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Council and Main Committees

Council of the University

Changes in Regulations

Council has made the following changes in regulations, to come into effect on **11 April**.

(a) Committee for Development and Alumni Relations

Explanatory Note

The proposed changes, made on the recommendation of the Committee for Development and Alumni Relations, amend the committee's remit and membership by (i) reducing the number of members and (ii) removing its responsibilities in relation to sponsorship matters and setting priorities for fundraising and alumni relations.

Text of Regulations

1 In Council Regulations 15 of 2002, amend Part 17 concerning the Committee for Development and Alumni Relations as follows (new text underlined, deleted text scored through):

'17.1. The Committee for Development and Alumni Relations shall consist of:

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor (Development and External Affairs), who shall be vice-chairman of the committee;
- (2) the Pro-Vice-Chancellor (Planning and Resources);
- (3) one of the Proctors and the Assessor as may be agreed between them;
- (4) the Chairman of the Conference of Colleges or, subject to the approval of the Council, his or her nominee;
- (5) the Chair of the Development Panel Vice-Chairman of the Development Council;
- (6)–(9) the head (or the nominee of the head) of each of the four divisions;
- (10)–(11) four two persons appointed by Council, of whom one shall be appointed from among the members of Council specified in section 4 (15)–(25) of Statute VI, one shall be a member of its Planning and Resource Allocation Committee, and two shall be heads of house;

(124) one student member representative appointed by the Executive of the Oxford University Student Union from among their own number.

17.2. The committee may co-opt up to two additional members for such periods as the committee shall deem appropriate.

17.3. The committee shall:

- (1) advise Council on strategy and policy relating to development; and alumni relations and sponsorship; and the alignment of development and alumni relations priorities with the strategic objectives of the University;
- (2) monitor the implementation and effectiveness of the University's policies and procedures relating to development and alumni relations, reporting and referring matters to Council as appropriate, and if deemed appropriate by the Committee, offer feedback and advice to Council on policies or strategy for fundraising and alumni relations make recommendations to Council (in consultation with the Academic Divisions and the main committees of Council, as appropriate) on the short- and long-term priorities for fundraising and alumni relations;
- (3) seek to promote and facilitate fundraising and alumni relations within the collegiate University; and
- (4) oversee a review and approval procedure for individual sponsorship proposals;
- (45) refer cases which in its view raise issues of a reputational, ethical or similar nature to the Committee for the Review of Donations,;
- (6) monitor the implementation and effectiveness of the University's policies and procedures relating to development, alumni relations and sponsorship, reporting and referring matters to Council as appropriate.

2 These regulations shall be effective from 1 October 2014.

(b) Mathematical, Physical and Life Sciences Board

Explanatory Note

The proposed changes, made on the recommendation of the Mathematical, Physical and Life Sciences Board, revise the constitution of the board to include one additional representative appointed from amongst the division's research staff community and reduce the number of persons appointed by the Conference of Colleges from three to two, to reflect current practice.

Text of Regulations

1 In Council Regulations 17 of 2002, concerning divisional boards, delete regulations 10–11 and substitute (new text underlined, deleted text scored through):

'10. The Mathematical, Physical and Life Sciences Board shall consist of:

- (1) the Head of the Mathematical, Physical and Life Sciences Division, who shall be chairman;
- (2)–(11) the Heads of the Departments of Chemistry, Computer Science, Earth Sciences, Engineering Science, Materials, Mathematics, Physics, Plant Sciences, Statistics and Zoology;
- (12), (13) two persons elected by and from among the members of the Faculty of Chemistry;
- (14), (15) two persons elected by and from among the members of the Faculty of Engineering Science;
- (16), (17) two persons elected by and from among the members of the Faculty of Physics;
- (18), (19) two persons elected by and from among the members of the Faculty of Mathematics;
- (20) a person elected by and from among the members of the Faculty of Computer Science;
- (21) a person elected by and from among the members of the Faculty of Earth Sciences;
- (22) a person elected by and from among the members of the Faculty of Materials;

(23) a person elected by and from among the members of the Faculty of Plant Sciences;

(24) a person elected by and from among the members of the Faculty of Statistics;

(25) a person elected by and from among the members of the Faculty of Zoology;

(26)–(28) ~~three~~ two persons appointed, for a three-year term, under the procedures of the Conference of Colleges. They shall have appropriate experience and understanding of academic policy and finance and be familiar with the subject areas concerned, but should not hold a salaried teaching or research post within the division;

(28) a person appointed, for a three-year term, under the procedures of the Oxford Research Staff Society (OxRSS) from among its members, being members of a department in the division. Attendance at meetings by the OxRSS member shall be subject to similar arrangements as for student members, as set out in regulations 37–39 below.

11. The board may co-opt up to four additional members, on condition that the board shall always ensure by the use of its power of co-optation that the overall range of activities and concerns in the division is as fully represented within the total membership of the board as is reasonably practicable.'

2 These regulations shall be effective from 1 October 2014.

(c) Financial Regulations

Explanatory Note

These proposed minor amendments to the regulations reflect changes in processes following the upgrade of the Oracle Financials system to its latest release, Release 12. The opportunity is also taken to amend a small number of outdated references.

Text of Regulations

1 In the Financial Regulations, amend regulation 1.4(1)(b) as follows (deleted text scored through):

1.4 Financial Control

(1) Financial Planning and Reporting

(a) All heads of unit must meet the requirements of the Managing Budgets, Forecasts and Reporting process.

(b) Specific requirements of the ~~Financial Planning and Reporting~~ process include the provision that, in accordance with the timetable issued by PRAC, each budgetary unit prepare a budget for the financial year and to submit the budget to its parent body for approval. Budgetary units are required to keep income and expenditure within the budgetary targets set by their parent body. Where expenditure is expected to exceed income, the unit must seek prior approval from its parent body to set a deficit budget. If the deficit arises for reasons other than the planned spending down of previously accumulated reserves the unit must provide a plan to show how the budget deficit will be recovered, over a period of no longer than three years, unless otherwise agreed by PRAC. Parent body approval is still required if the deficit arises from the spending down of previously accumulated reserves but in this case it is not necessary to provide a recovery plan.

Budgetary units are required to keep their income and expenditure within the budgetary limits approved by PRAC. In so doing, divisions may agree to offset their departmental budgets against one another.'

2 Ibid, amend regulation 1.4(3) as follows (new text underlined, deleted text scored through):

'(3) Access to the University's Business System

All persons with access to the University's recommended business system must comply with the University's Information Security Policy relevant password and other security controls, and with the Regulations Relating to the Use of Information Technology Facilities.'

3 Ibid, amend regulation 1.4(4)(b) as follows (new text underlined, deleted text scored through):

'(b) All employees and others with responsibility for the administration and management of funds received or held by the University have a responsibility to guard against fraudulent practices affecting the University and follow the University Policies on Bribery and Fraud, and Gifts and Hospitality if such practices are discovered, seeking advice from the Senior Assistant Registrar (Compliance) in the Council Secretariat Head of Financial Assurance Services as required.'

4 Ibid, amend regulation 2.1(1) as follows (new text underlined, deleted text scored through):

'(1) In a unit that receives cash or cheques, the head of that unit is responsible for ensuring compliance with the Cash and Banking Management process governing such receipts.'

5 Ibid, amend regulation 2.3(1) as follows (new text underlined, deleted text scored through):

2.3 Gifts and Hospitality Received

(1) Gifts and hospitality received must comply with the University Policy on Gifts and Hospitality as identified in the University's Expenses and Benefits Guide.'

