

Cert HE MT
2011

Continuing Education Board

Approved by correspondence 8 July 2011

Certificate of Higher Education

New course

With effect from 1 October 2012

In *Examination Regulations* 2011

P 1032 after line 49 insert

“Higher Education

1. The Certificate shall consist of accredited classes and other courses of study provided by the Department for Continuing Education. The Certificate is available on a part-time basis and may be taken over a period of not fewer than two years and no more than four years.
2. The main subjects for the Certificate shall be Archaeology, Art History, Architectural History, Creative Writing, History, Italian, Literature, Philosophy, and Spanish, together with such other subjects as may be approved by the Continuing Education Board. Candidates must select one of these as their main subject. A list of classes and other courses available in any one year that can be taken for the Certificate, including those identified as qualifying courses, will be published annually by the Department.
3. Every candidate will be required to satisfy the examiners in the following:
 - a) accumulation of 120 Credit Accumulation and Transfer Scheme (CATS) points from classes and courses provided by the Department for

Continuing Education. These 120 points must include the following:

- i) 5 points from either three study skills day schools or the online study skills course;
 - ii) 10 points from a course approved as a qualifying course in the candidate's main subject;
 - iii) no fewer than 50, and no more than 70, additional points, in the candidate's main subject;
 - iv) no fewer than 30 points, and no more than 50 points, from eligible classes or courses in other subjects;
 - v) a reflective learning journal of not more than 2,000 words submitted in two parts (5 CATS points)
- b) Two assignments, each of no more than 2,500 words or equivalent, based on topics relating to two separate classes or courses in the candidate's main subject area.
 - c) One assignment of not more than 3,500 words or equivalent based on a topic relating to a class or course in the candidate's main subject area other than those referred to in 3(b) above.
 - d) Attendance at a minimum of 70 per cent of each class or course.

4. Timing

- a. The study skills day schools or online study skills course referred to in 3(a) i) above must normally be undertaken during the first term of registration;
- b. The first part of the reflective journal referred to in 3 ((a) v) above shall normally be submitted after completion of the first 60 CATS points of study and the second part after completion of at least 100 CATS points.
- c. The assignment referred to in 3 (c) above shall normally be submitted during the last year of registration for the Certificate.

5. Credit may not be counted as part of the Certificate of Higher Education if it contains a significant proportion of material (normally 30% or more) duplicated from a class or course already counted towards any certificate, diploma or other award of the University.

6. The Director of the Certificate shall have the discretion to permit any candidate to count towards the Certificate up to 30 CATS points from any class or course offered by the Department for Continuing Education so long as these shall have been obtained no more than four years before formal registration on the Certificate.

7. Candidates may count up to 105 CATS points towards the Certificate of Higher Education from courses studied online.

8. A candidate may be required to attend a *viva voce* examination.

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

10. Candidates who fail any accredited class or course they intent to count towards the

Certificate under 3 (a) above, or who fail to satisfy the examiners in the reflective journal under 3(a) v) may be permitted to resubmit work in respect of that class or course, or resubmit the reflective journal on not more than one occasion. This shall normally be within one month of the initial failure. Candidates who fail to satisfy the examiners in the assignments under 3(b) or 3(c) above may be permitted to resubmit the assignment or assignments on not more than one occasion. This shall normally be within three months of the initial failure. All resubmissions of work must be within one year of the initial failure. “

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 21 October 2011

Postgraduate Diploma in Cognitive Behavioural Therapy

Change to number of patients to be treated

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

In *Examination Regulations* 2011

Page 1019

1 Line 25: Delete “three” and insert “five”.

2 Line 34 -35: delete from “Candidates will be expected.....the examiners” and insert “Candidates may be required to attend a viva voce examination at the end of the course of study at the discretion of the examiners.

To meet the requirements for professional accreditation students must supervise a minimum of five patients.

The second change is to clarify that where examiners exercise discretion to require a student to attend a viva this becomes a compulsory requirement.

Department for Continuing Education

Approved by Education Committee 26 October 2011

Certificate in Theology and Religious Studies

New Course

With effect from 1 October 2012

In *Examination Regulations* 2011

Page 1033

After line 51 insert

“Theology and Religious Studies

1 The course shall consist of lectures, tutorials, seminars and classes on the subject of the Theology and Religious Studies. The course, which is available on a part-time basis only, may be taken over a period of a minimum of one, and no more than two, years.

