	MT 2022
Professor Sir John Vickers, All Souls	MT 2022

Note: Further information on the board can be found at: www.admin.ox.ac.uk/statutes/regulations/308-072.shtml.

For further information, please contact the Administrative Secretary (nigel.berry@admin.ox.ac.uk).

VISITATORIAL BOARD PANEL

Three persons elected by and from Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Dr N Bowles, Corpus Christi	MT 2019
Dr H O'Donoghue, Linacre	MT 2019
Dr L J Smith, Harris Manchester	MT 2019

Note: Further information on the board can be found at: www.admin.ox.ac.uk/statutes/353-051a.shtml and www.admin.ox.ac.uk/statutes/regulations/248-062.shtml.

For further information, please contact the Secretary (felicity.burchett@admin.ox.ac.uk).

Divisional Boards**HUMANITIES BOARD**

One person elected by and from among the members of the Faculty of English Language and Literature

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor R Douglas-Fairhurst, Magdalen	MT 2016
--	---------

One person elected by and from among the members of the Faculty of Oriental Studies

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor M J Smith, University College	MT 2016
--	---------

For further information, please contact the Secretary (lynne.hirsch@humanities.ox.ac.uk).

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES BOARD

One person elected by and from among the members of the Faculty of Chemistry

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor C J Schofield, Hertford	MT 2019
-----------------------------------	---------

For further information, please contact the Secretary (saira.shaikh@mpls.ox.ac.uk).

Faculty Boards**BOARD OF THE FACULTY OF CLASSICS**

Two persons elected by and from among the members of the Sub-faculty of Classical Languages and Literature

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Dr R M Armstrong, St Hilda's	MT 2017
Dr R B Rutherford, Christ Church	MT 2017

For further information, please contact the Secretary (administrator@classics.ox.ac.uk).

BOARD OF THE FACULTY OF ENGLISH LANGUAGE AND LITERATURE

Four persons elected by and from the members of the faculty of English Language and Literature

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor E D Boehmer, Wolfson	MT 2017
Professor S C P Horobin, Magdalen	MT 2017
Professor J C G Pitcher, St John's	MT 2017
Professor D L Wakelin, St Hilda's	MT 2017

For further information, please contact the Secretary (richard.sykes@ell.ox.ac.uk).

BOARD OF THE FACULTY OF HISTORY

Nine persons elected by and from among the members of the Faculty of History holding posts on the establishment or under the aegis of the board

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor J C Belich, Balliol	MT 2017
Professor T C Buchanan, Kellogg	MT 2017
Professor P Corsi, Linacre	MT 2017
Dr A M Gregory, Pembroke	MT 2017
Dr D M Hopkin, Hertford	MT 2017
Dr B E Jackson, University College	MT 2017
Dr M S Kempshall, Wadham	MT 2017
Professor K H A O'Rourke, All Souls	MT 2017
Dr G Tapsell, Lady Margaret Hall	MT 2017

For further information, please contact the Secretary (administrator@history.ox.ac.uk).

BOARD OF THE FACULTY OF LINGUISTICS, PHILOLOGY AND PHONETICS

Two persons elected by and from among the members of the Faculty of Linguistics, Philology and Phonetics

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor M D Maiden, Trinity	MT 2017
Dr S Paoli, Balliol	MT 2017

For further information, please contact the Secretary (administrator@ling-phil.ox.ac.uk).

BOARD OF THE FACULTY OF MUSIC

Two persons elected by and from among the members of the Faculty of Music

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Dr R W Allen, St Peter's	MT 2017
Professor M J Burden, New College	MT 2017

For further information, please contact the Secretary (administrator@music.ox.ac.uk).

BOARD OF THE FACULTY OF PHILOSOPHY

Three persons elected by and from among the members of the Faculty of Philosophy

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Professor R S Crisp, St Anne's	MT 2017
Dr O E E Pooley, Oriel	MT 2017
Dr D M W Wallace, Balliol	MT 2017

For further information, please contact the Secretary (david.gardner@philosophy.ox.ac.uk).

BOARD OF THE FACULTY OF THEOLOGY AND RELIGION

Four Ordinary Members elected by and from all members of the faculty exclusive of the persons qualified to be Official Members as per Regulation 10 of Council Regulations 19 of 2002

<i>Current/Retiring Member</i>	<i>To hold office until</i>
--------------------------------	-----------------------------

Dr R A Ellis, Regent's Park	MT 2017
Professor G D Flood, Wolfson	MT 2017
Dr S L Hausner, St Peter's	MT 2017
Dr D N Lincicum, Mansfield	MT 2017

Three Official Members elected by all members of the faculty and from the persons qualified to be Official Members as per Regulation 10 of Council Regulations 19 of 2002

Current/Retiring Member

Canon Professor N J Biggar, Christ Church
Canon Professor S R I Foot, Christ Church
Canon Professor G J Ward, Christ Church

For further information, please contact the Secretary (alison.broadby@theology.ox.ac.uk).