6 Ibid, amend regulation 3.1(1)–(6) as follows (new text underlined, deleted text scored through):

'(1) All procurement of goods and services must be in accordance with the Purchase to Pay processes and the Purchasing Procedures.

(2) Subject to 3.1 (3), all contracts (other than construction-related contracts) for the purchase of goods and/or services to the value of £100,000 or more must be negotiated through the University Purchasing Department Office. For limits below this, the limits set out in Table F apply (excluding insurance costs which must follow Insurance Section processes). No purchase order is required for purchases below £100. A banker's guarantee is required for payments made in advance that exceed £50,000.

Table F: Financial limits applicable to quotations

Limit £000	Preferred Supplier	Other Supplier
0-1	No quote required	Confirmation of price required
1-25	No quote required	Two written quotes required
25-100	Departmental tender	Departmental tender
100+	Purchasing Department Office	Purchasing Department Office

(3) For all equipment and services expenditure incurred on research awards departments should ensure that each award funder's general and grant-specific terms and conditions for the procurement process are met. Note that these requirements will sometimes go beyond the University's standard requirements outlined above.

(4) All contracts for the purchase of goods must incorporate the University's standard conditions of purchase, and all contracts for the procurement of services must be in the form of the University's standard contracts for services, unless (in either case) other terms are negotiated through the Purchasing Department Office or (for construction-related contracts) Estates Services. Orders placed above £100,000 must be managed using the principles established in the University's Contract Management Guidelines.

(5) RS is responsible for the authorisation of research-related services. Units are responsible for procuring items on approved research projects. Further requirements for research-related expenditure are included in regulations 4.1-4.2 below.

(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 Office and notified to the Head of Accounting Services.'

7 Ibid, amend regulation 3.2(1) as follows (new text underlined, deleted text scored through):

'(1) All salaries and expenses processed within the University should meet the requirements set out in the Payroll process control framework and Expenses and Benefits Guide process. The requirements

for relocation expenses, travel and subsistence expenses, and payments for entertaining are set out in the University's Expenses and Benefits Manual.'

8 Ibid, amend regulation 6.1 as follows (deleted text scored through):

'All cash within the unit must be managed in line with the Cash Handling and Banking process.'

9 Ibid, amend regulation 6.6 as follows (deleted text scored through):

6.6 Insurance

(1) Except in cases where express agreement to the contrary has been reached with the Finance Division, all insurances must be arranged only through the Insurance Section, which will provide all necessary advice.

(2) ~~Each budgetary unit must submit an Annual Insurance Return that provides details of the unit's contents to be insured.~~ Items of equipment will be covered for all-risks insurance if they are included within the return. The unit's equipment register must be updated regularly, to include all acquisitions and disposals. Items purchased between annual submissions to the Insurance Section are covered automatically: however, the Insurance Section must be notified at the time of acquisition whenever an individual item exceeds £100,000 in value.

(3) University-owned vehicles may be used for University business purposes only. Use must be authorised in writing by the head of unit, and a record of authorised drivers maintained. The unit must refer to the Insurance Section whenever a driver has six or more points on his or her licence. The Insurance Section must receive immediate

notification of all vehicle acquisitions and disposals and hires for a period of fourteen days or more. In addition the unit must submit to the Insurance Section the Annual Insurance Return: Departmental Vehicles.'

10 Ibid, amend regulation 7.2 as follows (new text underlined, deleted text scored through):

7.2 Assurance

Heads of unit must also support the need for the University to discharge its assurance responsibilities to external, regulatory or other review bodies. This assurance covers both financial and non-financial activities. The University also requires departments to comply with its set out in the Self-Assurance process.'

Council of the University

Register of Congregation

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

Ackermann, S M, Linacre
Broomfield, J A J, Kellogg
Buck, D, Wellcome Trust Centre for Human Genetics
Hislop, J R, Faculty of Clinical Medicine
Hughes, M J, Bodleian Special Collections
Naylor, E W J, St Antony's
Renton, A J V, Student Welfare and Support Services
Shkoller, S, Trinity
Wills, Q F, Brasenose
Yates, C A, Christ Church

Divisional and Faculty Boards

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

Congregation

Congregation

31 March

Degree by Resolution

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

Congregation

12 June

Elections

COUNCIL

COMMITTEES REPORTING TO COUNCIL

Buildings and Estates Subcommittee
Continuing Education Board
Nominations Committee
Socially Responsible Investment Review Committee

OTHER COMMITTEES AND UNIVERSITY BODIES

Visitors of the Ashmolean Museum
Curators of the University Parks
Committee for the Ruskin School of Art
Visitatorial 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 Oriental Studies
Board of the Faculty of Philosophy
Board of the Faculty of Theology and Religion

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

General Notices

Gazette publication arrangements

This is the final *Gazette* of Hilary term. Publication for Trinity term will begin on 24 April.

The deadline for receipt of items for publication in the *Gazette* of 24 April, which includes the Trinity term lecture supplement, will be brought forward because of the Easter office closure: **the deadline for receipt of such items is noon on 9 April.**

Reports issued by the Internal Auditors

The following reports issued by the Internal Auditors were accepted by the Audit and Scrutiny Committee at its meeting on 18 March 2014:

Oxford Institute of Population Ageing
Oxford University Endowment Management (OUem)

The executive summaries of these reports have now been posted on the intranet at <https://www1.admin.ox.ac.uk/councilsec/assurance/auditandscrutinycommittee/auditrep>. The full reports may be consulted by members of Congregation at the University Offices by arrangement with the Senior Assistant Registrar (Assurance), Sally Vine (email: sally.vine@admin.ox.ac.uk, tel: (2)80179).

University Committees: Vacancies for appointment by Council and/or its General Purposes Committee

Council's General Purposes Committee (GPC) invites members of the University (subject to eligibility) to submit expressions of interest in relation to the following vacancies to which it or Council appoints.

Expressions of interest must be received by the Council Secretariat (shirley.mulvihill@admin.ox.ac.uk, tel: (2)80463) by **4pm on 31 March.**

Any eligible person who wishes to have his or her name put forward for consideration is encouraged to speak with his or her head of division or head of house, and/or with the relevant committee members or officers to obtain more information about the role,

Examinations and Boards

prior to submitting an expression of interest. Expressions received from individuals will be collated by the Council Secretariat with those names received through other routes (such as via heads of division, heads of house or committee officers directly). All names will then be reviewed by the Registrar and Vice-Chancellor prior to being forwarded to GPC and/or Council for consideration as the appointing bodies for these committees.

The purpose of this invitation is to broaden the pool of potential candidates brought to the attention of the appointing body. The names put to the appointing body are only suggestions. It should be noted that the appointing body remains free to take its own decision, irrespective of any names received through this route. In particular, to support the commitments made by the University under its equality scheme, the appointing body will take into consideration the overall balance of membership on the body concerned, with reference to the appropriate representation of ethnicity, disability, age and gender.

For links directly to the remit and membership of the committees, please see notice on p352 of *Gazette* No 5053, 6 March 2014.

