

Continuing Education Board

Regulations concerning graduate students under the Continuing Education Board admitted exceptionally by Education Committee in subjects other than those approved.

With immediate effect

In *Examination Regulations 2010*, p. 931, after l. 35 insert:

‘8. Candidates admitted exceptionally under Council Regulations 15 of 2002 shall normally be subject to the provisions of (2) - (7) above. Theses submitted for the degree of D.Phil. by students admitted under this provision shall not normally exceed 100,000 words inclusive of all notes, appendices, any source material being edited, and all other parts of the thesis whatsoever *excluding only* the bibliography. The Continuing Education Board may, in individual cases, determine that alternative provisions shall apply, and in such cases shall notify the candidate on admission.’

Continuing Education Board

Proposal to amend the regulations governing the Postgraduate Diploma in Paediatric Infectious Diseases: communication from the Continuing Education Board

With immediate effect

In *Examination Regulations 2010*, p 1006

Delete from p. 1040 line 44 to p. 1042 line 5 and insert:

1. The course will consist of lectures, written assignments and online Interactive case studies in the field of paediatric infectious disease. The course may be taken on a part-time basis over a period which shall normally be of two years' duration but shall not exceed three years' duration.
2. Every candidate must normally:
 - (a) Attend a residential course held annually in Oxford entitled "Infection and Immunity in Children".
 - (b) Attend a second residential course held annually in Oxford entitled "Infection and Immunity in Children" (with a different course syllabus each year).
 - (c) Attend the residential PENTA-ESPID (Tr@inforPedHIV) training course in paediatric HIV medicine.
 - (d) Complete Online PENTA-ESPID(Tr@inforPedHIV)module in paediatric HIV medicine.
 - (e) Actively participate in seven ESPID Online Case Rounds.
 - (f) Actively participate in one four week PENTA-ESPID(Tr@inforPedHIV) Online Case Discussion in paediatric HIV medicine.
 - (g) Actively participate in six online multiple choice sessions.
3. Every candidate shall be required to satisfy the examiners in the following:
 - (a) Active participation, to the satisfaction of the Course Director, in all parts of the course.
 - (b) A written assignment consisting of either:
 - i. An audit of clinical practice in paediatric infectious disease of no more than 4000 words.Or
 - ii. A case study and literature review of no more than 4000 words.

And

iii. A short oral presentation.

(c) A written assignment consisting of either:

i. A dissertation in an area of special interest of no more than 8000 words.

Or

ii. A project report describing a research study in the field of paediatric infectious diseases undertaken by the candidate of no more than 8000 words written in the style of a scientific paper with abstract, introduction/background, methods, results and conclusion.

(d) An examination consisting of multiple choice questions in paediatric infectious diseases covering the topics outlined in the schedule for training in paediatric infectious disease summarised below.

The assignments under 3(b) and 3(c) shall be forwarded to the examiners c/o Registry, Department of Continuing Education, 1 Wellington Square, Oxford OX1 2JA, for consideration by such date as the examiners shall determine and of which they shall notify candidates. The assessed work will, in normal circumstances, be submitted through an electronic submission system.

4. Candidates may be required to attend a *viva voce* examination at the end of the course of studies at the discretion of the examiners.
5. The examiners may award a distinction to candidates for the Postgraduate Diploma
6. A candidate who fails to satisfy the examiners in the assignments under 3(b) and 3(c) or the examination under 3(d) above may normally be permitted to resubmit work in respect of the part or parts of the examination which they have failed on not more than one occasion which shall normally be within one year of the original failure.'

EDUCATION COMMITTEE

Proposal to amend the regulations governing the Postgraduate Diploma in Diplomatic Studies: communication from the Continuing Education Board

With immediate effect:

In *Examination Regulations 2010* p1035

1 Delete lines 25-29. Insert at line 25

“ 6 The examiners may award a distinction to candidates for the Diploma. To be awarded a distinction, a candidate must obtain **either** an average of 70 overall in the five programme elements; **or** a mark of 70 or above in three of the five programme elements, of which one shall normally be the dissertation”.