2. Every candidate will be required to satisfy the examiners in the following:

(a) Attendance at the theoretical courses, including study visits; students must attend a minimum of 75% of the equivalent of 30 two-hour sessions;

(b) One written assignment of not more than 1,000 words. This assignment is formative only and marks do not contribute to the final award

(c) Five written assignments of not more than 1,500 words based on the subjects taught

(d) One case study of not more than 3,000 words on a subject approved by the course director. The written work under (c) and (d) will be forwarded to the examiners for consideration by such dates as the examiners shall determine and shall notify candidates.

3. Candidates may be expected to attend a viva voce examination at the end of the course.

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

5. Candidates who fail to satisfy the examiners in the written work under 2(c) and (d) may be permitted to resubmit work in respect of 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 initial failure.”

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 10.11. 11

Special Regulations of Divisional and Faculty Boards concerning the status of Probationer Research Student and the Degrees of MLitt, MSc by Research and DPhil – Continuing Education Board

Amendment to the Special Regulations to be consistent with the change to the Probationer Research Student general regulations reducing the normal maximum number of terms allowed for holding PRS status from twelve to eight for part time students.

Other minor changes to correct errors or to reflect discontinuance of old courses.

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

In *Examination Regulations* 2011

1 P. 919 L.4 delete “VIII, *2,cl.1(i)”

And insert “Sect.15, Para.2. cl1(i)”

2 Ibid, L. 6 delete “or MSt”

3 Ibid L. 8 delete “MSt or”

4 Ibid L 46 delete “the”

5 Page 920 l. 7 delete “twelve” and insert “eight”

6 Ibid line 8 insert “(d) A student may be permitted to hold the status of Probationary Research Student for up to a further four terms subject to the provisions of Chapter 12, Section 4 cl.7”

7 Ibid l. 8 delete “(d)” and insert “(e)”

8 Ibid l.10 delete “(e)” and insert “(f)”

- 9 Ibid l. 16 delete "(f)" and insert "(g)"
- 10 Ibid l. 31 delete "(g)" and insert "(h)"
- 11 Ibid l. 37 delete "(h)" and insert "(i)"
- 12 Ibid l. 45 delete l 45-46 and insert "(j) A candidate who is unsuccessful may be given one further opportunity to apply for transfer (within the limit of eight terms). A candidate whose second application for transfer is unsuccessful shall cease to hold the status of a Probationary Research Student."

Department for Continuing Education/Medical Sciences Division

Approved by Chairman of CE Board, by correspondence 3.1.12 and by Medical Sciences Division 29.11.12

Master of Science Experimental Therapeutics

Amendment to the Special Regulations to remove the two optional modules and the associated assessment.

Other minor changes

With effect from 1 October 2012 (for candidates admitted from October 2012)

In *Examination Regulations* 2011

Page 706

- 1 Line 37-38 Delete “in all parts of the modules in Section A of the Schedule below” and insert “in each of the modules listed below.”
- 2 Delete line 39-40
- 3 Line 41 Delete “(c)” and insert “(b)”
- 4 Line 41 delete “eight” and insert “six”
- 5 Line 42 insert “.” after “specified”
- 6 Line 42-43 delete “in Section A and one from each of the two modules chosen from Section B below”
- 7 Line 46 delete “Programme Director” and insert “Standing Committee”
- 8 Line 47 delete “(c)” and insert “(b)” then insert “and in 3(c)”

Page 707

- 9 Line 2-5 delete “The assessed work set out in clause 3(d) shall be submitted.....shall notify candidates”

10 Line 5 after "assessed work" insert "under (3b)"

11 Line 16 delete "eight" and insert "six"

12 Delete "3 (c)" and insert "3(b)"

13 Delete Line 20

14 Delete lines 30 -36

Department for Continuing Education/Medical Sciences Division

Approved by Chairman of CE Board, by correspondence 3.1.12 and by Medical Sciences Division 29.11.12

Postgraduate Diploma in Experimental Therapeutics

Amendment to the Special Regulations to remove the two optional modules and the associated assessment.

Other minor changes

With effect from 1 October 2012 (for candidates admitted from October 2012)

In Examination Regulations 2011

Page 1021

- 1 Line 49-50 Delete "in all parts of the modules in Section A of the Schedule below" and insert "in each of the modules listed below."