CENTRAL UNIVERSITY RESEARCH ETHICS COMMITTEE (CUREC)

Three members appointed to ensure appropriate representation of areas of research involving human participants or personal data: two (*vice* Professor O J Braddick and Dr H Ertl) to serve with immediate effect until MT 2015 and one (*vice* Professor M Rees) to serve from MT 2014 until MT 2018. *Contact:* lindsay.freeman@admin.ox.ac.uk

CONFLICT OF INTEREST COMMITTEE

Two members: one member of Congregation from the Mathematical, Physical and Life Sciences Division (*vice* Professor J A Noble) to serve with immediate effect until MT 2016 and one member of Congregation from the Social Sciences Division (*vice* Professor G S Goodwin-Gill) to serve from MT 2014 until MT 2017. *Contact:* sarah.cowburn@admin.ox.ac.uk

HEALTH AND SAFETY MANAGEMENT SUBCOMMITTEE OF GPC

One member taking into account the overall balance of the committee's membership (*vice* Professor S C Cooper) to serve from MT 2014 until MT 2017. *Contact:* julie.black@safety.ox.ac.uk

HONORARY DEGREES COMMITTEE

Two members of Congregation who are not members of Council (*vice* Professor A M Etheridge and Professor Sir David J Watson) to serve from HT 2015 until HT 2016. *Contact:* felicity.burchett@admin.ox.ac.uk

RULES COMMITTEE

One member of Congregation (*vice* Dr K D Grevling) to serve from MT 2014 until MT 2017. *Contact:* james.bufford@proctors.ox.ac.uk

OXFORD UNIVERSITY SOCIETY BOARD

One member (*vice* Professor J F Stein) to serve from MT 2014 until MT 2018. *Contact:* christine.fairchild@alumni.ox.ac.uk

STUDENT DISCIPLINARY PANEL

Three members (*vice* Dr E J Frazer, Dr H O'Donoghue and Dr H A Viles) to serve from MT 2014 until MT 2017. *Contact:* sian.griffiths@admin.ox.ac.uk or louise.gullifer@hmc.ox.ac.uk (Chair)

UNIVERSITY CLUB MANAGEMENT COMMITTEE

Three members: two (*vice* Dr B W Byrne and Ms M J Parrott) to serve from MT 2014 until MT 2017 and one (*vice* Mr J Silk) to serve with immediate effect until MT 2015. *Contact:* jon.roycroft@sport.ox.ac.uk

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

Explanatory Note

The following change revises and streamlines the information set out in the Financial Matters Appendix to the *Examination Regulations* following a review by the Planning and Resource Allocation Committee (PRAC) and Education Committee, on the recommendation of the Joint Fees and Student Support Advisory Group.

The revised version removes the rates of fees that are set annually, and instead refers to the Fees and Funding website at www.ox.ac.uk/feesandfunding. This website gives the annual fees, dating back to 2005/6, in a format that is far clearer than that adopted in the Financial Matters Appendix. The website includes lists of fees that can be analysed by division, department, year of entry etc, and also a fees and funding search that brings up information on fees and financial support for those interested in any area of study.

In the Financial Matters Appendix as it currently stands, many fees are listed under a schedule: as fee rates have become increasingly differentiated over recent years, the number of fee categories (or fee bands) listed in the schedule has increased, while many programmes have moved from one category to another, and so are listed under more than one category according to year of student entry. Even so, fees for an increasing number of courses do not fall into any of the categories listed in the schedule and so are listed in a separate table. However, this is not comprehensive. The outcome is that the appendix is not suitable for interrogation by students or staff other than fee specialists. Rather than restructure the appendix, for instance by reproducing within it the fee

lists on the website, it is proposed simply to cross-refer to the website. The same group of officers (from Planning and Resource Allocation, Education Policy Support and Student Services, in consultation with the divisions) are responsible for ensuring that both the website and appendix are updated to reflect the fees approved annually by PRAC and Education Committee on the recommendation of the Joint Fees and Student Support Advisory Group, and previous years' fees are archived on the website: there will therefore be no loss of accuracy, but the change will reduce duplication of effort in presenting fees in different formats.

The opportunity is taken to re-order the appendix in a more logical sequence; to remove the Special Appendix, concerning the definition of 'home' student status, which is derived from government regulations, and instead to refer directly to those government regulations; to include text that was previously in footnotes within the related main clauses; and to adopt some rewording. In particular, 'University fees' has been substituted for 'Composition fees', the latter being an archaic term that has given rise to confusion.

The changes now put forward will reduce the length of the Financial Matters Appendix by over half.

The text below reproduces the proposed new version of the Financial Matters Appendix in full. New wording is underlined and deleted words struck through. Changes in the ordering of subsections are not highlighted, and removed subsections are not shown, but are explained above. The current version of the Appendix may be found at www.admin.ox.ac.uk/examregs/52-00_APPENDIX_I.shtml.

With effect from **1 October 2014**

In *Examination Regulations* 2013, delete from p1121, l 4 to p1157, l 36 and substitute:

'Section I. Fees and Dues Payable to the University

§1. Composition University fees payable by members of the University

1. All fees payable under this Section are set by Council's Planning and Resource Allocation Committee on an annual basis and are available from www.ox.ac.uk/feesandfunding/fees/information/universityrates or from the Planning and Resource Allocation Section. Fees are payable at one of four rates, 'home', 'ELQ', 'islands' and 'overseas'. The 'home' rate is payable by students who meet the criteria given in Schedule 1 of the Education (Fees and Awards) (England) Regulations 2007 and subsequent amendments. The 'ELQ' rate is payable by students who meet the criteria for the 'home' rate but who are reading for a qualification of an equivalent or lower level to one they already hold. The 'islands' rate is payable by residents of the Channel Islands or the Isle of Man who meet the requirements laid down by the respective Islands governments. Where a course does not have a separate 'ELQ' or 'islands' rate, the 'ELQ' or 'islands' rate will be the same as the 'home' rate. All students not meeting these criteria shall pay fees at the 'overseas' rate unless otherwise exempted.

2. (a) Every member of the University shall pay a composition University fee at the appropriate annual rate for each academic year in which he or she is working in Oxford:

(i) for the Degree of BA or the Degree of MBiochem or the Degree of MChem or the Degree of MMathCompSci or the Degree of MEarthSc 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 (Those working for an honour school requiring the study of one or more languages for an academic year outside Oxford or for Law with Law

Studies in Europe, or for an honour school requiring a period of study shorter than a year outside Oxford, or for Part II in Chemistry or Metallurgy and Science of Materials or Molecular and Cellular Biochemistry, or for Part II in the Honour Schools of Engineering Science [**until 1 October 2017**: or Engineering, Economics and Management] [**until 1 October 2018**: or Materials, Economics and Management], shall be deemed for all the purposes of this clause to be working in Oxford for the degree of BA or the Degree of MBiochem or the Degree of MChem or the Degree of MEng, whether or not their work is being undertaken in Oxford);
(ii) for the Degree of BFA;
(iii) for the Degree of BCL or Magister Juris;
(iv) for a second Final Honour School;
(v) for the First Examination for the Degree of BM;
(vi) for the Diploma in Theology;
(vii) for the Diploma in Legal Studies;
(viii) for the Certificate in Diplomatic Studies;
(ix) for the Postgraduate Diploma in Diplomatic Studies;
(x) for the Postgraduate Diploma in Education; or
(xi) for the Postgraduate Certificate in Education (those working for the certificate shall be deemed for all the purposes of this clause to be working in Oxford, whether or not their work is being undertaken in Oxford).

(b) The fees shall be paid as follows:

(i) in the case of those members of the University whose fees are paid under the terms of the Education (Student Support) Regulations (or under corresponding arrangements approved by the Scottish Executive, Northern Ireland Assembly, Welsh Assembly or the States Assembly of Jersey, States Assembly of Guernsey or Isle of Man Government) the fees shall be paid in accordance with the arrangements laid down in those regulations;

(ii) in all other cases, the fees shall be collected in accordance with the provisions of §3 below;

(iii) on application by their society, and subject to the approval of Council's Education Committee, some part of the University fee for an academic year may subsequently be returned to those who do not work in Oxford for the whole of that year. The general rule agreed by Council is that, for each complete term not spent working in Oxford, one-third of the annual fee shall be returned.