2 *ibid* line 35 delete “60” and insert “50”

MT2010

EL and L

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence, 30.11.10

Foundation Certificate in English Language and Literature

Change to course title

With effect from 1 October 2011 (for candidates admitted from October 2011)

In *Examination Regulations* 2010

Page 1085

1 Line 2: Delete "Language and"

2 Line 13: delete "each of 1,500 to" and insert "of not more than"

The amended name better reflects the content of the course; assignment word lengths given as a maximum instead of as a range

MSc SUD

MT 2010

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 13 December 2010

Master of Science in Sustainable Urban Development

Change to Module Titles

With immediate effect

In *Examination Regulations* 2010

1. p. 784, l. 44 delete 'Urban Ecology' and insert 'the Built Environment'
2. p. 785, l.1 delete 'Programme and Project Management in the Urban Environment' and insert 'The Flexible City? Urban Theory, Practice and Project Management'
- 3 . Ibid. l. 2 delete 'and Urbanism in Developing Countries' and insert 'in the Global South'

The course modules have been renamed to better describe the content. Students starting on this new course in October 2010 were aware of the revised module names.

PG Dip SUD

MT 2010

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 13 December 2010

Postgraduate Diploma in Sustainable Urban Development

Change to Module Titles

With immediate effect

In *Examination Regulations* 2010

p.1044

1. I. 34 delete 'Urban Ecology' and insert 'the Built Environment'
2. Ibid. I. 39 delete 'Programme and Project Management in the Urban Environment' and insert 'The Flexible City? Urban Theory, Practice and Project Management'
3. Ibid. I. 40 delete 'and Urbanism in Developing Countries' and insert 'n the Global South'

The course modules have been renamed to better describe the content. Students starting on this new course in October 2010 were aware of the revised module names.

PG Cert Hist St

MT 2010

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 13 December 2010

Postgraduate Certificate in Historical Studies

Clarification of submission requirements

With immediate effect

In *Examination Regulations* 2010

p. 1023, l. 32 delete:

'and the dissertation under 4(d) shall be submitted electronically'

and insert:

'shall be submitted electronically and the dissertation under 4(d) shall be submitted in hard copy and on disc (or equivalent)'

FC History

HT 2011

Continuing Education

Approved by Chairman of the CE Board by correspondence 13 December 2010

Foundation Certificate in History

Amendment to assessment requirements

With effect from 1 October 2011

In *Examination Regulations* 2010

1. p. 1085, ll. 33-37 delete: 'Ten coursework essays.....that effect.' and insert: 'Nine coursework essays, each of up to 2,000 words in length'

2. l. 38 delete '3,000 –' and insert 'up to'

The number of assignments has been reduced from ten to nine. Word lengths for the assignments and for the extended essay are now expressed as maxima not as a range.

Department for Continuing Education

Approved by Chairman of CE Board by correspondence 13 December 2010

Undergraduate Diploma in British Archaeology

Correction of minor errors in earlier regulation change

With immediate effect

In *Examination Regulations* 2010, as amended by *Gazette* of 1 July 2010

1. p. 1052 paragraph 2b:

After 'attendance' insert 'in each module'

After 'two' delete 'linked' and insert 'practical'

After '(four days)' delete 'or' and insert 'or'

After 'archaeological' delete 'practical'

2. Ibid. paragraph 2e:

After 'logbook' delete '/project'

3. Ibid paragraph 2f:

After 'logbook' delete '/project'

UG Cert Arch
MT 2010

Department for Continuing Education

Approved by Chairman of CE Board by correspondence 13 December 2010

Undergraduate Certificate in Archaeology

Reversal of decision to cease offering the two year certificate

With immediate effect

In *Examination Regulations* 2010

p. 1045 l. 24

Delete '(for students admitted until October 2010)'

Department for Continuing Education

Approved by Chairman of CE Board by correspondence 13 December 2010

Undergraduate Certificate in History of Art

Reversal of decision to cease offering the two year certificate

With immediate effect

In *Examination Regulations* 2010

p. 1047 l. 8

Delete '(for students admitted until October 2010)'

HT 2011 PG
Cert CBT (PT)