Page 1022

- 2 Delete lines 1-2
- 3 Line 3 Delete "(c)" and insert "(b)"
- 4 Line 3 delete "eight" and insert "six"
- 5 Line 4 insert "." after "specified"
- 6 Line 4-5 delete "in Section A and one from each of the two modules chosen from Section B below"
- 7 Line 18 delete "eight" and insert "six"
- 8 Line 19 delete "(c)" and insert "(b)"
- 9 Delete Line 23
- 10 Delete lines 33 -39

MT 2011 Dipl
Comb St

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 1.12. 11

Diploma in Combined Studies

Removal of course no longer offered by the Department

With effect from 1 October 2012

In *Examination Regulations* 2011

Page 1043 delete lines 10 to 29

MT 2011 Cert
Comb St

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 1.12. 11

Certificate in Combined Studies

Removal of course no longer offered by the Department

With effect from 1 October 2012

In *Examination Regulations* 2011

Page 1034 delete lines 1 to 21

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 5.2 12

MSt in International Human Rights Law

Removal of advocacy exercise from requirements; other minor changes

With immediate effect

In *Examination Regulations* 2011

Page 625

- 1 Line 25 delete "Active participation" insert "Participation"
- 2 Line 27 delete "Active participation" insert "Participation"
- 3 Line 38 delete whole line
- 4 Line 39 delete "(e)" and insert "(d)"
- 5 Line 44 delete "submission of"
- 6 Line 45 delete "tutor and agreed by the Board of Studies." and insert "supervisor and agreed by the Board of Examiners."

Page 626

- 7 Line 1 delete "2(c-e) and the dissertation under 2(f)" and insert "2(c-d) and the dissertation under 2(e)"
- 8 Line 9-10 delete "2(c) and 2(e), the advocacy exercise under 2(d) or the dissertation under 2(f)" and insert "2(c-d) or the dissertation under 2(e)"

h

HT 2012 Adv Dip
Local History

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 5.2.12

Special regulations for the Advanced Diploma in Local History

Removal of one coursework assignment, other minor changes

With effect from 1 October 2012 (for candidates admitted from October 2012)

In *Examination Regulations* 2011

Page 1049 to 1050

Delete line 41 p 1049 to line 21 p 1050 and insert:

“1. Course

The course will comprise two modules:

Module 1 Concepts and Methods for Local History

Module 2 Databases for Historians

The course, which is available on a part-time, distance learning basis only, will normally be taken over a period of one year, and may not be taken over a period of more than two years.

2. Every student will be required to satisfy the examiners in the following:

- (a) participation in all parts of the course to the satisfaction of the Course Director;
- (b) participation in electronic group discussions under the guidance, and to the satisfaction, of the student's academic tutor;
- (c) one assignment of not more than 2,000 words, one assignment of not more than 2,500 words, one assignment of not more than 2,000 words plus supporting tables, and one assignment of not more than 3,000 words, based on the work covered in the Concepts and Methods module (Module 1);
- (d) one assignment of not more than 2,500 words, based on the work covered in the

Databases module (Module 2);

- (e) one assignment of not more than 5,000 words, which will be a Local History project involving the use of a database of historical data.

Assignments under 2(c) - (e) above will be forwarded to the examiners for consideration by such dates as the examiners shall determine and shall notify students.

3. Students will be required to pass all assignments in both modules to be awarded the Advanced Diploma. Students who fail to satisfy the examiners in the assignments under 2(c) - (e) may be permitted to resubmit work which they have failed for examination on not more than one occasion which shall normally be within in one year of the date on which the assignment was first due to be submitted.
4. Students may be required to attend a viva voce examination at the end of the course of studies.
5. The examiners may award a Distinction to candidates for the Advanced Diploma.”

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 26.1.12

Postgraduate Certificate in Nanotechnology

To clarify assessment requirements and other minor changes

With effect from MT 2012

In *Examination Regulations* 2011

Page 1014

1 Line 31 Delete “active”

2 Line 33 delete line 33 to line 35 and insert:

(b) a portfolio of assignments (written reports, problem sheets and presentations) for each of the modules in the Schedule, totalling not more than 2500 words in length for Module 1, and not more than 6000 words for each of Modules 2 and 3.

3 Line 48 delete “Submitting up to one of the total of three written assignments required under 3(b) above” and insert “one of the three modules in the Schedule”

4 Line 50 delete “have” and insert “has”

Page 1015

5 Line 2 Delete “introduction to” and insert “The Wider Context of”

6 Line 3 Delete “Fundamental science” and insert “The Fundamental Science of Nanotechnology”

7 Line 4 Delete “Fundamental Characterisation” and insert “Fundamental Characterisation for Nanotechnology”

HT 2012 PG
Cert PHCHP

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 26.1.12

Postgraduate Certificate Provision of Healthcare to Homeless People

Removal of course no longer offered

With effect from MT 2012

In *Examination Regulations* 2011

P1015 delete line 5 to line 44

MSt HoD HT
2012

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 9.3.12

Master of Studies History of Design

Change to the name of one optional paper

With immediate effect

In *Examination Regulations* 2011

Page 625

Line 1 delete "Nationhood Empire and Conflict" and insert "Visual Cultures of the World Wars"

