

PG Cert  
Teaching and  
Learning in  
Higher Education

MT 2021

**Continuing Education Strategic Management Board**

Approved on behalf of Education Committee 10 December 2021

**Title of programme**

**Postgraduate Certificate in Teaching and Learning in Higher Education**

**Brief note about nature of change:** To provide for the presentation to be submitted outside the online submission system

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=pcitalinhigheduc&srchYear=2021&srchTerm=1&year=2020&term=1>

**Effective date**

**For students starting from MT 2021 see note below**

And

**For first examination from 2021-22**

**Detail of change**

Text to be deleted struck through, new text underlined

1. The Centre for Teaching and Learning, jointly with the Continuing Education Board, shall elect for the supervision of the course a Steering Committee that shall have the power to arrange a course of study in teaching and learning in higher education. The course will consist of workshops, self-directed study and experiential learning in the theory and practice of teaching and learning in higher education.
2. The course will take place on a part-time basis over a period of not less than three terms.
3. Every candidate will be required to satisfy the examiners in a portfolio of not more than 13,000 words, or a portfolio consisting of written items and recorded presentations of an equivalent length to 13,000 words, as specified in the course handbook.
4. The assessed work set out in this clause shall be submitted via the approved online submission system. Recorded presentations shall be delivered in accordance with the instructions in the course handbook. Candidates will be notified of submission dates in the handbook issued at the start of the course.
5. Candidates who fail to satisfy the examiner in the assessment may be permitted to resubmit their portfolio on not more than one occasion which shall be at the next submission date following the original failure.

**Explanatory Notes**

Also relates to students entering the course in 2020-21

HT 2022

FC English  
Literature

**Continuing Education Strategic Management Board**

Approved by correspondence 15.12.21

**Title of programme**

Foundation Certificate in English Literature

**Brief note about nature of change:** To correct a minor numbering error

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=fcilangandlite&srchYear=2021&srchTerm=1&year=2019&term=1>

**Effective date**

**For students starting from MT 2022**

And

**For first examination from MT 2022**

**Detail of change**

Text to be deleted struck through, new text underlined

1. The course shall consist of lectures, classes and tutorials on the subject of English Literature. The course is available on a part-time basis only, over a period of two years.
2. Every candidate will be required to satisfy the examiners in the following:
  - i. ~~Four written papers, two on each of the topics below, each of three hours' duration;~~
  - a. Early Modern Literature

b. Victorian and Modern Literature

ii. Two portfolios of written work demonstrating critical approaches to language and literature, the first to be of not more than 3,000 words and the second to be of not more than 5,000 words;

iii. Twelve coursework essays, each of not more than 2,000 words in length.

The portfolios and assignments under 3.2 ii and iii will be submitted via the approved online submission system to the examiners for consideration by such dates as the examiners shall determine and shall notify candidates.

3. Candidates may, at the discretion of the examiners, be required to attend a viva voce examination at the end of the course of studies.

4. Candidates who fail to satisfy the examiners in the assessed work specified in clause 2 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.

**Explanatory Notes** The error to be corrected is at line [1.8]

**Continuing Education Strategic Management Board**

Approved by correspondence 15.12.21

**Title of programme**

Master of Studies in Literature and Arts

**Brief note about nature of change:** Reordering of certain clauses

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=mosiliteandarts&srchYear=2021&srchTerm=1&year=2021&term=1>

**Effective date**

**For students starting from MT 2022**

And

**For first examination from MT 2022**

**Detail of change**

Text to be deleted struck through, new text underlined

**Master of Studies in Literature and Arts**

1. Every candidate must follow for six 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) A dissertation on a topic selected by the candidate in consultation with the Course Director and their 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(b) must be submitted in digital copy, format to be prescribed in the course handbook, not later than noon on the third Thursday in September of the final year of the course to the University approved online assessment platform. All other elements of assessed work shall be uploaded to the University approved online assessment platform 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(b) must be accompanied by a statement that it is the candidate's own work.

4. 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.

4.5. A candidate who fails to satisfy the examiners in 3 will 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(b), candidates should resubmit work not later than twelve months after the initial attempt.

### **Explanatory Notes**

HT 2022  
PG Certificate  
in Architectural  
History (1)

**Continuing Education Strategic Management Board**

**Approved on behalf of Education Committee 5 November 2021**

**Title of Programme**  
**Postgraduate Certificate in Architectural History**

**Brief note about nature of change:** provision for hard copy submission of the workbook to be extended for the MT21 cohort only

**Location of change**  
In *Examination Regulations 2021*,  
<https://examregs.admin.ox.ac.uk/Regulation?code=pcinarchhist>

**Effective date**  
**For students starting in Michaelmas term 2021 only**  
**See separate notice for provisions for students starting from Michaelmas term 2022**

**Detail of change**  
Amend from citation reference 1.4 as follows (new text underlined, deleted text struck through):  
<sup>1.4</sup>2. Every candidate will be required to satisfy the examiners in the following portfolio of written work:  