3. Every member of the University shall pay a composition University fee at the appropriate annual rate for each term from and including the term in which he or she begins to work for the Second Examination for the Degree of Bachelor of Medicine up to and including the term in which he or she completes all the stages of the examination, or ceases to work for the examination.

4. (a) Subject to the provisions of cl 5 below, every member of the University shall pay a composition University fee at the appropriate annual rate for each term in which he or she is registered as a Probationer Research Student or is working for one of the qualifications listed below, from and including the term in which he or she is first so registered or begins working for such qualification, up to and including the term in which he or she takes the examination or (in the case of a degree or diploma by thesis only) submits his or her thesis:

- (i) the Degree of BPhil;
- (ii) the Degree of MSc;
- (iii) the Degree of MSt;
- (iv) the Degree of MBA;
- (v) the Degree of MPP;
- (vi) the Degree of MLitt;
- (vii) the Degree of MPhil;
- (viii) the Degree of MTh;
- (ix) the Degree of MFA;
- (x) the Degree of DPhil;
- (xi) the degree of EngD;
- (xii) any diploma or certificate other than:

- (a) the Diploma in Theology;
- (b) the Diploma in Legal Studies;
- (c) the Postgraduate Diploma in Education;
- (d) the Postgraduate Certificate in Education;
- (e) the Certificate in Management Studies;
- (f) the Certificate in Theology;
- (g) the Certificate in Diplomatic Studies;
- (h) the Postgraduate Diploma in Diplomatic Studies; or
- (i) certificates issued by the Board of Studies in Education under the provisions of the appropriate regulation.

(b) Where the examination comprises a written examination followed by the submission of a dissertation, the relevant term is that in which the written examination is taken, save that the relevant term for a student for the Degree of MTh is that in which his or her dissertation is submitted (subject to the provisions of cl 5 of this subsection). A thesis submitted other than during Full Term shall be deemed for the purposes of this clause to have been submitted during the preceding term.

(c) Candidates who continue to work for one of the qualifications listed in this clause after attempting an examination shall pay a composition University fee for each term in which they receive tuition or supervision; but if they receive no further tuition or supervision, they shall pay no further composition University fees but shall pay the fee prescribed in §7 below when they re-enter. Candidates whose thesis submitted for the degree of MLitt, MSc or DPhil has been referred back shall pay no further composition University fees, but shall pay the fee prescribed in §7 below when they apply for re-examination; and candidates whose dissertation for the degree of MSc in Education did not satisfy the examiners shall pay the fee prescribed in §7 below before a revised or new dissertation for Part II of the examination is examined. For the purposes of this clause, 'term' shall include any period of

forty-two days' residence reckoned as a term of residence under the Regulations for Residence in the University provided that not more than three composition University fees shall be payable in the same academical year.

(d) The fee shall be collected in accordance with §3 below.

5. (a) The number of composition termly University fees payable under cl 4 above by those working for the degree of DPhil shall not exceed nine provided that:

(i) [for candidates admitted for a DPhil from 1 September 2006 onwards] candidates for the DPhil may count towards this figure up to three composition termly University fees paid while working for the degree of MPhil, MSt in Legal Research or BPhil provided that the candidate has been given leave to supplicate for that degree;

(ii) candidates for the DPhil who have held the status of Probationer Research Student, or of Student for the Degree of MSc by Research or MLitt or for the Diploma in Law, before transferring to work for the degree of DPhil shall be deemed for the purpose of this subsection to have been working for the DPhil from the term in which they began working for the course from which they have transferred, and may count towards their DPhil fee liability any fees paid while holding their previous status, subject to the payment on transfer of any consequent additional fees for which they are liable. A candidate is not deemed to be 'transferring to work for the Degree of DPhil', when he or she is admitted for the Diploma in Law or as a DPhil student after satisfying the examiners for the Degree of MSc by Research or MLitt;

(iii) the number of composition termly University fees payable by candidates for the DPhil in the Doctoral Training Centre at the Life Sciences Interface, the DPhil in the Doctoral Training Centre in Systems Biology, the DPhil in the

Centre for Doctoral Training in Healthcare Innovation, and the DPhil in the Industrial Doctorate Centre in Systems Approaches to Biomedical Sciences shall not exceed twelve;

(iv) the number of ~~composition~~ termly University fees payable by candidates for a DPhil in the Medical Sciences Doctoral Training Centre who have been admitted to a four-year doctoral programme shall not exceed twelve;

(v) the number of ~~composition~~ termly University fees payable by candidates for a DPhil in Biomedical Sciences under the NIH-Oxford programme shall not exceed six.

(b) The number of ~~composition~~ termly University fees payable by candidates for the Doctor of Engineering shall not exceed twelve.

(c) The number of ~~composition~~ termly University fees payable under cl 4 above by those working for any qualification other than the degree of DPhil or EngD shall not exceed six in respect of each qualification, provided that:

(i) candidates who transfer from the DPhil to the MLitt or MSc by Research may count up to six composition University fees paid while working towards the DPhil (including fees paid while holding the status Probationer Research Student) towards this figure;

(ii) candidates receiving tuition or supervision after attempting an examination shall continue to pay ~~composition~~ University fees for each term in which they receive tuition or supervision;

(iii) candidates under (iv)–(vii) below who receive tuition or supervision after failing an examination or who require an extension of time shall continue to pay ~~composition~~ University fees for each term in which they receive tuition or supervision;

(iv) part-time students for the Degree of Master of Science in Education shall pay not more than twelve

~~composition~~ University fees (at the half rate);

(v) students for the Degree of Master of Science in Evidence-Based Health Care, Experimental Therapeutics, Software and System Security, Software Engineering, Surgical Science and Practice, or Sustainable Urban Development shall pay not more and not fewer than six ~~termly~~ programme fees irrespective of the period for which they are registered for that degree;

(vi) ~~part-time~~ students for the Degree of Master of Theology shall not pay more than six ~~University~~ fees (at the half rate) while working for Part II of that degree;

(vii) students for the Degree of Master of Studies in International Human Rights Law shall pay not more than six ~~composition~~ University fees; and

(viii) part-time students for the MSc in Mathematical Finance shall pay not more than two tuition fees covering seven terms of study, payable at the start of the first and second years of the course respectively; students requiring an extension of time shall pay a fee of £500 for each term in which they continue to receive tuition or supervision.

(d) Fee requirements relating to full-time students undertaking graduate study shall also apply to part-time students holding the same status, save that part-time students shall be required to pay half the applicable full-time fee over twice the applicable length of time for full-time students, except where the fee for the part-time programme is otherwise specified in the regulations, and except where the applicable period is otherwise specified under cl 5(c) above.

(e) (i) Where admission as a graduate student is reckoned from a term earlier than that in which the application for admission was approved, on the grounds that:

(a) a term or terms had been spent at another university on a course of study directly relevant to the work subsequently undertaken for the degree of MLitt, MSc or DPhil, and

(b) the earlier study had not led to the award of a qualification of any university, and was under the supervision of a person who has subsequently taken up an appointment at Oxford,

(ii) subject to the approval of Council's Education Committee, any fees payable under cl 4 above in respect of such term or terms may be remitted either wholly or in part. For the purposes of determining the appropriate fee level, the student will usually be deemed to have commenced the programme of study in the term to which their admission has been antedated.

6. Subject to the approval of Council's Education Committee, where a clinical student has already spent at least three terms working full-time for the Degree of MSc by research and has paid at least three ~~composition~~ University fees in respect thereof, any further fees payable in respect of the MSc course for terms in which he or she is also working as a clinical student at a university clinical school outside Oxford may be remitted.

7. Every member of the University shall pay such other fees applicable to him or her as may be prescribed by any statute or regulation.