Department for Continuing Education

Approved by CE Board 17 June 2010

By Education Committee 21 December 2010

Postgraduate Certificate in Cognitive Behavioural Therapy for Psychological Trauma

New programme

With effect from 1 October 2011

In *Examination Regulations* 2010

At p. 1019 after I. 34 insert:

'Cognitive Behavioural Therapy for Psychological Trauma

1. The course will consist of lectures, tutorials, seminars, and classes on the principle and practice of cognitive behavioural therapy for psychological trauma, together with clinical practice in cognitive behavioural therapy for psychological trauma. The course will be taken on a part-time basis over a period of not less than three terms and not more than nine terms.
2. Every candidate will be required to satisfy the examiners in the following:
 - (a) attendance at the appropriate classroom-based courses including small group case supervisions;
 - (b) one essay of no more than 4,000 words, to assess critical appreciation of theory, research and practice on topics provided by course tutors and approved by the examiners;
 - (c) one written case report of 4,000 to 6,000 words;

(d) one video or audio (-tape or digital equivalent) recording of a therapy session;

(e) close clinical supervision of two 'training clients' as evidenced by a log book of supervised clinical practice.

The essay under (b), the case report under (c) and the audio/video recording under (d) shall be forwarded to the examiners for consideration by such date as the examiners shall determine and shall notify the candidates and tutors.

The audio/video- recording will be accompanied by a written reflective analysis on topics provided by course tutors, and students will also be required to keep a log book to provide evidence of their supervised CBT practice with two 'training' clients by the end of block 4.

3. The examiners may award a distinction to candidates for the Postgraduate Certificate.

4. Candidates who fail to satisfy the examiners in the essay under 2(b), the case report under 2(c) and the audio/video- recording under 2(d) may be permitted to resubmit work in respect of the part or parts of the examination that they have failed for examination on not more than one occasion, which shall normally be within three months of the original failure.'

Continuing Education Board

Approved by Chair of CEB 3 February 2011

Postgraduate Diploma Psychodynamic Practice

Reduction in the number of clinical hours required

With immediate effect

In *Examination Regulations* 2010 p 1043 line 22

1 delete "25" and insert "17"

2 delete "150" and insert "100"

Change to take immediate effect. Students affected have agreed.

Department for Continuing Education/Medical Sciences Division

Approved at the meeting of the Continuing Education Board 17 June 2010, Medical Sciences 19 October 2010 and Education Committee by correspondence 13 December 2010

Postgraduate Diploma Surgical Science and Practice

New Course

With effect from 1 October 2011

1 In *Examination Regulations* 2010 p 1044 line 1

Insert

Surgical Science and Practice (exit award only)

1. The Divisional Board of Medical Sciences, jointly with the Continuing Education Board, shall elect for the supervision of the course a Standing Committee, which shall have the power to arrange lectures and other instruction.
2. Candidates must follow for at least three terms and at most nine terms, a part-time course of instruction in the theory and practice of Surgical Science and Practice, which shall normally take place over a period of no more than four years. The Postgraduate Diploma is only available to students admitted for the degree of MSc in Surgical Science and Practice.
3. Every candidate will be required to satisfy the examiners in the following:
 - (a) Attendance at the modules in Schedule A and Schedule B below and other teaching sessions as required.
 - (b) Active participation in all parts of the course to the satisfaction of the Course Director.
 - (c) Four written assignments related to the modules in Schedule A, each of not more than 4,000 words in length.

- (d) Two assignments consisting of multiple choice questions or structured short questions, online project working and practical tests related to the modules in Schedule B.

The assignments set out in clauses 3(c) and 3(d) shall be forwarded, usually through a specified electronic submission system, to the examiners c/o Registry, Department for Continuing Education, 1 Wellington Square, Oxford OX1 2JA, for consideration by such date as the examiners shall determine and of which they shall notify candidates.