- <sup>1.5</sup>(a) three essays or projects linked to unit one of the schedule below, each of which shall not exceed 1,500 words in length;

- <sup>1.6</sup>(b) two essays linked to unit two of the schedule below, each of which shall not exceed 2,000 words in length;
- <sup>1.7</sup>(c) a workbook linked to unit three of the schedule below;
- <sup>1.8</sup>(d) a dissertation which shall not exceed 8,000 words in length on a topic selected by the candidate in consultation with the supervisor and agreed by any two of the examiners.
- <sup>1.9</sup>The ~~assignments~~ assessments under (a)–(c) and the ~~dissertation~~ under ~~(d)~~ (a), (b) and (d) will be uploaded to the University approved online assessment platform by the deadline and in the format given in the course handbook by such dates as ~~the examiners shall determine and shall notify to candidates~~. ~~The dissertation shall be submitted in a format prescribed in the course handbook.~~ The assessment under (c) will be submitted in hard copy according to the instructions and by the deadline given in the course handbook.

#### **Explanatory Notes**

Electronic submission for all taught course assessments was approved at Taught Degrees Panel during Hilary term 2021 and the examination regulations for all affected courses were changed during the long vacation 2021. Courses where electronic submission was not appropriate for some or all assessments could apply to retain hard copy submission. The PGCert Architectural History was granted permission to retain hard copy submission of the Site Evaluation and Survey Workbook. The programme has since agreed that this assessment can be submitted electronically and this will be a requirement for students starting from MT22.

This change ensures that the examination regulations accurately reflect that hard copy submission has been retained for students in 2021-22 but will be electronic submission from MT22.



HT 2022

PG Cert  
Architectural  
History (2)

**Continuing Education Strategic Management Board**

**Approved on behalf of Education Committee 5 November 2021**

**Title of Programme**

**Postgraduate Certificate in Architectural History**

**Brief note about nature of change:** provision for submission of the workbook to be online from MT 2022. Hard copy submission is extended for the MT21 cohort only.

**Location of change**

In *Examination Regulations 2021*,  
<https://examregs.admin.ox.ac.uk/Regulation?code=pcinarchhist>

**Effective date**

**For students starting from Michaelmas term 2022**

**See separate notice for provisions for students starting in Michaelmas term 2021**

**Detail of change**

Amend from citation reference 1.4 as follows (new text underlined, deleted text struck through):

<sup>1.4</sup>2. Every candidate will be required to satisfy the examiners in the following portfolio of written work:

- <sup>1.5</sup>(a) three essays or projects linked to unit one of the schedule below, each of which shall not exceed 1,500 words in length;

- <sup>1.6</sup>(b) two essays linked to unit two of the schedule below, each of which shall not exceed 2,000 words in length;
- <sup>1.7</sup>(c) a workbook linked to unit three of the schedule below;
- <sup>1.8</sup>(d) a dissertation which shall not exceed 8,000 words in length on a topic selected by the candidate in consultation with the supervisor and agreed by any two of the examiners.
- <sup>1.9</sup>~~The assignments assessments under (a)–(c) and the dissertation under (d) (a), (b) and (d) will be uploaded to the University approved online assessment platform by the deadline and in the format given in the course handbook, by such dates as the examiners shall determine and shall notify to candidates. The dissertation shall be submitted in a format prescribed in the course handbook. The assessment under (c) will be submitted in hard copy according to the instructions and by the deadline given in the course handbook.~~
- <sup>9</sup>The assessments under (a)–(c) and the dissertation under (d) will be uploaded to the University approved online assessment platform by the deadline and in the format given in the course handbook.

### **Explanatory Notes**

Electronic submission for all taught course assessments was approved at Taught Degrees Panel during Hilary term 2021 and the examination regulations for all affected courses were changed during the long vacation 2021. Courses where electronic submission was not appropriate for some or all assessments could apply to retain hard copy submission. The PGCert Architectural History was granted permission to retain hard copy submission of the Site Evaluation and Survey Workbook. The programme has since agreed that this assessment can be submitted electronically and this will be a requirement for students starting from MT22.

This change ensures that the examination regulations accurately reflect that hard copy submission has been retained for students in 2021-22 but will be electronic submission from MT22.

HT 2022

Adv Dip British  
Archaeology

**Continuing Education Strategic Management Board**

Approved by correspondence 15.12.21

**Title of programme**

Undergraduate Advanced Diploma in British Archaeology

**Brief note about nature of change:** To include the list of modules, omitted in error

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=uadinbritarch&srchYear=2021&srchTerm=1&year=2021&term=1>

**Effective date**

**For students starting from MT 2022**

And

**For first examination from MT 2022**

**Detail of change**

Text to be deleted struck through, new text underlined

1. The course shall consist of lectures, tutorials, seminars and classes on the subject of British archaeology. The course, which is available on a part-time basis only, will be followed over one year.
2. The subjects of the course will be taught in a single one-year module from the schedule below. Candidates may not follow a module which they have previously

undertaken as part of the Diploma in British Archaeology.