§2. Visiting, Recognised and Matriculated Non-Award Students

1. Every member of the University who, not holding an academic appointment in the University or the colleges, has been matriculated in order to study in the University otherwise than for a degree, diploma or certificate of the University shall pay a ~~composition~~ University fee at the appropriate annual rate published at www.ox.ac.uk/feesandfunding/fees/information/universityrates or available from the Planning and Resource Allocation Section for each term in which he or she is studying in the University.

2. Every person on the Register of Recognised Students or on the Register of Visiting Students shall pay a ~~composition~~ University fee at the appropriate annual rate ~~published at www.ox.ac.uk/feesandfunding/fees/information/universityrates or available from the Planning and Resource Allocation Section~~ for each term in which he or she is studying in the University.

3. ~~Every member of the University person described in cl 1 and 2 above shall pay such other fees applicable to him or her as may be prescribed by any statute or regulation.~~

§3. Arrangements relating to the payment of University composition fees

1. (a) Not later than the fourteenth day after the last day of every Full Term, the Head or Bursar of every society, or the Head of the student's department for programmes where fees are usually paid directly to the department, shall send to the Secretary of the Chest a schedule signed by himself or herself containing the names of all members of the society who were liable to pay the ~~composition~~ University fees referred to in §1 and §2 above, in respect of that term.

(b) The Head or Bursar of every society shall pay to the Secretary of the Chest such ~~composition~~ University fees as were due for that term in accordance with the mechanisms agreed between the colleges and the University from time to time. Where ~~composition~~ University fees are collected by a department these shall be paid to the Secretary of the Chest in accordance with the mechanisms that are agreed from time to time.

2. The ~~a~~Annual ~~composition~~ University fees shall be paid on or before the seventh day of Michaelmas Full Term (or of the term in which the student commences his or her course, as the case may be) unless the Bursar of the student's college or the Head of the student's department for programmes where fees are usually paid directly to the department, certifies in writing that:

(a) the college has approved the student's application to pay by instalments, the first such instalment having been paid; and/or

(b) the student has applied for, and is prima facie eligible for, a contribution to his or her fee from his or her local authority (or other fee-paying body) and the college is of the opinion that no contribution will be required from the student;

(c) the student's programme did not commence on the first day of the relevant term, and payment is due on the seventh day after the actual commencement of the student's programme.

3. (a) In the event that any fee or continuation charge payable by the student, or the relevant instalment towards such a fee, remains unpaid after the due date of payment it shall be the duty of the Bursar of the student's college, or the Registrar for programmes where fees or charges are usually paid directly to the University, or the Head of the student's department for programmes where fees or charges are usually paid directly to the department, to notify the student concerned that, in the event that the fees or charges due have not been paid in full within four weeks from the date of such notification, the student shall be liable for suspension from access to the premises and facilities of the University (including the Examination Schools and other places of examination) from the end of such four-week period until such time as outstanding fees or charges have been paid. The Bursar or Head shall also inform the Registrar that he or she has so notified the student concerned; and if the fees or charges due have not been paid in full within the specified four-week period, the Bursar or Head shall inform the Registrar of the position, whereupon, subject to the other provisions of this clause, the University shall have the right forthwith to suspend the student concerned from access to the premises and facilities of the University.

(b) On application by their society, or by the Head of the student's department for programmes where fees are usually paid directly to the department, and subject to the approval of Council's Education Committee, some part of the fee for

an academical year may subsequently be returned to those who do not work in Oxford as a result of suspension or withdrawal, for the whole of that year. The general rule agreed by Council is that, for each complete term not spent working in Oxford, one-third of the annual fee shall be returned. In addition, if a student withdraws or suspends their status on or before Monday of Week 4 of any term the fees payable in respect of that term will generally be reimbursed to the student. Certain programmes which have been granted permission to charge non-refundable deposits and programmes within the Department for Continuing Education and the Saïd Business School may operate different refund policies.

(c) Applications for the remission or waiver of University fees, for the resolution of issues relating to the non-payment of University fees, and for all other questions of doubt or difficulty relating to the liability of individual students for University fees, including those covered under cl 2 and 3 (a) and (b) above, and for questions of doubt or difficulty relating to the charging of deposits for course fees, or for tuition charge waivers fee reductions or bursaries as covered in §6, or for liability for the continuation charge as covered in §4 shall be determined by the Fees Panel. The Panel shall be chaired by the Assessor and consist of two members nominated by Conference of Colleges, two members nominated by Council's Education Committee, and the Assessor-elect. Applications for dispensation from residence requirements, other than those specified above, shall be determined by the Proctors, on condition that if the Fees Panel or the Proctors, as the case may be, are unable to agree on how to deal with any individual application they shall refer the application to Council's Education Committee for decision.

(d) There shall be no appeal against a decision of the Fees Panel. A student may, however, make a further application under the procedures outlined above for relief from suspension or such terms

as may have been imposed by a Fees Panel if the Bursar of his or her college supports an application on the basis that the student's financial circumstances have changed for reasons beyond his or her control.

§4. Regulations relating to the University continuation charge

1. A candidate admitted to graduate research study (that is, a student for the DPhil, EngD, MLitt, MSc(Res), or any other programme of study designated as a research programme) who commenced their current programme of study in or after September 2011 and who has reached the end of the period of fee liability, as defined at §1, cl 5, and who thereafter remains registered as a graduate research student, shall pay a continuation charge for each subsequent term up to and including the term in which the thesis is submitted. Candidates whose thesis has been referred back shall pay no further composition University fee or continuation charge, but shall pay the fee prescribed in §7 below when they apply for re-examination.

2. A student who is paying composition University fees in respect of any given term shall not be liable for a continuation charge in the same term.

3. The continuation charge first became payable in 2013–14 and the rate will be reviewed on an annual basis. The rate for the current academic year is available from www.ox.ac.uk/feesandfunding/fees/information/maxlib/otherfees or from the Planning and Resource Allocation Section. Divisions may remit the continuation charge (subject to approval by Council's Planning and Resource Allocation Committee) for graduate research students on a specified course or courses of study, provided that the remission applies to all students on that course in a specified term or terms of study.

§5. Regulations relating to the fees for certain scholarship and exchange agreements

1. Notwithstanding the provisions of §1 above, the University shall remit three-fifths of the prescribed composition University fees payable by any overseas student who establishes, by information certified to the Secretary of the Chest by an officer

of the student's college or society, that at least half of the cost of the student's maintenance (as distinct from University or college fees) in the relevant year has been provided by resident Junior Members of the University (otherwise than from funds of common rooms contributed directly or indirectly by local education authorities or other grant-paying authorities in payment of membership fees); provided that the number of students whose fees are remitted under this clause shall not in any one year exceed thirty-five and that any arrangements required for determining the allocation between colleges or other societies of the benefits available under this clause shall be subject to approval from time to time by Council's Education Committee.

2. Council's Education Committee shall have power to approve exchange arrangements with other universities under which no fees are payable on either side. Any of the University fees prescribed in §1 or §2 above, which would otherwise have been payable by any person working in Oxford under those exchange arrangements shall be remitted.

§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 MEarthSc 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 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 14.

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 the full University composition fees as described in §1, hereafter referred to as 'tuition fees', will be eligible to be assessed for a reduction in their 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 reductions are set out on the University website. Special regulations for members of the University described in cl 1 (d)–(g) are set out in cl 11–14. Students will not be entitled to a cash equivalent of a tuition fee reduction.

4. If a student who is eligible to be charged the university composition 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 will not be eligible for any start-up bursary, and will receive a tuition fee reduction at the level received by eligible students after their first year.