4. Candidates may be required to attend a viva voce examination at the end of the course of studies at the discretion of the examiners.
5. The examiners may award a distinction to candidates for the Postgraduate Diploma.
6. Candidates who fail to satisfy the examiners in any of the assignments under 3(c) and 3(d) may be permitted, normally within one year of the original failure, to resubmit work in respect of the part or parts they have failed on not more than one occasion for each assignment without being required to repeat attendance at the relevant module or modules under 3(a).
7. The Standing Committee shall have the discretion to permit any candidate to be exempted, in exceptional circumstances, from attendance at any module under 3(a) and from submitting the associated assignment required under 3(c) and 3(d) above, provided that the Standing Committee is satisfied that such a candidate has undertaken equivalent study, or has appropriate work experience to an equivalent standard.

Schedule A

The practice of evidence-based health care

Quality improvement science and systems analysis

Introduction to surgical management and leadership

Becoming a medical educator

Any other module as defined by the Course Director and approved by the Standing Committee.

Schedule B

Human factors, teamwork and communication.

Surgical technology and robotics

Department for Continuing Education/Medical Sciences Division

Approved at the meeting of the Continuing Education Board 17 June 2010, Medical Sciences 19 October 2010 and Education Committee by correspondence 13 December 2010

Postgraduate Certificate Surgical Science and Practice

New Course

With effect from 1 October 2011

1 In *Examination Regulations* 2010 p 1026 line 22 insert

Surgical Science and Practice

1. The Divisional Board of Medical Sciences, jointly with the Continuing Education Board, shall elect for the supervision of the course a Standing Committee, which shall have the power to arrange lectures and other instruction.
2. Candidates must follow for at least three terms, a part-time course of instruction in the theory and practice of Surgical Science and Practice, which shall normally take place over a period of no more than four years. The Postgraduate Certificate is only available to students admitted for the degree of MSc in Surgical Science and Practice.
3. Every candidate will be required to satisfy the examiners in the following:
 - (a) Active participation, to the satisfaction of the Course Director, in any three of the modules selected from either Schedule A or Schedule B below.
 - (b) Written assignments related to each of the modules selected from Schedule A, each of not more than 4,000 words in length.

- (c) Assignments consisting of multiple choice questions or structured short questions, online project working and practical tests related to each of the modules selected from Schedule B.

The assignments set out in clause 3(b) and 3(c) shall be forwarded, usually through a specified electronic submission system, to the examiners c/o Registry, Department for Continuing Education, 1 Wellington Square, Oxford OX1 2JA, for consideration by such date as the examiners shall determine and of which they shall notify candidates.

4. Candidates may be required to attend a viva voce examination at the end of the course of studies at the discretion of the examiners.
5. The examiners may award a distinction to candidates for the Postgraduate Certificate.
6. Candidates who fail to satisfy the examiners in any of the assignments under 3(b) and 3(c) may be permitted, normally within one year of the original failure, to resubmit work in respect of the part or parts they have failed on not more than one occasion for each assignment without being required to repeat attendance at the relevant module or modules under 3(a).
7. The Standing Committee shall have the discretion to permit any candidate to be exempted, in exceptional circumstances, from attendance at any module under 3(a) and from submitting the associated assignment required under 3(b) and 3(c) above, provided that the Standing Committee is satisfied that such a candidate has undertaken equivalent study, or has appropriate work experience to an equivalent standard.

Schedule A

The practice of evidence-based health care

Quality improvement science and systems analysis

Introduction to surgical management and leadership

Becoming a medical educator

Any other module as defined by the Course Director and approved by the Standing Committee.

Schedule B

Human factors, teamwork and communication.

Surgical technology and robotics

Department for Continuing Education

Approved by Education Committee 16 July 2010

Postgraduate Diploma in History of Design

New programme

With effect from 1 October 2011

In *Examination Regulations* 2010

Page 1039

Insert after line 2:

History of Design (exit award only)

1. Candidates must follow a course of instruction in History of Design. The course will be taken on a part-time basis over a period of not fewer than two years and not more than three years within a maximum period of five years. The postgraduate diploma is only available to students admitted for the degree of MSt in the History of Design.
2. The examination will consist of the following parts:

A Core Papers

Every candidate must submit a written assignment for each of the three core course papers taught in Year 1:

- I. Techniques and Materials (Object Case Study: 2,500 words)
- II. Historical Methods (Methodology and Critical Sources Review: 3,000 words)
- III. Research Project (Extended Essay: 5,000 words)

B Advanced Papers

Every candidate must follow two Advanced Papers courses from the options listed in the Schedule below, and submit one written assignment of no more than 5,000 words in length for each paper. Candidates will select two Advanced Papers in Year 2 of the MSt from a list of available options.