Notes:

Nominations in writing for the elections on 11 June, by four members of Congregation other than the candidate, will be received by the Elections Office, University Offices, Wellington Square, up to **4pm on 14 May**.

At least one nomination in respect of each candidate must be made on an official nomination form (available at www.admin.ox.ac.uk/elections/oxonly/forms/index.shtml). Council has decided that nominations should show for each signatory the name and college or department in block capitals. Any names which are not so shown may not be published.

Candidates are invited to include with their nomination forms a written statement of no more than 250 words setting out his or her reasons for standing and qualifications for the office being sought. In the event of a contested election, these statements will be available online at www.admin.ox.ac.uk/elections and published in the *Gazette* dated 28 May. Voters may wish to wait until they have read these statements before returning their ballot papers.

Ballot papers will be sent out to members of Congregation as soon as possible after the closing date for nominations. Completed ballot papers must be received by the Elections Office not later than **4pm on**

11 June.

For further information, please contact the Elections Officer (shirley.mulvihill@admin.ox.ac.uk).

Convocation

19 June

Election of the Professor of Poetry

An election by Convocation will be held in Trinity term 2015 in order to elect the Professor of Poetry, to hold office for four years from the first day of Michaelmas term 2015. A meeting of Convocation will be held on Friday, 19 June 2015, to announce the results.

DUTIES AND STIPEND OF THE PROFESSOR

The duties of the professor are: normally to give one public lecture each term; to deliver an inaugural lecture; normally to offer one more event each term; to give the Creweian

Oration at Encaenia every other year (a duty established by convention); each year, to be one of the judges for the Newdigate Prize, the Lord Alfred Douglas Prize and the Chancellor's English Essay Prize; every third year to help judge the prize for the English poem on a sacred subject; and generally to encourage the art of poetry in the University.

The professor receives a stipend of £12,000 per annum plus £40 for each Creweian Oration. The professor may hold the post in conjunction with another professorship or readership within the University. The post enjoys an association with All Souls College but there may be occasions when the postholder is offered an association by another college (eg if the postholder has a prior association with another college).

Further particulars of the professorship are available on the University website (www.ox.ac.uk/poetryprofessor2015). Informal enquiries about the post may be made to the Chair of the Faculty of English (seamus.perry@ell.ox.ac.uk).

ELECTION PROCEDURES*Eligibility to vote in this election*

All members of Convocation who wish to vote in this election must first register their intention to vote (see 'Voter registration' below).

Convocation consists of all the former student members of the University who have been admitted to a degree (other than an honorary degree) of the University, and of any other persons who are members of Congregation or who have retired having been members of Congregation on the date of their retirement.

Membership of Convocation is conferred automatically to members of Congregation whose names have been entered in the Register of Congregation and to degree holders after having attended a formal degree ceremony (either in person or *in absentia*). Those wishing to verify their current status as members of Convocation are asked to contact their college secretary or departmental administrator.

The functions of Convocation are set out in the University Statutes (www.admin.ox.ac.uk/statutes/780-121.shtml).

Eligibility to stand for election

The single criterion for eligibility, in addition to not having held the Professorship on a previous occasion, is that candidates be of sufficient distinction to be able to fulfil the duties of the post.

Eligibility to nominate in this election

All members of Convocation are entitled to nominate a candidate in this election (see 'Nominations' below). Please note that members also wishing to vote must also register their intention to vote (see 'Voter registration' below).

Nominations

Nominations by 50 members of Convocation other than the candidate (who need not be a member of Convocation) must be received by the Elections Office at the University Offices, Wellington Square, up to **4pm on Wednesday, 6 May**. Copies of the nomination form may be downloaded from the University website (www.ox.ac.uk/poetryprofessor2015) or obtained from the Elections Office (email: poetry.election@admin.ox.ac.uk). Nominations must clearly show for each signatory the name, date of birth, and college and year of matriculation (for degree-holders), or the college or department (for non-matriculated members of Congregation). Faxed nomination forms or electronic signatures will not be accepted. The names of those nominators whose eligibility to nominate has been verified will be published online and in the University *Gazette*.