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 cll 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 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. 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 an 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 Student Loans Company or the National Health Service, 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 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 tuition 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. The level of the tuition

fee reduction will correspond to the reduction available to students described in cl 1 (a), (b) and (c) after their first year of studies;

(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. The level of the tuition fee reduction will correspond to the reduction available to those eligible students described in cl 1 (a), (b) and (c) after their first year of studies;

(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. The level of the fee reduction will correspond to the reduction available to those eligible students described in cl 1 (a), (b) and (c) after their first year of studies. 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 and/or enhanced tuition fee reduction that is normally available to students described in cl 1 (a), (b) and (c) in their first year.

16. 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 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.

§7. Fees payable by candidates on registration, entry for an examination, application for leave to supplicate, or resubmission of a thesis for certain degrees, or supplicating for admission to or accumulation of certain degrees

1. Fees are payable in the following circumstances. Fees are reviewed on an annual basis with the fees for the current

academic year available from www.ox.ac.uk/feesandfunding/fees/information/maxlib/otherfees or from the Planning and Resource Allocation Section. In the case of circumstances described in (a)–(c) and (i) below and if University fees as defined in §1 are payable in respect of the same term, fees given in (a)–(i) below do not apply.

(a) On entering for certain University examinations:

- (i) Certificates in Theology;
- (ii) Certificate and Diploma in Theological and Pastoral Studies;
- (iii) Degree of BMus.

(b) On re-entering the University examination for the Degrees of BPhil, MPhil, MTh, MSc (by Coursework), MSt, MBA, MFA, MPP, or any diploma or certificate (other than those listed under §1 cl 4(a)(xii) (a)–(i).

(c) On resubmission of a thesis for the degree of MLitt, MTh, MSc (by Research), DPhil or EngD, or on reinstatement on the Register of Students for the degree of MLitt, MSc (by Research), DPhil or EngD.

(d) For late entry for examinations:

- (i) where a candidate proposes to offer a book or subject or part of the examination which has already been offered by a candidate who entered by the due date and no change in the conduct of the examination is involved;
- (ii) where the provisions of (i) are not satisfied but the chairman of examiners is willing to consent.

(e) For late alteration of options:

- (i) where a candidate proposes to offer a book or subject or part of the examination which has already been offered by a candidate who entered by the due date and no change in the conduct of the examination is involved;
- (ii) where the provisions of (i) are not satisfied but the chairman of examiners is willing to consent.

(f) On admission to the Status of Student for the Degree of DM and for each subsequent year that the name of the student remains on the register of students for the degree.

(g) On resubmission for the degree of DM.

(h) On resubmission of a thesis for the Degree of MCh.

(i) On applying for leave to supplicate:

- (i) for the degree of MCh
- (ii) for the degree of DM
- (iii) for the degrees of DD, DCL, DLitt, DSc, and DMus.

2. Every person shall pay £10 on supplicating for admission to the degree of MA, provided that:

(a) No fee shall be payable by any person on whom a degree has been conferred by special resolution or who incorporates in virtue of having obtained an educational position in the University;

(b) No fee shall be payable by a Master of Surgery on supplicating for admission to the Degree of Master of Arts.

3. A fee shall be paid by every person accumulating the Degrees of Bachelor and Doctor of Civil Law. The fee for the current academic year is available from www.ox.ac.uk/feesandfunding/fees/information/maxlib/otherfees or from the Planning and Resource Allocation Section.

§8. Fees payable by candidates on registration for courses validated by the University

1. A registration fee is payable for the degree of Doctor of Clinical Psychology. The fee for the current academic year is available from www.ox.ac.uk/feesandfunding/fees/information/maxlib/otherfees or from the Planning and Resource Allocation Section.

§9. Fees payable by certain students working in departments or faculties who are not members of the University nor Recognised students nor Visiting Students

1. If a person who is not a member of the University is admitted to work, and receive instruction or supervision, in any University department by the head of the department,

he or she shall pay to the Secretary of the Chest such fee or fees as shall be prescribed by the head of the department in accordance with arrangements approved from time to time by Council's Education and Planning and Resource Allocation Committees.

2. The head of each department shall have discretion to fix a fee or fees for any member of the University who is working in his or her department, unless that member is liable to pay a ~~composition~~ University fees under the provisions of §1 or §2 cl 1 or would be liable but for the provisions of §1 cl 5 thereof.

3. The head of each department shall maintain, and on request send to the Secretary of the Chest not later than the end of the third week of Full Term, or in the case of students working in the vacation only, as soon as may be, a list of the names of the students attending lectures or working in his or her department other than those liable to pay a fee covering that term under §1 or §2.

4. No fee shall be payable under the provisions of this subsection by any person who is paying a fee under the provisions of §4, or whose name is on the Register of Recognised Students or the Register of Visiting Students, or by any salaried employee who is receiving instruction or supervision in the department in which he or she is working.

5. For the purposes of this subsection the word 'Term' shall include the vacation following.

§10. Fees payable by certain Clinical Students

1. Every person attached to the clinical school under regular instruction for a qualifying medical examination of another university or of a recognised professional institution shall, unless liable to pay a ~~composition~~ University fees under the provisions of §1, pay to the Regius Professor of Medicine a fee of £10 on admission and a ~~composition~~ University fee every three months at the annual rate published at www.ox.ac.uk/feesandfunding/fees/information/universityrates or available from the Planning and Resource Allocation Section which would be applicable to him or her if liable for fees under §1 cl 3.

2. The Regius Professor of Medicine shall have discretion to fix fees for persons attached to the clinical school who are not under regular instruction but who would otherwise be liable to pay a fee or fees under cl 1 above.

3. Within fourteen days of the last day of every Full Term the Regius Professor of Medicine shall:

(a) Send to the Secretary of the Chest a schedule specifying (a) the names of all the persons who were liable to pay any of the fees referred to in cl 1 and 2 above since the preparation of the previous schedule and (b) the particular fees payable by such persons; and

(b) Account to the curators for the fees so specified between those at the 'home' and 'overseas' rates, for the remainder of the course then being undertaken.

§11. Fees in respect of certificates, transcripts and personal data

1. Every person shall pay the fee prescribed below in each case for certificates issued, on request, to Degree Conferrals Office, Examination Schools, Oxford OX1 4BG:

(a) for the first certificate attesting admission to any degree, which shall include a statement of the class obtained: no charge

(b) for each replacement certificate attesting admission to any degree (the request must be accompanied by a written statement declaring the original lost, stolen or damaged): £30.

2. Every person shall pay the fee prescribed below in each case for transcripts issued, online or by request to University of Oxford, c/o Examination Schools, High Street, Oxford OX1 4BG:

(a) for the first transcript provided upon successful completion: no charge

(b) for each transcript provided during the course and any subsequent transcripts upon completion: £5.

3. Every person making a request to be supplied with personal data under Section 7 of the Data Protection Act 1998 shall pay the fee determined from time to time by

Council. Such requests should be addressed to the Data Protection Officer, University Offices, Wellington Square, Oxford OX1 2JD, from whom details of the current fee can be obtained. The fee is subject to a maximum prescribed from time to time by the Home Secretary under the Act.'