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 9 March 2012

Master of Studies in Literature and Arts

Removing the pass mark from the regulations some other minor changes

With effect from **MT 2013**

In *Examination Regulations* 2011 p 633

Delete from line 42 to page 634 line 29

And insert:

MASTER OF STUDIES IN LITERATURE AND ARTS (for candidates commencing in MT 2013 and later)

1. Every candidate must follow for at least six terms (and a maximum of eight terms) a part-time course of instruction in interdisciplinary study in the Humanities (Literature, History and History of Art).
2. The course will consist of lectures, seminars, on-line courses and individual tutorials.
3. Every candidate will be required to satisfy the examiners in the following parts:
 - (a) Four essays, each of no more than 5,000 words in length
 - (b) Engagement with the on-line courses to the satisfaction of the Course Director.
 - (c) A dissertation on a topic selected by the candidate in consultation with the Course Director and his or her supervisor and approved by the examiners. The dissertation must be of no more than 11,000 words in length, and will need to demonstrate knowledge and awareness of more than one subject discipline.

Candidates may be required to attend a viva voce examination if the Examiners require further information in order to make a judgement on an individual candidate.

The dissertation under 3(c) must be submitted not later than noon on the third Friday in September of the final year of the course to the Chairman of Examiners for the Degree of MLA, c/o Registry, 1 Wellington Square, Oxford. All other elements of assessed work shall be forwarded to the examiners, c/o Registry, 1 Wellington Square, Oxford for consideration by such dates as the examiners shall determine and shall notify the candidates and tutors at the start of each academic year.

The assessed work under 3(a) and 3(c) must be accompanied by a statement that it is the candidate's own work.

4 The examiners may award a Distinction for the MLA

4. A candidate who fails to satisfy the examiners in 3 may be permitted to resubmit work in respect of part or parts of the examination which they have failed for examination on one further occasion. In the case of 3 a, candidates should resubmit work within one year, but normally not later than three months after the initial attempt. In the case of 3 c, candidates should resubmit work not later than twelve months after the initial attempt.

TT 2012
PG Cert EST

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 30 March 2012

Postgraduate Certificate in Ecological Survey Techniques

Clarification of length of validity of modules taken as stand alone, other minor changes

With effect from MT 2012

Published in the Gazette 28 April 2011

Delete from CI 1 starting "Every candidate" to end of Optional Modules Schedule C ending "Field Techniques for Surveying Fish and Amphibians" (ie entire regulations)

Replace with :

Postgraduate Certificate in 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 and contribution to both online modules in Schedule B;
 - c. engagement with and contribution to two online modules chosen from those listed in Schedule C;
 - d. participation in and completion of a 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 a media specified by the examiners;
 - 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 under Clauses 2 (f), (g) and (h) will be submitted to examiners, in normal circumstances through an electronic submission system, 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 Course Committee shall have the discretion to deem satisfactory completion of up to two modules listed in Schedule B and C below prior to registration for the award as having met the attendance and examination requirements for that module or modules under 2 above. Such discretion will normally only be exercised if the time elapsed between commencement of the module concerned and registration for the award is not more than two 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

TT 2012 MSc
SUD

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 22 May 2012

MSc Sustainable Urban Development

To adjust the balance of formative and summative assessment; other minor changes

With effect for students commencing in MT 2012 and after

In *Examination Regulations* 2011

P770 Delete from line 33 to page 771 line 36 and insert:

1. The Continuing Education Board shall elect for the supervision of the course a course committee that shall have the power to arrange lectures and other instruction.
2. Every candidate must follow for at least six terms a part-time course of instruction in the theory and practice of Sustainable Urban Development, which shall normally take place over a period of two years and no more than four years.
3. Every candidate will be required to satisfy the examiners in the following:
 - a) Attendance at classes, tutorials, group seminars and other teaching sessions;
 - b) seven written assignments, each being on one of the units listed in the Schedule below, and each of not more than 3000 words in length;
 - c) a dissertation of not more than 15,000 words (excluding tables, appendices, footnotes and bibliography), on a subject selected by the candidate in consultation with the supervisor and approved by the course committee.