Nominations must also be accompanied by a statement signed by the person nominated consenting to the nomination, and including either his/her contact details or the name and contact details of the person he/she has nominated to act as his/her representative to the University throughout the election (the 'authorised representative'). Faxed candidate forms or electronic signatures will not be accepted. Copies of the form for candidates may also be downloaded from the University website (www.ox.ac.uk/poetryprofessor2015) or obtained from the Elections Office.

Candidate statements

Each candidate for election, or authorised representative, may submit for publication a written statement, of no more than 500 words, setting out the candidate's reasons for standing. If they so wish, each candidate may include for publication one photograph of themselves and one URL to the candidate's own website.

Published with the authority of the University of Oxford by Oxford University Press; registered as a newspaper at the Post Office; printed at Oxuniprint, Langford Locks, Kidlington, Oxon OX5 1FP.

Editor:

D L Dooher, MA Oxf

Deputy Editor:

R S Cuomo, AB Bryn Mawr, MA Massachusetts

These statements must be received by the Elections Office at the University Offices, Wellington Square, by **4pm on Wednesday, 6 May**. In the event of a contested election, these statements shall be published in the University *Gazette* and on the official University website.

Congregation flysheets

Ten or more members of Congregation may arrange to have a flysheet circulated with the *Gazette* in regard to this election. The rules made by Council governing the circulation of flysheets are given in Appendix B of Congregation Regulations 2 of 2002 (www.admin.ox.ac.uk/statutes/regulations/529-122b.shtml#_Toc28141352).

Voting arrangements

If the election is not contested the result will be announced in the *Gazette* following the close of nominations. In the event of a contested election, a ballot will be conducted by the Electoral Reform Services in accordance with the following procedures and the results announced at a meeting of Convocation on Friday, 19 June.

Voter registration

In the event of a contested election, members of Convocation must register their intention to vote. The registration period will open on Monday, 13 April 2015, and close at noon on Monday, 8 June 2015 (BST). A website will be available during this period for prospective voters to register their intention to vote during the election. Once you have submitted your request to register and confirmed this via an emailed link to your email account, your details will be checked to ensure you are a member of Convocation and eligible to vote in this election. You will be notified by email if your request has been unsuccessful. If you are unable to register online, or have any queries about the registration process, a telephone helpline will be available during the registration period.

Voting

Registered voters will have the option of voting, either online or in person at the University Offices, from Friday, 22 May, until noon on Wednesday, 17 June (BST). Voters

This is the final *Gazette* of Hilary term. The first *Gazette* of Trinity term will be published on 23 April and will include the termly lecture supplement.

Gazette copy must be received in the week before publication. Deadline: noon on Wednesday. Inclusion is subject to availability of space.

Certain sections in the *Gazette* include official announcements by the University but the University accepts no responsibility for the content of any other material in the *Gazette*.

who have registered to vote online will be sent instructions on how to vote once their eligibility to vote has been verified. To allow time for verification of eligibility, members wishing to vote in person must register at least five working days before collecting their ballot paper from the University Offices at Wellington Square, Oxford, between 9am and 5pm Monday to Friday. Members voting in person must bring some form of photo identification, such as a University card, Bodleian reader's card, new-style driving licence or passport.

Result of a contested election

The result of a contested election will be announced by the Proctors in a meeting of Convocation at 4pm on Friday, 19 June, in Convocation House. Members of Convocation wishing to attend the meeting are asked to note that the wearing of gowns is optional. The result will subsequently be reported on the University's website and published in the *Gazette*.

FURTHER INFORMATION

Informal enquiries about the post may be made to the Chair of the Faculty of English (seamus.perry@ell.ox.ac.uk).

Further information about election procedures may be found in Council Regulations 8 of 2002 (www.admin.ox.ac.uk/statutes/regulations/1089-120.shtml).

Those wishing to verify their current status as members of Convocation are asked to contact their college secretary or departmental administrator.

Media enquiries should be directed to the University of Oxford News and Information Office (email: news.office@admin.ox.ac.uk; tel: +44 (0)1865 (2)80528 or email: matt.pickles@admin.ox.ac.uk; tel: +44 (0)1865 280532).

All other queries should be addressed to the Elections Officer, Ms S L S Mulvihill, Council Secretariat, University Offices, Wellington Square, Oxford, OX1 2JD (email: poetry.election@admin.ox.ac.uk; tel: +44 (0)1865 (2)80463).

Next Gazette: Thursday, 23 April.

Gazette online: www.ox.ac.uk/gazette

Gazette subscriptions: www.ox.ac.uk/gazette/subs

Gazette Office,

University Offices,
Wellington Square,
Oxford OX1 2JD

tel: Oxford (2)80549

email: gazette@admin.ox.ac.uk