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

(a) Three coursework assignments, each of which shall not exceed 2,500 words in length, based on the theoretical courses;

(b) One practical logbook which shall not exceed 4,000 words;

(c) A dissertation on a topic in British Archaeology which shall not exceed 10,000 words on a topic approved by the course director, based on one or more of the modules studied during the Diploma and the Advanced Diploma.

Assignments under 3(a) and (b), and the dissertation under 3(c), will be submitted via the University approved online assessment platform. All work must be submitted for consideration by such dates as the examiners shall determine and shall notify candidates.

4. Candidates may be required to attend a viva voce examination at the end of the course.

5. Candidates who fail to satisfy the examiners in the assignments under 3, 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.

#### Schedule

Modules currently available are:

Module 1: Early Prehistoric Britain

Module 2: Later Prehistoric and Roman Britain

Module 3: Anglo-Saxon, Viking and Medieval Britain

Only one module shall be offered each year

#### **Explanatory Notes**

HT 2022

MSc SUD

**Continuing Education Strategic Management Board**

Approved by CESMB 08.03.22 and 12.03.22

**Title of programme** Master of Science by Coursework in Sustainable Urban Development

**Brief note about nature of change:** Minor changes to reorder the list of units taught, small correction to the name of one unit. Also to provide for submission of the dissertation in electronic form only.

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=moscisusturbadeve&srchYear=2021&srchTerm=1&year=2019&term=1>

**Effective date**

**For students starting from MT 2022**

And

**For first examination from MT 2023**

**Detail of change**

Text to be deleted struck through, new text underlined

**MSc in SUSTAINABLE URBAN DEVELOPMENT REGULATIONS**

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 in the theory and practice of Sustainable Urban Development.

2. The course is available on a part-time basis only over a period of six terms.
3. Candidates may be permitted to seek an extension of time for up to three terms.
4. Every candidate will be required to satisfy the examiners in the following:
  - a) 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;
  - b) 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 4 a) shall be submitted through an electronic submission system to the examiners for consideration by such date as the examiners shall determine and of which they shall notify candidates. The assessed work set out in clause 4 b) shall be submitted in hard copy and in a digital format as prescribed in the course handbook 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.~~

The assignments set out in (a) and the dissertation set out in (b) shall be submitted via the University approved online assessment platform. All work must be delivered for consideration by such date as the examiners shall determine and shall notify candidates.

5. Candidates may be required to attend a viva voce examination at the end of the course of studies at the discretion of the examiners.
6. The examiners may award a distinction to candidates for the MSc.
7. 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.
8. 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**

Introducing Sustainable Urban Development

Climate Change and the Built Environment

Placemaking and Urban Design

Financing Sustainability

Sustainable Transport

Urbanism, Community and City Building

Urbanisation and in the Global South

Leadership, Governance and Future Cities

~~Urbanisation and the Global South~~

Any other subject approved by the course committee.

*Not all units will be available in any one year.*

### **Explanatory Notes**

These changes are to come into effect for MT 2022. The regulations provided for the dissertation to be submitted online prior to the generic change to the regulations gazetted on 22.07.21, but the requirement to also submit a hard copy was not removed.

HT 2022  
PG Dip CBT

**Continuing Education Strategic Management Board**

Approved by CESMB by correspondence 31.03.22

**Title of programme** Postgraduate Diploma in Cognitive Behavioural Therapy

**Brief note about nature of change:** Change of name of specialism

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=pdicognbehather&srchYear=2021&srchTerm=1&year=2021&term=1>

**Effective date**

**For students starting from** MT 2022

And

**For first examination from** MT 2022

**Detail of change**

Text to be deleted struck through, new text underlined

1. The Continuing Education Board and the Oxford Cognitive Therapy Centre shall jointly elect for the supervision of the course a Standing Committee, which shall have the power to arrange lectures and other instruction.
2. The Postgraduate Diploma shall only be available to those who are enrolled on or have successfully completed the Postgraduate Certificate in Cognitive Behavioural Therapy or the Postgraduate Certificate in Enhanced Cognitive



Behavioural Therapy or, at the discretion of the Standing Committee, another postgraduate certificate offered by the Board.

3. The course will consist of lectures, tutorials, seminars and classes on the principle and practice of cognitive behavioural therapy, together with clinical practice in cognitive behavioural therapy. The course is available on a part-time basis only.

4. The policy of the Continuing Education Board on variable intensity part-time postgraduate study applies to this award.

5. Every candidate shall be required to satisfy the examiners in either:

- (a) Papers A1ii), A2 and A-3 (the Core papers) and papers as specified for any one specialism listed in the Schedule below; or
- (b) Papers as specified for any two of the specialisms listed in the Schedule below except that Specialism E: Complex Presentations Comorbid, Chronic and Systemic Difficulties and Specialism F: Children and Adolescents may not both be offered.