Education Committee

REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS (I)

to require chairs of examiners to be approved by the PVC (Education) and the Proctors

REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS (II)

(a) to reflect new procedures for examiners' consideration of factors affecting a candidate's performance
(b) to consolidate provisions relating to late submission, non-submission, non-appearance and withdrawal from an examination
(c) to reorder Parts 10–13

Humanities Board

SPECIAL REGULATIONS FOR DPHIL, MLITT AND MSC BY RESEARCH (I)

to harmonise with divisional Special Regulations

SPECIAL REGULATIONS FOR DPHIL, MLITT AND MSC BY RESEARCH (II)

to remove possibility of candidates being granted a third attempt to secure transfer of status from Probationer Research Student to DPhil

DPHIL/MPHIL/MST IN ENGLISH AND MST IN ENGLISH LANGUAGE

MPHIL IN EGYPTOLOGY

clarification

MPHIL IN GENERAL LINGUISTICS AND COMPARATIVE PHILOLOGY

to set Paper A examination at end of first year

MPHIL IN GREEK AND/OR LATIN LANGUAGES AND LITERATURE

change to description of examination requirements

**MPHIL/MST IN GREEK AND/OR LATIN
LANGUAGES AND LITERATURE, AND
GREEK AND/OR ROMAN HISTORY
HONOUR SCHOOL AND PRELIMS IN
CLASSICAL ARCHAEOLOGY AND
ANCIENT HISTORY (I)**

to allow for detailed text prescriptions
to be removed from *Examination
Regulations* and published instead in
course handbooks

**MPHIL IN MODERN MIDDLE EASTERN
STUDIES**

MPHIL/MST IN MODERN LANGUAGES
change to options

MPHIL IN THEOLOGY

change to thesis length and options
available

MST IN FILM AESTHETICS

change of assessment methods

MST IN MUSIC

change to deadline

MST IN STUDY OF RELIGIONS

revised syllabus

MST IN THEOLOGY

to remove reference to publishing
prescribed texts in the *Handbook and
Gazette*

**HONOUR SCHOOL OF ANCIENT AND
MODERN HISTORY**

addition of 2 Ancient History further
subjects

**HONOUR SCHOOL OF CLASSICAL
ARCHAEOLOGY AND ANCIENT HISTORY**

- (a) introduction of new paper on
Etruscan Italy, 900–300BC
- (b) withdrawal of Formation of the
Islamic World paper

**HONOUR SCHOOLS AND PRELIMS IN
CLASSICAL ARCHAEOLOGY AND
ANCIENT HISTORY, AND ANCIENT AND
MODERN HISTORY**

introduction of Advanced Ancient Greek
and Latin papers

**HONOUR SCHOOL AND PRELIMS IN
CLASSICAL ARCHAEOLOGY AND
ANCIENT HISTORY (II)**

supervisory body to be Board of the
Faculty of Classics

**HONOUR SCHOOL OF CLASSICS AND
ENGLISH**

clarification of permitted dissertation
topics

**HONOUR SCHOOL OF HISTORY AND ALL
JOINT SCHOOLS WITH HISTORY**

change to Optional Additional Thesis
submission date

**HONOUR SCHOOL OF HISTORY AND
ECONOMICS**

changes to Paper 6 options

**HONOUR SCHOOL OF LITERAE
HUMANIORES**

change to rules on Course II students
offering non-text-based Ancient History
papers

**FINAL HONOUR SCHOOL IN MODERN
LANGUAGES (PORTUGUESE)**

to discontinue additional provisions for
paper XII and amend list of prescribed
texts for paper XI

**FINAL HONOUR SCHOOL IN ORIENTAL
STUDIES (PERSIAN AND TURKISH WITH
ISLAMIC ART AND ARCHAEOLOGY)**

to change one paper in line with same
paper offered under Arabic and Islamic
Studies

FINAL HONOUR SCHOOL IN THEOLOGY (I)

FINAL HONOUR SCHOOL IN THEOLOGY (II)

FINAL HONOUR SCHOOL IN THEOLOGY (III)

FINAL HONOUR SCHOOL IN THEOLOGY (IV)

FINAL HONOUR SCHOOL IN THEOLOGY (V)

revised paper description

**PHILOSOPHY IN ALL HONOUR SCHOOLS
INCLUDING PHILOSOPHY**

removal of option paper 119 in Formal
Logic

**PRELIMS IN CLASSICAL ARCHAEOLOGY
AND ANCIENT HISTORY**

to allow examiners to award distinctions
to candidates of special merit

PRELIMS IN CLASSICS AND ENGLISH

- (a) resit arrangements
- (b) clarifying permitted texts for Paper 2

PRELIMS IN HISTORY OF ART

amendment to course title

**PRELIMS IN MODERN LANGUAGES
(FRENCH)**

**PRELIMS IN MODERN LANGUAGES
(PORTUGUESE) (I)**

**PRELIMS IN MODERN LANGUAGES
(PORTUGUESE) (II)**

**PRELIMS IN MODERN LANGUAGES
(SPANISH)**

amendment to prescribed texts

**PRELIMS IN ORIENTAL STUDIES
(JAPANESE)**

to change titles of two papers to reflect
that Classical Japanese will not be
introduced in first year of study

PGDIP IN THEOLOGY

changes to assessment requirements

**Mathematical, Physical and Life
Sciences Board**

MSC IN APPLIED STATISTICS

change to dissertation submission date

**MSC IN MATHEMATICAL AND
COMPUTATIONAL FINANCE**

- (a) to extend syllabus with material not
previously available
- (b) to allow students to choose between
two optional streams of courses
- (c) to make some changes to methods of
assessment

**FINAL HONOUR SCHOOL OF BIOLOGICAL
SCIENCES**

change to submission deadline for Part II
project report

FINAL HONOUR SCHOOL OF CHEMISTRY

- (a) to make minor deletions and
clarifications
- (b) to clarify basis on which examiners
may give credit for performance in
supplementary subjects
- (c) to remove specified time length for
Option paper, for consistency with other
papers

**HONOUR SCHOOL OF ENGINEERING
SCIENCE (I)**

amendment of hand-in dates for Group
Design Project (Paper B3) and Part C
project

HONOUR SCHOOL OF ENGINEERING SCIENCE (II)

to reflect publishing of results lists rather than class lists, and that some course details are published on Weblearn rather than in the Course Handbook

**HONOUR SCHOOL OF MATHEMATICS
HONOUR SCHOOL OF MATHEMATICS AND STATISTICS (I)**

clarification of wording re retaking Part B

HONOUR SCHOOL OF MATHEMATICS AND PHILOSOPHY (I)

to permit students to apply to take alternative mathematics options to those on annual lists

HONOUR SCHOOL OF MATHEMATICS AND PHILOSOPHY (II)

reordering/rewording for clarity and updating references

HONOUR SCHOOL OF MATHEMATICS AND STATISTICS (II)

to reflect re-numbering of Statistics courses

Medical Sciences Board**MSC IN PSYCHOLOGICAL RESEARCH**

to introduce new compulsory module: MatLab Programming for Experimental Psychology

HONOUR SCHOOLS OF CELL AND SYSTEMS BIOLOGY AND NEUROSCIENCE

- (a) clarification of regulations for entry to Part II
- (b) to require submission of Part I practical notebooks

BACHELOR OF MEDICINE (FIRST EXAMINATION)

to increase number of assessed components in First BM Examination by introducing separately assessed components for practical work for each subject

PRELIMS IN BIOMEDICAL SCIENCES

- (a) to separate 3-hour written paper into 2 papers of 1.5 hours' duration for subjects 1 and 2
- (b) to make arrangements for dealing with unsatisfactory practical work more robust

Social Sciences Board**MPHIL/MSc IN COMPARATIVE SOCIAL POLICY**

- (a) to introduce word limit for material included in additional sections of thesis/dissertation
- (b) change to library submission requirements for thesis/dissertation
- (c) clarification of requirements for Research Methods paper

MPHIL/MSc IN EVIDENCE-BASED SOCIAL INTERVENTION AND POLICY EVALUATION

- (a) to specify word limit for components of Research Methods paper
- (b) to clarify library submission requirements for thesis/dissertation