The assessed work set out in clause 3 b) shall be forwarded in normal circumstances through an 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. The assessed work set out in clause 3 c) shall be forwarded to the examiners c/o, Examination Schools, High Street, Oxford OX1 4BG 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 MSc.
6. Candidates who fail to satisfy the examiners in any part of the examination 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 one year of the original failure.
7. The course committee shall have the discretion to permit any candidate to be exempted, in exceptional circumstances, from submitting an assignment, provided that the committee is satisfied that such a candidate has undertaken equivalent study, or have appropriate work experience to an equivalent standard.

Schedule

Concepts of the City and Environmental Change

Climate Change and the Built Environment

Placemaking

Financing Sustainability

Transportation and Sustainability

Urbanism and the Design Process

The Flexible City? Urban Theory, Practice and Project Management

Urbanisation and the Global South

Any other subject approved by the course committee.

Not all units will be available in any one year.

TT 2012 PG Dip
SUD

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 22 May 2012

PG Diploma Sustainable Urban Development

To adjust the balance of formative and summative assessment; other minor changes

With effect for students commencing in MT 2012 and after

In *Examination Regulations* 2011

P1030 delete from line 8 to line 48 and insert:

1. The Continuing Education Board shall elect for the supervision of the course a course committee that shall have the power to arrange lectures and other instruction.
2. Every candidate must follow for at least six terms a part-time course of instruction in the theory and practice of Sustainable Urban Development, which shall normally take place over a period of two years and no more than four years. The Postgraduate Diploma is only available to students admitted for the degree of MSc in Sustainable Urban Development.
3. Every candidate will be required to satisfy the examiners in the following:
 - a) Attendance at classes, tutorials, group seminars and other teaching sessions;
 - b) seven written assignments, each being on one of the units listed in the Schedule below, and each of not more than 3000 words in length;

The assessed work set out in clause 3 b) shall be forwarded in normal circumstances through an 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 part of the examination 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 one year of the original failure.
7. The course committee shall have the discretion to permit any candidate to be exempted, in exceptional circumstances, from submitting an assignment, provided that the committee is satisfied that such a candidate has undertaken equivalent study, or have appropriate work experience to an equivalent standard.

Schedule

Concepts of the City and Environmental Change

Climate Change and the Built Environment

Placemaking

Financing Sustainability

Transportation and Sustainability

Urbanism and the Design Process

The Flexible City? Urban Theory, Practice and Project Management

Urbanisation and the Global South

Any other subject approved by the course committee.

Not all units will be available in any one year

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 16 May 2012

Diploma in Creative Writing

To remove the end of year examination for both years and increase the length of the end of year portfolio

With effect from MT 2012

In *Examination Regulations* 2011

Delete p 1039 line 22 to line 52 and insert:

1. Course

(a) The course shall consist of lectures, tutorials, seminars and classes on the subject of Creative Writing. 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 course will cover the study and practice of the craft of writing. A range of literary genres and sub-genres will be considered, and directed approaches to the analytical reading of work by other writers will be undertaken.

2. Every candidate will be required to satisfy the examiners in the following:

(a) Attendance at the theoretical courses; students must attend a minimum of 75% of the class based sessions;

(b) Attendance at twelve forty-five minute individual tutorials, six day schools and one one-week summer school;

(c) Nine written assignments, each of no more than 2,000 words in length of prose, or 15 pages of drama, or 100 lines of poetry;

(d) Two end-of-year portfolios of written work, each of not more than 6,000 words of prose, or 30 pages of drama or 300 lines of poetry.

Assignments under (c) and (d) 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 who fail to satisfy the examiners in the assignments under 2(c) - (d) 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 initial failure.

TT 2012
MSt Cr Wr

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence 22 May 2012

Master of Studies in Creative Writing

To introduce narrative non-fiction as an additional genre

With effect from MT 2012

In *Examination Regulations* 2011

- 1 Page 608 line 27
Delete “or 2” and insert “,2 or 5”
- 2 Page 609 line 1
After “prose fiction” insert “or narrative non fiction”
- 3 Page 609 after line 29 insert
“5 narrative non-fiction”
- 4 Line 30 renumber as “6”

Long Vac 2012
EBHC and HR

Department for Continuing Education and MSD

Approved by Chairman of CE Board, by correspondence

MSD

Evidence-Based Health Care Studies

Effect of change: i) To combine the regulations governing the three awards in EBHC and the two in Health Research into one programme; ii) to implement the Department's policy on variable intensity part time study; iii) to allow more flexibility to students on the Health Research awards to take relevant modules from other awards.