6. Candidates wishing to offer papers for two specialisms may only do so if the Standing Committee is satisfied that they have sufficient prior training and study equivalent to the material studied for Papers A1-3.

7. Written assignments shall be submitted via the University approved online assessment platform for consideration by such dates as the examiners shall determine and of which they shall notify candidates.

8. Recordings of clinical and supervision sessions shall be submitted by such means and such dates as are provided in the course handbook. Presentations shall be delivered at such times and locations as are provided in the course handbook.

9. Candidates may be required to attend a viva voce examination at the end of the course of study at the discretion of the examiners.

10. Candidates who fail to satisfy the examiners in any of the assessments under 5 above will be permitted to resubmit work in respect of the part or parts of the examination which they have failed for examination on not more than one occasion which shall normally be within one year of the original failure. Candidates who fail to satisfy the examiners in any of the assessments under 5 above may supplicate for the Postgraduate Certificate in Cognitive Behavioural Therapy or the Postgraduate Certificate in Enhanced Cognitive Behavioural Therapy provided the requirements for the relevant award have been met.

11. Papers successfully completed for the Postgraduate Certificate in Cognitive Behavioural Therapy or the Postgraduate Certificate in Enhanced Cognitive Behavioural Therapy will be counted towards the requirements for the Diploma

provided that the time elapsed since completing the Postgraduate Certificate is not normally more than two years.

12. Where a candidate who has been awarded a Postgraduate Certificate is subsequently awarded the Postgraduate Diploma then the Diploma will subsume the lower award.

**Schedule** Note: Not all papers may be available every year.

**A Core**

A1 i) ( Candidates for the Postgraduate Certificate in Cognitive Behavioural Studies)

One assignment of not more than 2,000 words, based on the theoretical content

ii) (Candidates for the Postgraduate Certificate in Cognitive Behavioral Therapy, the Postgraduate Certificate in Enhanced Cognitive Behavioural Therapy, the Postgraduate Diploma in Cognitive Behavioural Therapy and the MSc in Cognitive Behavioural Therapy)

One clinical assessment report of not more than 2,000 words

A2 One clinical recording

A3 One case report of up to 4,000 words

**B Specialism: Psychological Trauma and Personality Development**

B1 One assignment of not more than 2,000 words based on the theoretical content

B2 One clinical recording

B3 One clinical assessment report of not more than 2,000 words

B4 One case report of not more than 6,000 words

**C Specialism: Psychosis and Bipolar**

C1 A research presentation of up to 20 minutes duration based on the theoretical content

C2 One clinical recording

C3 One case report of not more than 6,000 words

C4 One case presentation of up to 15 minutes duration

**D Specialism: Supervision and Training**

- D1 One assignment of not more than 2,000 words based on the theoretical content
- D2 One supervision recording
- D3 One supervision critique of not more than 2,000 words
- D4 One training report of not more than 4,000 words

**E Specialism: ~~Complex Presentations~~ Comorbid, Chronic and Systemic Difficulties**

- E1 Clinical recording I
- E2 Clinical recording II
- E3 Case report I of not more than 4,000 words
- E4 Case report II of not more than 4,000 words

**F Specialism: Children and Adolescents**

- F1 Clinical recording I
- F2 Clinical recording II
- F3 Case report I of not more than 4,000 words
- F4 Case report II of not more than 4,000 words

**Explanatory Notes**

HT 2022  
PG Cert  
Enhanced CBT

**Continuing Education Strategic Management Board**

Approved by CESMB by correspondence 31.03.22

**Title of programme** Postgraduate Certificate in Enhanced Cognitive Behavioural Therapy

**Brief note about nature of change:** Change of name of specialism

**Location of change in Examination Regulations**  
<https://examregs.admin.ox.ac.uk/Regulation?code=pcertinenhacognbehather&srchYear=2021&srchTerm=1&year=2021&term=1>

**Effective date**  
**For students starting from** MT 2022  
And  
**For first examination from** MT 2022

**Detail of change**  
Text to be deleted struck through, new text underlined

1. The Continuing Education Board and the Oxford Cognitive Therapy Centre shall jointly elect for the supervision of the course a Standing Committee, which shall have the power to arrange lectures and other instruction.

2. The course will consist of lectures, tutorials, seminars and classes on the principle and practice of cognitive behavioural therapy, together with clinical practice in cognitive behavioural therapy. The course is available on a part-time basis only over a period of three terms.
3. Every candidate shall be required to satisfy the examiners in  
Papers as listed in the Schedule for the Diploma in Cognitive Behavioural Therapy in one of the following specialisms:  
  
~~Complex Presentations-Comorbid, Chronic and Systemic Difficulties~~  
  
Psychological Trauma and Personality Development  
  
Psychosis and Bipolar,  
  
Supervision and Training, or  
  
Children and Adolescents
4. Written assignments shall be uploaded to the University approved online assessment platform by such dates as the examiners shall determine and of which they shall notify candidates.
5. Recordings of clinical and supervision sessions shall be submitted by such means and such dates as are provided in the course handbook. Presentations shall be delivered at such times and locations as are provided in the course handbook.
6. Candidates may be required to attend a viva voce examination at the end of the course of study at the discretion of the examiners.
7. Candidates who fail to satisfy the examiners in any of the assessments under 3 above will be permitted to resubmit work in respect of the part or parts of the examination which they have failed for examination on not more than one occasion which shall normally be within one year of the original failure.