3. Each candidate must attend a *viva voce* examination when required to do so by the examiners.
4. The examiners may award a distinction for excellence in the Postgraduate Diploma.
5. A candidate who fails the assessment for a core module or advanced paper, may be permitted to resubmit the written work, on one further occasion only, not later than one year after the initial attempt.

Schedule

Advanced Papers are available in the following areas:

- *Decoration in Modern France*
- *The Arts and Crafts Tradition in Modern Britain*
- *Design in the Machine Age*
- *Design, Body, Environment*
- *Visual Cultures of the World Wars*
- *Academic Writing and Contemporary Practice**
- *Medieval Period or Early Modern Option*
- Papers from the existing MSc English Local History:

A.7 The social history of English architecture, 1870-1940

A.8 The English suburb, 1800-1939

A.4 English architecture 1500-1640

* This Advanced Paper will be assessed by means of two written assignments: a Documentation Project and a Critical Sources Review; each 1,500 words in length

Not all advanced papers will be available in any one year and the definitive list of advanced papers available in any one year will be circulated to candidates and their supervisors during the second week of Michaelmas Term.

The Postgraduate Diploma is only available to those who have registered for the MSt in the History of Design

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence, 29 March 2011

Diploma in History of Art

Change to assessment and module content

With effect from 1 October 2012

In *Examination Regulations* 2010

Page 1055

1 Delete lines 41 to line 23 on page 1056

2 Insert after line 40 p 1055

1. Course

(a) The course shall consist of lectures, tutorials, seminars and classes on the subject of the History of Art. The course, which is available on a part-time basis only, may be taken over a period of a minimum of two, and no more than five years.

(b) The subjects of the course will be taught in four one-year modules of which candidates must offer two. Two modules will be available each year. Modules currently available are:

Module 1: The Late Middle Ages and the Early Renaissance

Module 2: The High Renaissance and Baroque

Module 3: Revolution to Modernity: 1848-1914

Module 4: Modern Art and Contemporary Visual Culture

2. Every candidate will be required to satisfy the examiners in the following for each of the two modules to be offered:
 - (a) Attendance at the theoretical courses; students must attend a minimum of 75% of the equivalent of 30 two-hour sessions;
 - (b) Attendance at five Saturday Study Days;
 - (c)
 - i) Two essays, each of which shall not exceed 3,000 words in length;
 - ii) A research project consisting of no more than 8,000 words in length each, based on a subject of the candidate's choice relating to the course material and agreed with the Course Director;
 - iii) A written three-hour examination paper.

The essays under (c)i) and the project under (c)ii) will be forwarded to the examiners for consideration by such dates as the examiners shall determine and shall notify candidates.

3. Candidates may be required to attend a viva voce examination at the end of the course.
4. The examiners may award a distinction to candidates for the Diploma.
5. Candidates must achieve a pass mark (40%) in each element of assessment in each module: the two essays under 2(c)i) taken together; the research project under 2(c) ii) and the examination under 2 (c) iii). Candidates who fail to satisfy the examiners in any element may be permitted to resubmit work in respect of that element on not more than one occasion which shall normally be within one year of the initial failure.

Department for Continuing Education

Approved by the CEB 15 February 2011

Approved by EdC 24 March 2011

Postgraduate Certificate in Ecological Survey Techniques

New course

With effect from 1 October 2012

In *Examination Regulations* 2010

Page 1021

After line 21 insert

“Ecological Survey Techniques

1. Every candidate must follow for at least one year a part-time course of instruction in the theory and practice of Ecological Survey Techniques, normally over a period of no more than three years.
2. Every candidate will be required to satisfy the examiners in the following:
 - a. attendance at the one-week module in Schedule A;
 - b. engagement with both online modules in Schedule B;
 - c. engagement with two online modules chosen from those listed in Schedule C;
 - d. attendance at the Field Project module;
 - e. participation to the satisfaction of the Programme Director in all other parts of the course;
 - f. one written assignment of not more than 2,500 words based on the module in Schedule A. This is formative only and the marks do not

- contribute to the final award;
- g. four written assignments of not more than 2,000 words, one from each of the modules from 2 b) and one from each of the modules chosen from 2 c) above. Depending on the modules chosen, up to two of the written assignments on the modules from 2 c) may be replaced by presentations in the media specified;
 - h. One field project of not more than 5,000 words and an associated on-line learning journal of not more than 1,000 words.