With effect for new students from MT 2012 and available to existing students

In *Examination Regulations* 2011

P 704 line 18 insert

"Old regulations for students registered on the MSc EBHC before 1 October 2012"

P 705 after line 25 insert

"Postgraduate Programme in Evidence-Based Health Care Studies (new regulations for students registering on any of the awards listed from 1 October 2012 and available to existing students)

Insert text as attached

Long Vac 2012

PG Dip ACTS

Department for Continuing Education

Approved by Chairman of CE Board, by correspondence

Postgraduate Diploma in Advanced Cognitive Therapy Studies

Effect of change: to apply the Department's policy on variable intensity of study

With effect from October 2012

In *Examination Regulations* 2011

P 1018

Line 24 after "Studies"

Insert: "Old regulations for students registered on the PG Diploma ACTS before 1 October 2012"

P1019

after line 16

Insert: "Advanced Cognitive Therapy Studies (new regulations for students registering on the award from 1 October 2012 and available to existing students)

1. The course will consist of lectures, tutorials, seminars, and classes on the principles and practice of advanced cognitive therapy studies, together with clinical supervision and practice in the supervision and training of cognitive therapists. The course will be taken on a part-time basis.
2. The policy of the Continuing Education Board on variable intensity part-time postgraduate study applies to this award.
3. The minimum period of registration for the award of the Postgraduate Diploma shall be three terms and the maximum period shall be nine terms.
4. Candidates may be permitted by the Continuing Education Board in certain circumstances to intermit for a maximum of six terms. Any such period shall not count to the maximum or minimum permitted period of registration and no fee liability will be incurred during such periods.

5. Where a candidate undertakes a module for credit under CI 10 below the date of registration for the award shall retrospectively be deemed to be first day of the term in which the module was taken.
6. Every candidate will be required to satisfy the examiners in the following:
 - (a) attendance at the modules listed below;
 - (b) attendance at two independent advanced level clinical therapy training workshops;
 - (c) one video of a supervision session together with a reflective commentary and a written critique of no more than 2,000 words in respect of Module 1;
 - (d) one written report of no more than 4,000 words covering the design, delivery and evaluation of a CBT training event in respect of Module 2;
 - (e) one recorded clinical session of a 'complex case' together with a written case study of no more than 4,000 words of that patient in respect of Module 3;
 - (f) one written research proposal of no more than 1,500 words in respect of Module 4;
 - (g) one written assignment of no more than 4,000 words describing and evaluating the development of a service initiative in respect of Module 5.

The assessed work under (c), (d), (e), (f) and (g), shall be forwarded to the examiners for consideration by such dates as the examiners shall determine and shall notify the candidates and tutors.

7. Candidates may be required to attend a viva voce examination at the end of the course of studies at the discretion of the examiners.
8. The examiners may award a distinction to candidates for the Postgraduate Diploma.
9. Candidates who fail to satisfy the examiners in any of the assignments under 6 c) to g) above may be permitted 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. The resubmission shall normally be within one year of the original failure.
10. Provided the Programme Committee is satisfied that a student on the award has undertaken equivalent study, of an appropriate standard, normally at another institution of higher education, or has appropriate work experience to an equivalent standard, the Committee shall have the discretion to permit the candidate to be exempted from attendance and the submission of a written assignment in respect of up to two modules. In exercising this discretion the Programme Committee shall have consideration to the length of time that has elapsed since the study or work experience was undertaken.
11. The Programme Committee shall have the discretion to deem satisfactory completion of a module including the associated assessment prior to registration for the award as having met the attendance and examination requirements in respect of that module. Such discretion will normally only be exercised if the time elapsed between commencement of the accredited module concerned and registration for the award is not more than two years. The maximum number of modules taken prior to registration for the award that can contribute to the achievement of the award of the Postgraduate Diploma shall be two.

Modules:

- Module 1. Supervision theory, principles and practice
- Module 2. Training skills, in the context of adult learning theory
- Module 3. Updates in clinical theory, research and practice in Anxiety Disorders and Depressive Disorders
- Module 4. Research methodology and skills for the practicing clinician
- Module 5. Organisational development, particularly as it relates to establishing, maintaining and developing cognitive therapy service

June 2012

Long Vac 2012
EBHC and HR

Department for Continuing Education and MSD

Approved by Chairman of CE Board, by correspondence

MSD

Evidence-Based Health Care Studies

Effect of change: i) To combine the regulations governing the three awards in EBHC and the two in Health Research into one programme; ii) to implement the Department's policy on variable intensity part time study; iii) to allow more flexibility to students on the Health Research awards to take relevant modules from other awards.