**Explanatory Notes**

TT 2022  
Diploma in  
Creative Writing

**Continuing Education Strategic Management Board**

Approved on behalf of the CESMB by the Director of the Department for Continuing Education (31.05.22) and the Chair of the OUDCE Board of Studies (06.06.22)

**Title of programme**

Diploma in Creative Writing

**Brief note about nature of change:** To reduce the summer school attended by students following the blended pathway from three weeks to two weeks, with no change in content

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=udincreawrit&srchYear=2021&srchTerm=1&year=2019&term=1>

**Effective date**

For students starting from MT 2022

And

**For first examination from N/A**

**Detail of change**

Text to be deleted struck through, new text underlined

**DIPLMA IN CREATIVE WRITING**

1. The course will cover the study and practice of the craft of writing.

- (a) There shall be two pathways through the course. The blended pathway shall consist of online units, lectures, seminar/workshops and tutorials, and a ~~three-~~ two-week summer residence consisting of lectures or readings, workshop/seminars and tutorials on the subject of Creative Writing. The face-to-face pathway shall consist of lectures/readings, seminar/workshops and tutorials on the subject of Creative Writing. The course is available on a part-time basis only over a period of two years.
- (b) 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) 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;
- (b) 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 (a) and (b) will be submitted to the examiners via the approved online submission system 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. Candidates who fail to satisfy the examiners in the assignments under 2(a) – (b) 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.

#### **Explanatory Notes**

HT 2022  
MSc SUD (2)

**Continuing Education Strategic Management Board**

First approved by CESMB 08.03.22 and 12.03.22

Correction approved by EdC 16.06.22

And by CESMB 28.06.22

**Title of programme** Master of Science by Coursework in Sustainable Urban Development

**Brief note about nature of change:** Minor changes to reorder the list of units taught, small correction to the name of one unit. Also to provide for submission of the dissertation in electronic form only.

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=moscisusturbadeve&srchYear=2021&srchTerm=1&year=2019&term=1>

**As amended by the Gazette 21 April 2022**

**Effective date**

**For students starting from MT ~~2022~~2021**

And

**For first examination from MT ~~2023~~2022**

**Detail of change**

Text to be deleted struck through, new text underlined



## **MSc in SUSTAINABLE URBAN DEVELOPMENT REGULATIONS**

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 in the theory and practice of Sustainable Urban Development.
2. The course is available on a part-time basis only over a period of six terms.
3. Candidates may be permitted to seek an extension of time for up to three terms.
4. Every candidate will be required to satisfy the examiners in the following:
  - a) 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;
  - b) 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 4 a) shall be submitted through an electronic submission system to the examiners for consideration by such date as the examiners shall determine and of which they shall notify candidates. The assessed work set out in clause 4 b) shall be submitted in hard copy and in a digital format as prescribed in the course handbook 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.~~

The assignments set out in (a) and the dissertation set out in (b) shall be submitted via the University approved online assessment platform. All work must be delivered for consideration by such date as the examiners shall determine and shall notify candidates.

5. Candidates may be required to attend a viva voce examination at the end of the course of studies at the discretion of the examiners.
6. The examiners may award a distinction to candidates for the MSc.
7. 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.
8. 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**

Introducing Sustainable Urban Development

Climate Change and the Built Environment

Placemaking and Urban Design

Financing Sustainability

Sustainable Transport

Urbanism, Community and City Building

Urbanisation and in the Global South

Leadership, Governance and Future Cities

~~Urbanisation and the Global South~~

Any other subject approved by the course committee.

*Not all units will be available in any one year.*

### **Explanatory Notes**

This corrects the notice published in the Gazette of 21 April 2022

Changes are to come into effect for students starting in MT 2021, removing the requirement to submit a hard copy of the dissertation in the LV 2023.

HT 2022  
PG Dip SUD

**Continuing Education Strategic Management Board**

Approved by CESMB 08.03.22 and 12.03.22

**Title of programme** PG Diploma in Sustainable Urban Development

**Brief note about nature of change:** Minor changes to reorder the list of units taught, small correction to the name of one unit.

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=pdisusturbadeve&srchYear=2021&srchTerm=1&year=2019&term=1>

**Effective date**

**For students starting from** MT 2022

And

**For first examination from** MT 2022

**Detail of change**

Text to be deleted struck through, new text underlined

**Postgraduate Diploma Sustainable Urban Development (exit award only)**

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 in the theory and practice of Sustainable Urban Development. The Postgraduate Diploma is only available to students admitted for the degree of MSc in Sustainable Urban Development.