The assessed work set out in clauses (g) and (h) shall be forwarded to the examiners for consideration by such date as the examiners shall determine and of which they shall notify candidates.

3. Candidates may be required to attend a viva voce examination at the end of the course at the discretion of the examiners.
4. The examiners may award a distinction to candidates for the Certificate.
5. The Programme Committee shall have the discretion to exempt a candidate from engagement and the submission of a written assignment in respect of up to two modules listed in Schedule B and C below which they have satisfactorily completed in the last three years.
6. Candidates who fail to satisfy the examiners in any part of the assessment listed under 2(g) or 2(h) may be permitted to resubmit work in respect of the part or parts of the examination which they have failed on not more than one occasion which shall normally be within one year of the original failure.

Core Module Schedule A

Introduction to ecological survey techniques

Core Modules Schedule B

Data analysis

Field techniques for surveying vegetation

Optional Modules Schedule C

Field techniques for surveying mammals and reptiles

Field techniques for surveying birds

Field techniques for surveying invertebrates

Field techniques for surveying fish and amphibians”

MSC EBHC and
others TT 2011

Continuing Education Board

Approved by correspondence 13 May 2011

MSc Evidence Based Health Care

Name change for Module

With effect from 1 October 2011]

In *Examination Regulations* 2010 as amended by Gazette 11 November 2010

Page 720 line 20

Delete

“Statistics for Health Researchers”

Insert

“Introduction to Statistics in Health Care Research”

The revised name clarifies that this is an introductory course on the use of statistics in health care research.

Continuing Education Board

Approved by correspondence 13 May 2011

Postgraduate Diploma in Cognitive Therapy

Name change for course

With effect from 1 October 2011

In *Examination Regulations* 2010

1 Page1034 line 8

Delete "Cognitive Therapy"

Insert "Cognitive Behavioural Therapy"

2 ibid line 10 after "cognitive" insert "behavioural"

3 ibid line 11 before "therapy" insert "behavioural"

4 ibid line 16 after "cognitive" insert "behavioural"

5 ibid line 17 before "therapy" insert "behavioural"

The revised name better reflects the course content and shows cohesion with the two postgraduate certificates available

MSC EBHC and
others TT 2011

Continuing Education Board

Approved by correspondence 13 May 2011

Postgraduate Diploma in Evidence Based Health Care

Name change for Module

With effect from 1 October 2011]

In *Examination Regulations* 2010 as amended by Gazette 11 November 2010

Page1036 line 38

Delete

“Statistics for Health Researchers”

Insert

“Introduction to Statistics in Health Care Research”

The revised name clarifies that this is an introductory course on the use of statistics in health care research.

Continuing Education Board

Approved by correspondence 13 May 2011

Postgraduate Diploma in Health Research

Name change for Module

With effect from 1 October 2011]

In *Examination Regulations* 2010 as amended by Gazette 11 November 2010

Page1038 line 48

Delete

“Statistics for Health Researchers”

Insert

“Introduction to Statistics in Health Care Research”

The revised name clarifies that this is an introductory course on the use of statistics in health care research.

MSC EBHC and
others TT 2011

Continuing Education Board

Approved by correspondence 13 May 2011

Postgraduate Certificate in Evidence Based Health Care

Name change for Module

With effect from 1 October 2011]

In *Examination Regulations* 2010 as amended by Gazette 11 November 2010

Page1022 line 23

Delete

“Statistics for Health Researchers”

Insert

“Introduction to Statistics in Health Care Research”

The revised name clarifies that this is an introductory course on the use of statistics in health care research.