MPHIL IN GEOGRAPHY AND THE ENVIRONMENT

clarification of thesis word count

MPHIL IN LATIN AMERICAN STUDIES**MSc IN LATIN AMERICAN STUDIES**

clarification of resit arrangements

MSc IN ARCHAEOLOGICAL SCIENCE**MST IN ARCHAEOLOGICAL SCIENCE**

minor changes for clarification

MSc IN BIODIVERSITY, CONSERVATION AND MANAGEMENT**MSc IN NATURE, SOCIETY AND ENVIRONMENTAL POLICY**

to omit footnotes from dissertation word count

MSc IN EDUCATION

change to requirement for progression to Part 2

MSc IN ENVIRONMENTAL CHANGE AND MANAGEMENT

clarification of dissertation abstract/word count requirements

MSc IN GLOBAL GOVERNANCE AND DIPLOMACY

- (a) change to dissertation submission day
- (b) change in rubric

MSc IN SOCIAL ANTHROPOLOGY (RESEARCH METHODS)**MST IN SOCIAL ANTHROPOLOGY**

withdrawal of course

MSc IN WATER SCIENCE, POLICY AND MANAGEMENT (I)

- (a) correction to programme title
- (b) clarification of dissertation word count

MSc IN WATER SCIENCE, POLICY AND MANAGEMENT (II)**PRELIMS IN GEOGRAPHY**

change to rubric

MST IN ARCHAEOLOGY**MST IN CLASSICAL ARCHAEOLOGY**

change to optional courses list

BA IN ARCHAEOLOGY AND ANTHROPOLOGY

correction to option title

HONOUR SCHOOL OF GEOGRAPHY

- (a) change to course title
- (b) removal of attendance requirement

BA IN PHILOSOPHY, POLITICS AND ECONOMICS

- (a) change to rubric
- (b) change to thesis submission day

Elections

Elections

12 June

Nominations for the elections below will close at **4pm on 15 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

Current/Retiring Member *To hold office until*

Professor P A Robbins, Queen's MT 2018

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

Current/Retiring Member *To hold office until*

Dr J B W Nightingale, Magdalen MT 2018

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

Current/Retiring Member *To hold office until*

Dr H R Dorkins, St Peter's MT 2018

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

BUILDINGS AND ESTATES SUBCOMMITTEE

One person elected by Congregation

Current/Retiring Member *To hold office until*

Professor R G Ratcliffe, MT 2017
New College

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

CONTINUING EDUCATION BOARD

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

Current/Retiring Member *To hold office until*

Dr E A Gemmill, Kellogg MT 2017
Dr N Ghana, Kellogg MT 2017

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).

NOMINATIONS COMMITTEE

Two members of Congregation elected by Congregation

Current/Retiring Member *To hold office until*

Dr J M A Ashbourn, St Cross MT 2017
Professor D G Fraser, Worcester MT 2017

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

SOCIALLY RESPONSIBLE INVESTMENT REVIEW COMMITTEE

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

Current/Retiring Member *To hold office until*

Professor G Henderson, MT 2017
University College

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

Current/Retiring Member *To hold office until*

Dr B Caldicott, Smith School of MT 2017
Enterprise and the Environment

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

Other Committees and University Bodies

VISITORS OF THE ASHMOLEAN MUSEUM

Two members of Congregation elected by Congregation

Current/Retiring Member *To hold office until*

Vacancy MT 2018
Vacancy MT 2018

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 (christopher.brown@ashmus.ox.ac.uk).

CURATORS OF THE UNIVERSITY PARKS

One person elected by Congregation

Current/Retiring Member *To hold office until*

Dr T Bradshaw, Regent's Park MT 2020

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

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 Regulation 19 of 2002, regulations 31–39

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Mr M G Bull	MT 2017
Ms D Martin, St John's	MT 2017

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

VISITATORIAL BOARD PANEL

Three persons elected by and from Congregation

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Professor M J Banks, Wolfson	MT 2018
Professor M D Goodman, Wolfson	MT 2018
Professor H A Viles, Worcester	MT 2018

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>
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Dr F R Johnston, St Anne's	MT 2016
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One person elected by and from among the members of the Faculty of History

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Dr R Harris, Worcester	MT 2016
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One person elected by and from among the members of the Faculty of Theology and Religion

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Dr J Zachhuber, Trinity	MT 2016
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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 Plant Sciences

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Professor L Dolan, Magdalen	MT 2018
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One person elected by and from among the members of the Faculty of Materials

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Professor A I Kirkland, Linacre	MT 2018
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One person elected by and from among the members of the Faculty of Zoology

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Professor B C Sheldon, Wolfson	MT 2018
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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 Ancient History

<i>Current/Retiring Member</i>	<i>To hold office until</i>
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Dr L Kallet, University College	MT 2016
Professor I S Lemos, Merton	MT 2016

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>
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Dr A M Bowie, Queen's	MT 2015
Professor A J Willi, Worcester	MT 2016

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

BOARD OF THE FACULTY OF ENGLISH LANGUAGE AND LITERATURE

Five 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>
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Dr L Ashe, Worcester	MT 2016
Dr N A Halmi, University College	MT 2016
Dr F R Johnston, St Anne's	MT 2016
Dr L Pratt, Linacre	MT 2016
Professor D J Womersley, St Catherine's	MT 2016

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

BOARD OF THE FACULTY OF HISTORY

Four 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>
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Dr S E Brigden, Lincoln	MT 2015
Professor P J Hämäläinen, St Catherine's	MT 2016
Professor E N R Stargardt, Magdalen	MT 2015
Dr M Whittow, Corpus Christi	MT 2016

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

BOARD OF THE FACULTY OF LINGUISTICS, PHILOLOGY AND PHONETICS

Three 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>
Dr S R Parkinson, Linacre	MT 2016
Dr E M Payne, St Hilda's	MT 2016
Dr P Probert, Wolfson	MT 2016

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

BOARD OF THE FACULTY OF ORIENTAL STUDIES

One person elected by the members of the Faculty of Oriental Studies

<i>Current/Retiring Member</i>	<i>To hold office until</i>
Professor B J Ter Haar, University College	MT 2016

For further information, please contact the Secretary (thomas.hall@orinst.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>
Dr E M Fricker, Magdalen	MT 2016
Professor T H Irwin, Keble	MT 2016
Professor S J Mulhall, New College	MT 2016

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

BOARD OF THE FACULTY OF THEOLOGY AND RELIGION

Five ordinary members elected by and from all members of the faculty exclusive of the persons qualified to be Official Members as per Regulation 19.7

<i>Current/Retiring Member</i>	<i>To hold office until</i>
Dr M J Edwards, Christ Church	MT 2016
The Revd Canon Professor M W Percy, Ripon College	MT 2016
Dr J D S Rasmussen, Mansfield	MT 2016
Professor C M Tuckett, Pembroke	MT 2016
Dr J Zachhuber, Trinity	MT 2016

Three official members elected by all members of the faculty and from the persons qualified to be Official Members as per Regulation 19.7

<i>Current/Retiring Member</i>	<i>To hold office until</i>
Professor C C Rowland, Queen's	MT 2016
Canon Professor G L Pattison, Christ Church	MT 2016
Professor J Barton, Oriel	MT 2016

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

Notes:

Nominations in writing for the elections on 12 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 15 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 29 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 12 June**.

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

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Next Gazette: Thursday, 24 April.

This is the final *Gazette* of Hilary term. Publication for Trinity term will begin on 24 April and the deadline for the submission of items for publication in that issue has been brought forward to noon on 9 April because of Easter office closures.

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*.

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