2. The course is available on a part time basis only over a period of six terms.
3. Candidates may be permitted to seek an extension of time for up to three terms.
4. Every candidate will be required to satisfy the examiners in the following:
  - a) 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 4 a) shall be submitted through an electronic submission system to the examiners for consideration by such date as the examiners shall determine and of which they shall notify candidates.
5. Candidates may be required to attend a viva voce examination at the end of the course of studies at the discretion of the examiners.
6. The examiners may award a distinction to candidates for the Postgraduate Diploma.
7. 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.
8. 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***

Introducing Sustainable Urban Development

Climate Change and the Built Environment

Placemaking and Urban Design

Financing Sustainability

Sustainable Transport

Urbanism, Community and City Building

Urbanisation and in the Global South

Leadership, Governance and Future Cities

~~Urbanisation and the Global South~~

Any other subject approved by the course committee.

*Not all units will be available in any one year.*

**Explanatory Notes**

**Continuing Education Strategic Management Board**

Approved by CESMB 17.06.22 and 28.06.22

**Title of programme**

Undergraduate Certificate in Theology and Religious Studies

**Brief note about nature of change:** Removal of course

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=ucitandrelistud&srchYear=2021&srchTerm=1&year=2019&term=1>

**Effective date**

To be removed from Examination Regulations 2022-23

**Detail of change**

Text to be deleted struck through, new text underlined

- ~~1. The course shall consist of lectures, tutorials, seminars, and classes on the subject of 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 per cent 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.~~

#### **Explanatory Notes**

The course predates the current BTh Suite and has not been offered since 2015. There are no students registered.

This does not affect the UG Certificate in Theological Studies – this is a separate course and continues to be offered.

MSc CBT

LV 2022

**Continuing Education Strategic Management Board**

Approved by CESMB 06.07.22

**Title of programme**

Master of Science by Coursework in Cognitive Behavioural Therapy

**Brief note about nature of change:** To clarify the duration of the two pathways for the award

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=mosbcicognbehather&srchYear=2021&srchTerm=1&year=2021&term=1>

**Effective date**

**For students starting from MT 2021**

And

**For first examination from 2021-22**

**Detail of change**

Text to be deleted struck through, new text underlined

MSc in Cognitive Behavioural Therapy

1. The MSc shall only be available to those who are enrolled on or who have successfully completed the Postgraduate Diploma in Cognitive Behavioural Therapy.



2. The course will consist of research seminars and supervision, lectures, tutorials, seminars, and classes on the principle and practice of cognitive behavioural therapy, and clinical practice in cognitive behavioural therapy, as appropriate.
  3. The course will be taken on a part-time basis. Where a dissertation is submitted under 4.b.i, this will be over a period of six terms. Where an additional specialism is undertaken under 4.b.ii, this be over a period of three terms. This does not include time taken to complete the requirements for the Postgraduate Diploma in Cognitive Behavioural Therapy.
  4. Every candidate will be required to satisfy the examiners in the following:
    - a) the assessment requirements for the Postgraduate Diploma in Cognitive Behavioural Therapy;

and

    - b. *Either:* i) submission of a dissertation of no more than 15,000 words on a topic selected by the candidate in consultation with the supervisor and approved by the course tutors;
    - Or:* ii) an additional specialism taken from the Schedule for the Postgraduate Diploma in Cognitive Behavioural Therapy and assessed according to the regulations for that specialism. Students may not offer a specialism that has already been examined for the Postgraduate Diploma in Cognitive Behavioural Therapy.
- Dissertations must be submitted to the examiners in digital format as prescribed in the course handbook using the University approved online assessment platform by the deadline given in the course handbook. Material already submitted for the Postgraduate Diploma in Cognitive Behavioural Therapy may not be included.
- Written assignments for the additional specialism shall be submitted via the approved online submission system to the examiners for consideration by such dates as the examiners shall determine and of which they shall notify candidates.
- Recordings of clinical and supervision sessions shall be submitted by such means and such dates as are provided in the course handbook. Presentations shall be delivered at such times and locations as are provided in the course handbook.
5. Candidates may be required to attend a viva voce examination at the end of the course of study at the discretion of the examiners.
  6. A candidate whose dissertation fails to satisfy the examiners under 4.b.i) will be permitted to resubmit on one further occasion only not later than one year after the initial failure. A candidate who fails to meet the assessment

requirements for an additional specialism under 4.b.ii) will be permitted to retake the assessment on one occasion only in accordance with the regulations for the Postgraduate Diploma in Cognitive Behavioural Therapy within one year of the initial failure.