With effect for new students from MT 2012 and available to existing students

In *Examination Regulations* 2011

P 704 line 18 insert

“Old regulations for students registered on the MSc EBHC before 1 October 2012”

P 705 after line 25 insert

“Postgraduate Programme in Evidence-Based Health Care Studies (new regulations for students registering on any of the awards listed from 1 October 2012 and available to existing students)

For students entering the Programme from MT 2012 and available to existing students

Postgraduate Programme in Evidence-Based Health Care Studies

A. Definition of the Programme

1. The Continuing Education Board and the Medical Sciences Board shall jointly offer a Programme in Evidence-Based Health Care Studies at postgraduate level.
2. The Continuing Education Board and the Medical Sciences Board shall jointly elect for the supervision of the Programme a Standing Committee which shall have the power to arrange lectures and other instruction.
3. The subject of the Programme shall be Evidence-Based Health Care Studies.
4. The policy of the Continuing Education Board on variable intensity part-time postgraduate study applies to this Programme.
5. The following awards shall be available within the Programme:
 - i. MSc in Evidence-Based Health Care
 - ii. Postgraduate Diploma in Evidence-Based Health Care
 - iii. Postgraduate Certificate in Evidence-Based Health Care
 - iv. Postgraduate Diploma in Health Research
 - v. Postgraduate Certificate in Health Research

B. Progression

6. Students admitted to the Programme with the intention of studying towards the award of the M.Sc. are required to matriculate, involving admission by a college of the University. Students admitted to the Programme intending to study towards a Postgraduate Certificate or Postgraduate Diploma who subsequently apply for admission to the M.Sc. will be required at that point to matriculate and to be admitted by a college.
7. Students who have satisfied the requirements for the award of the Postgraduate Certificate or the Postgraduate Diploma and who do not wish to continue their studies may end their registration at that point and be awarded the Postgraduate Certificate or Postgraduate Diploma as the case may be.

C. Duration

8. The minimum period of registration on the Programme shall be three terms.
9. The maximum period of registration shall be six terms for each of the Postgraduate Certificates, nine terms for each of the Postgraduate Diplomas and twelve terms for the MSc.
10. Candidates may be permitted in certain circumstances to suspend status, for a maximum of six terms. Any such period shall not count to the maximum or minimum permitted period of registration and no fee liability will be incurred during such periods.

D. Study criteria for eligibility for awards

11. The modules available in the Programme are specified in the Schedule below. Not all modules are available for each award. Every candidate for a given award will be required to satisfy the examiners in the following:

i. M.Sc. in Evidence-Based Health Care

(i) attendance at both of modules i) and ii);

(ii) attendance at any four of modules iii) to xiii) or xx) of the schedule at H;

(iii) submission of the required assessed work relating to each of the six modules in (i) and (ii) above, which shall be of not more than 4,000 words per module;

(iv) submission of a dissertation of not more than 15,000 words (including tables, appendices and footnotes but excluding reference list), on a subject selected by the candidate in consultation with the supervisor and approved by the Standing Committee. Approval must be sought no later than the first day of the ninth term of registration. The dissertation must be submitted within three terms of the date of approval, notwithstanding the maximum permitted period of registration.

ii. Postgraduate Diploma in Evidence-Based Health Care

(i) attendance at both of modules i) and ii);

(ii) attendance at any four of modules iii) to xiii) or xx) of the schedule at H;

(iii) submission of the required assessed work relating to each of the six modules in (i) and (ii) above, which shall be of not more than 4,000 words per module.

iii. Postgraduate Certificate in Evidence-Based Health Care

(i) attendance at both of modules i) and ii);

(ii) attendance at any one of modules iii) to xiii) or xx) of the schedule at H;

(iii) submission of the required assessed work relating to each of the three modules in (i) and (ii) above, which shall be of not more than 4,000 words per module .

iv. Postgraduate Diploma in Health Research

(i) attendance at modules i) and ii)

(ii) attendance at any three of modules iii) to xi), or xx) of the schedule at H, or of the modules indicated as available in the regulations for the MSc in Experimental Therapeutics

(iii) attendance at one additional module taken from under ii) above, or xii) of the schedule at H, or from those indicated in the regulations for the MSc in Surgical Science and Practice

(iv) submission of the required assessed work, which shall be of not more than 4,000 words, relating to each of the six modules in (i) and (ii) and (iii) above.

v. *Postgraduate Certificate in Health Research*

- (i) attendance at modules i) and ii)
- (ii) attendance at one of modules iii) to x) in the schedule at H, or one of the modules indicated as available from the regulations for the MSc in Experimental Therapeutics
- (iii) submission of the required assessed work, which shall be of not more than 4,000 words, relating to each of the three modules taken under (i) and (ii) above

12. Assignments shall be forwarded (usually electronically via a specified online submission system) to the examiners c/o Registry, Department for Continuing Education, 1 Wellington Square, Oxford OX1 2JA, for consideration by such dates as the examiners shall determine and of which they shall notify candidates. Dissertations shall be forwarded to the Examiners c/o Examination Schools High Street Oxford OX1 4BG for consideration by such dates as the examiners shall determine and of which they shall notify candidates

Assignments and dissertations must be accompanied by a statement that they are the candidate's work except where otherwise indicated.