7. A candidate who fails to satisfy the examiners in the requirements for the MSc may supplicate for the Postgraduate Diploma in Cognitive Behavioural Therapy provided the requirements of that award have been met.
8. Where a candidate who has been awarded a Postgraduate Diploma in Cognitive Behavioural Therapy or a Postgraduate Certificate in Cognitive Behavioural Therapy or a Postgraduate Certificate in Enhanced Cognitive Behavioural Therapy is subsequently awarded the Master of Science in Cognitive Behavioural Therapy, the MSc will subsume the lower award(s).

#### **Explanatory Notes**

Permission given by EPS officers 05.07.22 to backdate this to students entering in MT 2021

MSt Dipl St

LV 2022

**Continuing Education Strategic Management Board**

Approved by officers on behalf of Education Committee 05.07.22

**Title of programme**

Master of Studies in Diplomatic Studies

**Brief note about nature of change:** To remove the duration of exams from the regulations

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=mosindiplstud&srchYear=2021&srchTerm=1&year=2021&term=1>

**Effective date**

**For students starting from MT 2022**

And

**For first examination from 2023-23**

**Detail of change**

Text to be deleted struck through, new text underlined

**MASTER OF STUDIES IN DIPLOMATIC STUDIES**

1. Candidates must follow a course of instruction over one year in the subject of diplomatic studies.

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

i. Four written papers, ~~each of three hours' duration~~, one on each of the topics below:

- a) Diplomatic Practice
- b) International Politics
- c) International Trade and Finance
- d) Public International Law

ii. A dissertation of not more than 15,000 words on a topic chosen by the candidate in consultation with the supervisor and approved by the examiners. The dissertation must be uploaded, in a format to be prescribed in the course handbook, to the University approved online assessment platform. Submission deadlines and information are published in the course handbook.

3. Candidates may be required to attend a viva voce examination at the end of the course of studies at the discretion of the examiners.

4. Candidates who fail to satisfy the examiners in each of the written papers or in the dissertation will be permitted to resit the part or parts of the examination which they have failed on one further occasion only not later than one year after the initial attempt.

#### **Explanatory Notes**

Cert HE

LV 2022

**Continuing Education Strategic Management Board**

Approved by CESMB 28 June 2022 and 5 July 2022

**Title of programme**

**Certificate of Higher Education**

**Brief note about nature of change:** Introduction of new named pathway, update name of Continuing Education Board

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=ucinhigheduc>

**Effective date**

**For students starting from MT 2023**

And

**For first examination from 2023-24**

**Detail of change**

Text to be deleted struck through, new text underlined

- 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, Data Science, History, Literature, Philosophy, and Political Economy, together with such other subjects as may be approved by the Continuing Education Strategic Management 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) 10 points from the online Academic Literacy: An Introduction course;
    - (ii) no fewer than 10 points, and no more than 30 points, from the course or courses approved as the qualifying course or courses in the candidate's main subject;
    - (iii) no fewer than 30 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;
  - (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.
  - Assignments under 3(b) and (c) shall be submitted via the approved online submission system to the examiners by such date as the examiners shall determine and shall notify candidates.
- 4. Timing
  - (a) The online Academic Literacy: An Introduction course referred to in 3(a)(i) above must normally be undertaken during the first term of registration;
  - (b) The qualifying course referred to in 3(a)(ii) must normally be taken within the first year of registration;
  - (c) a minimum of 30 CATS points must have been accumulated by the end of the first year of registration and a minimum of 60 CATS points must have been accumulated by the end of the second year of registration;
  - (d) The first of the two assignments under 3(b) above shall normally be submitted after completion of the first 70 CATS points. The second assignment under 3(b) shall normally be submitted after completion of at least 100 CATS points.
  - (e) The assignment under 3(c) above shall normally be submitted after completion of 120 CATS points.
- 5. Credit may not be counted as part of the Certificate of Higher Education if it contains a significant proportion of material (normally 30 per cent 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 110 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. Candidates who fail any accredited class or course they intent to count towards the Certificate under 3(a) above, will be permitted to resubmit work in respect of that class or course 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 will 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.

**Explanatory Notes**

FC Eng Lit (3)

LV 2022

**Continuing Education Strategic Management Board**

Approved by CESMB 05.07.22

**Title of programme**

**Foundation Certificate in English Literature**

**Brief note about nature of change:** Reduce by one the number of summative assessments in the first year.

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=fcilangandlite&srchYear=2021&srchTerm=1&year=2019&term=1>

As amended by Gazette 20 January 2022 and Gazette to be published 21 July 2022

**Effective date**

**For students starting from MT 2023**

And

**For first examination from 2023-4**

**Detail of change**

Text to be deleted struck through, new text underlined

1 The course shall consist of lectures, classes and tutorials on the subject of English Literature. The course is available on a part-time basis only over a period of two years.



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

i. Four written papers, two on each of the topics below,

a Early Modern Literature

b Victorian and Modern Literature

ii. Two portfolios of written work demonstrating critical approaches to language and literature, the first to be of not more than 3,000 words and the second to be of not more than 5,000 words;

iii. ~~Twelve~~ Eleven coursework essays, each of not more than 2,000 words in length.