13. Provided the Standing Committee is satisfied that a student on the Programme has undertaken equivalent study, of an appropriate standard, normally at another institution of higher education, or has appropriate work experience to an equivalent standard, the committee shall have the discretion to permit the candidate to be exempted from attendance and the submission of a written assignment in respect of one module for a Postgraduate Certificate, two modules for a Postgraduate Diploma and three modules for the M.Sc. In exercising this discretion the Standing Committee shall have consideration to the length of time that has elapsed since the study or work experience was undertaken.

E. The Examinations

14. Students on the Register shall enter for the examination for the award of the M.Sc. or the Postgraduate Diploma or the Postgraduate Certificate in Evidence-Based Health Care or the award of the Postgraduate Diploma or the Postgraduate Certificate in Health Research.

15. Candidates are required to attend a viva voce examination at the end of the course of studies leading to each award unless dispensed by the examiners.

16. The examiners may award a distinction for excellence in the overall examination for each award.

17. Candidates who fail to satisfy the examiners in any of the assignments or the

dissertation under 11 above 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.

F. Prior Undertaking of modules for credit

18. The Standing Committee shall have the discretion to deem satisfactory completion of a module including the associated assessment prior to registration for an award listed under 5 i-v above as having met the attendance and examination requirements in respect of that module under 11 above. Such discretion will normally only be exercised if the time elapsed between commencement of the accredited module concerned and registration for the award is not more than two years.
19. The maximum number of modules taken prior to registration for an award that can contribute to the achievement of the award shall be one for the Postgraduate Certificate, three for either of the Postgraduate Diplomas and three for the MSc.

G Subsuming of previous modules and awards under the Programme

20. If any student who has previously successfully completed the Postgraduate Certificate and ended their registration on the Programme subsequently is re-admitted to another award listed under 5(i-iv), the Standing Committee shall have the discretion to deem satisfactory completion of modules within the Postgraduate Certificate as having met the attendance and examination requirements in respect of the modules under 11 above. Such discretion will normally only be exercised if the time elapsed between first registration on a module contributing to the Postgraduate Certificate and registration for the higher award is not more than two years.
21. If any student who has previously successfully completed the Postgraduate Diploma and ended their registration on the Programme subsequently is re-admitted to the M.Sc., the Standing Committee shall have the discretion to deem satisfactory completion of modules within the Postgraduate Diploma as having met the attendance and examination requirements in respect of the modules under 11 above. Such discretion will normally only be exercised if the time elapsed between first registration on a module contributing to the Postgraduate Diploma and registering for the MSc is not more than two years.
22. If a student who has been awarded a Postgraduate Diploma or Postgraduate Certificate is subsequently awarded a higher award then the MSc or Postgraduate Diploma will subsume the lower award.

H. Schedule of Modules

- i) Practice of Evidence-Based Health Care
- ii) Introduction to Study Design and Research Methods
- iii) Ethics for Biosciences
- iv) Knowledge into Action
- v) Clinical Epidemiology

- vi) Evidence-Based Diagnosis and Screening
- vii) Introduction to Statistics for Health Care Research
- viii) Systematic Reviews
- ix) Randomized Control Trials
- x) Qualitative Research Methods
- xi) Essential Medical Statistics
- xii) Teaching Evidence-Based Practice
- xiii) The History and Philosophy of Evidence-Based Health Care

- xx) Any other module as defined by the Programme Director and approved by the Standing Committee.

Additional modules available (as specified above) from the regulations for the MSc in Experimental Therapeutics

Structure of clinical trials and experimental therapeutics

Drug development, pharmacokinetics and imaging

Pharmacodynamics, biomarkers and personalised therapy

Adverse drug reactions, drug interactions, and pharmacovigilance

How to do research on therapeutic interventions: protocol preparation

Biological therapeutics

Additional modules available (as specified above) from the regulations for the MSc in Surgical Science and Practice

Human factors, teamwork and communication

Becoming a medical educator

Quality improvement science and systems analysis

June 2012