The portfolios and assignments under 2 ii and iii will be submitted via the approved online\_submission system to the examiners for consideration by such dates as the examiners shall determine and shall notify candidates.

3 Candidates may, at the discretion of the examiners, be required to attend a viva voce examination at the end of the course of studies.

4 Candidates who fail to satisfy the examiners in the assessed work specified clause 2 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.

#### **Explanatory Notes**

FC Eng Lit (2)

LV 2022

**Continuing Education Strategic Management Board**

Approved by officers on behalf of Education Committee 05.07.22

**Title of programme**

**Foundation Certificate in English Literature**

**Brief note about nature of change:** To remove duration of the exams from the regulations

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=fclitandlite&srchYear=2021&srchTerm=1&year=2019&term=1>

As amended by the Gazette of 20 January 2022

**Effective date**

**For students starting from MT 2021**

And

**For first examination from 2021-2**

**Detail of change**

Text to be deleted struck through, new text underlined

1 The course shall consist of lectures, classes and tutorials on the subject of English Literature. The course is available on a part-time basis only over a period of

two years.

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

i. Four written papers, two on each of the topics below, ~~each of three hours duration~~

- a Early Modern Literature
- b Victorian and Modern Literature

ii. Two portfolios of written work demonstrating critical approaches to language and literature, the first to be of not more than 3,000 words and the second to be of not more than 5,000 words;

iii. Twelve coursework essays, each of not more than 2,000 words in length.

The portfolios and assignments under 2 ii and iii will be submitted via the approved online\_submission system to the examiners for consideration by such dates as the examiners shall determine and shall notify candidates.

3 Candidates may, at the discretion of the examiners, be required to attend a viva voce examination at the end of the course of studies.

4 Candidates who fail to satisfy the examiners in the assessed work specified clause 2 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.

#### **Explanatory Notes**

EPS officers confirmed 05.07.22 this should be backdated to students starting from MT 2021

PG Cert T and L  
in HE  
LV 2022

**Continuing Education Strategic Management Board**

Approved by CESMB 28.06.22 and 05.07.22

**Title of programme**

Postgraduate Certificate in Teaching and Learning in Higher Education

**Brief note about nature of change:** Change to the normal duration of the course from three terms to nine months, update name of Continuing Education Board to Continuing Education Strategic Management Board.

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=pcitalinhigheduc>

as amended by University Gazette of 13 January 2022

**Effective date**

**For students starting from MT 2022**

And

**For first examination from 2022/23**

**Detail of change**

Text to be deleted struck through, new text underlined

1. The Centre for Teaching and Learning, jointly with the Continuing Education Strategic Management Board, shall elect for the supervision of the course a Steering Committee that shall have the power to arrange a course of study in teaching and learning in higher education. The course will consist of workshops, self-directed

study and experiential learning in the theory and practice of teaching and learning in higher education.

2. The course will take place on a part-time basis over a period of not less than ~~three terms~~ nine months.

3. Every candidate will be required to satisfy the examiners in a portfolio of not more than 13,000 words, or a portfolio consisting of written items and recorded presentations of an equivalent length to 13,000 words, as specified in the course handbook.

4. The assessed work set out in clause 3. shall be submitted via the approved online submission system. Recorded presentations shall be delivered in accordance with the instructions in the course handbook. Candidates will be notified of submission dates in the handbook issued at the start of the course.

5. Candidates who fail to satisfy the examiner in the assessment may be permitted to resubmit their portfolio on not more than one occasion which shall be at the next submission date following the original failure.

#### **Explanatory Notes**

The course is to commence in Hilary Term, shortening it from twelve months to nine months.

PG Dip Dipl St

LV 2022

**Continuing Education Strategic Management Board**

Approved by officers on behalf of Education Committee 05.07.22

**Title of programme**

PG Diploma in Diplomatic Studies

**Brief note about nature of change:** To remove the duration of exams from the regulations

**Location of change in Examination Regulations**

<https://examregs.admin.ox.ac.uk/Regulation?code=pdipldiplstud&srchYear=2021&srchTerm=1&year=2019&term=1>

**Effective date**

**For students starting from MT 2022**

And

**For first examination from 2023-23**

**Detail of change**

Text to be deleted struck through, new text underlined

**POSTGRADUATE DIPLOMA IN DIPLOMATIC STUDIES**

1. Candidates must follow a course of instruction over three terms in the subject of diplomatic studies.

2. Candidates will be required to keep statutory residence for three terms and to satisfy the examiners in four written papers, ~~each of three hours' duration~~, one on each of the topics below:

- a) Diplomatic Practice*
- b) International Politics*
- c) International Trade and Finance*
- d) Public International Law*

3. Candidates may be required to attend a viva voce examination at the end of the course of studies at the discretion of the examiners.

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

5. Candidates who fail to satisfy the examiners in each of the written papers may be permitted to resit the part or parts of the examination which they have failed on one further occasion only not later than one year after the initial attempt.

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**Explanatory Notes**