

Education Committee

Approved at the meeting of Week 6 MT 2012 16.11.12

**DPhil, MLitt, DM and MSc by Research:
Deadlines for submission of library and ORA copies of research theses in advance of
a degree ceremony**

With immediate effect

Location of change

In *Examination Regulations* 2012 for the examination of DPhil (page 843, lines 21-27), MSc by Research (page 829, lines 9-15) and MLitt (page 820, lines 1 -7)

DPhil, MLitt and MSc by Research degrees:

DPhil (page 843, lines 21-27)

MSc by Research (page 829, lines 9-15)

MLitt (page 820, lines 1 -7) all to be amended as follows:

'A candidate who has been granted leave to supplicate by a board shall be required to submit to the Examination Schools a copy of his or her thesis, incorporating any amendments or corrections required by the examiners and approved by the board, with a view to deposit in the Bodleian or other appropriate university library. [For candidates admitted on or after 1 October 2007: candidates are also required to submit an electronic copy of their thesis to the Oxford Research Archive, unless an exception to this requirement has been granted by the Proctors.] [For candidates supplicating on or after 1 July 2013: candidates are also required to submit the library copy to the Examination Schools and where applicable the electronic copy of the thesis to the Oxford Research Archive no later than the end of the fifth day before the date of the degree ceremony booked by the candidate for conferral of their degree.] Permission to supplicate shall in all cases be conditional upon fulfilment of these requirements.'

DM degree:

DM (page 962, lines 36-41) to be amended as follows:

'A student who has been granted leave to supplicate by the board shall be required to submit to the Examination Schools a copy of his or her thesis, incorporating any amendments or corrections required by the examiners and approved by the board, with a view to deposit in the Bodleian or other appropriate university library. [For candidates supplicating on or after 1 July 2013: candidates are also required to submit to the Examination Schools the library copy of the thesis no later than the end of the fifth day before the date of the degree ceremony booked by the candidate for conferral of their degree.] Permission to supplicate shall in all cases be conditional upon fulfilment of these requirements.'

Preparation and submission of theses:

Degrees of MLitt, MSc by Research and DPhil sub-section (iv) Library copies, binding and presentation (p. 847, lines 24-31) be amended as follows:

'Candidates should note that leave to supplicate is conditional upon receipt by the Examination Schools of the library copy of their thesis and [for candidates admitted on or after 1 October 2007, receipt by the Oxford Research Archive of an electronic copy and [for candidates supplicating on or after 1 July 2013] receipt by the Examination Schools of the library copy of the thesis and receipt by the Oxford Research Archive of the electronic copy of the thesis no later than by the end of the fifth day before the date of the degree ceremony booked by the candidate for conferral of their degree and that candidates may not proceed to take their degree until they have fulfilled the requirement [by the stipulated deadline for those supplicating on or after 1 July 2013] to submit a library copy of the thesis and [for candidates admitted on or after 1 October 2007]: an electronic copy (unless an exception to the requirement to submit an electronic copy of the thesis has been granted by the Proctors)]'.

Explanatory Notes

This new requirement covering both printed and electronic submissions will apply to research students booking degree ceremonies via the new online booking interface in or after July 2013. The change seeks to avoid the existing difficulties experienced by late submissions of theses for deposit.

Education Committee

Approved at the meeting of Education Committee's Graduate Panel 07.12.12

In '**General regulations of the Education Committee governing the examination of students for the degrees of M.Sc. by research, M.Litt., and D.Phil, and concerning the maintenance of the Register of Graduate Students**'

Addition of clause to '3. Conduct of Oral Examinations for the Degrees of M.Litt., M.Sc. by Research, and D.Phil.', enabling permission for remote vivas to be granted by the relevant supervisory board

With effect from 1 October 2013

In *Examination Regulations, 2012*, p. 849, after line 21, insert new clause (ix):

Detail of change:

'(ix) An oral examination shall be held in Oxford as prescribed in clause (i). In exceptional circumstances, normally affecting the ability of the external examiner to take part in an Oxford-based oral examination, application may be made to the relevant board for special permission to hold the examination using audiovisual electronic communication with the external examiner concerned. The board concerned may approve the application only where:

- (i) it accepts that no alternative and timely arrangements may reasonably be put in place;
- (ii) the proposed arrangements are acceptable to both examiners and to the candidate;
- (iii) it involves remote communication with only one of the examiners (normally the external);
- (iv) it is content to bear the additional cost of the necessary arrangements;
- (v) an oral examination of this type takes place according to arrangements and in premises approved by the Proctors;
- (vi) the oral examination takes place according to the protocol approved by the Education Committee;
- (vii) in the event of any technical or other problems, the validity of the process used to conduct the oral examination and to determine the outcome will be decided by the Proctors.'

Education Committee

Approved at the meeting of Graduate Panel 22.06.12 and subsequent Chair's action

Regulations for the degree of Doctor of Philosophy, § 7 Examination of students for the Degree of Doctor of Philosophy

Additional detail to regulations concerning minor and major changes to theses

With effect from October 2013

In *Examination Regulations*, 2012, delete p. 840, l. 25 – p. 843, l. 4 and insert:

'6. Having completed the examination of a candidate for the first time, the examiners may make any one of recommendations (i), (ii) or (iv) below only. Having completed the examination of a candidate who has revised and re-submitted his or her thesis, the examiners may make any one of recommendations (i)-(vi). The recommendations are:

(i) that the board should grant the candidate leave to supplicate for the Degree of Doctor of Philosophy. In making this recommendation, the examiners must include in their report statements that:

1. the student possesses a good general knowledge of the particular field of learning within which the subject of the thesis falls;
2. the student has made a significant and substantial contribution in the particular field of learning within which the subject of the thesis falls;
3. the thesis is presented in a lucid and scholarly manner;
4. in their opinion the thesis merits the Degree of Doctor of Philosophy;
5. the student has presented a satisfactory abstract of the thesis.

Examiners shall bear in mind that their judgement of the substantial significance of the work should take into account what may reasonably be expected of a capable and diligent student after three or at most four years of full-time study in the case of

a full-time student, or eight years in the case of a part-time student.

(i) (a) Minor corrections

If the examiners are satisfied that the candidate's thesis is of sufficient merit to qualify for the degree but consider, nevertheless, that before the thesis is deposited the candidate should make minor corrections (which are not sufficiently substantial to justify reference back for re-examination and which should be capable of completion within one month), they must require the candidate to correct the thesis to their satisfaction before they submit their report. If the candidate has not completed these corrections within one calendar month of the date of receipt of the list of minor corrections from the examiners, his or her name shall be removed by the Registrar from the Register of Students for the Degree of Doctor of Philosophy, provided that the board may, on good cause shown by the candidate, grant an extension of time of one further calendar month in which the candidate may fulfil this requirement before the removal of his or her name from the Register. No subsequent extension shall be granted, but it shall be open to a candidate who has failed to fulfil this requirement within those one or two months in total, as the case may be, to apply to the board for reinstatement as a Student for the Degree of Doctor of Philosophy, with the support of his or her society and supervisor, upon submission to the Registrar of a copy of his or her thesis incorporating the required corrections, and upon payment of such reinstatement fee as may from time to time be prescribed by Council by decree. Permission to supplicate shall not be granted until this fee has been paid;

(i) (b) Major corrections

If the examiners are satisfied that the candidate's thesis is of sufficient potential merit to qualify for the degree but consider, nevertheless, that before the thesis is deposited the candidate should make major corrections (which are not sufficiently substantial to justify reference back for re-examination and which should be capable of completion within six months), they should report this preliminary recommendation to the board with a description of the major corrections which they require the candidate to make before they confirm their recommendation.

Where the examiners make this recommendation, and the board, considering the extent and nature of the major corrections, takes the view that the recommendation ought to be reference of the thesis back to the candidate in order that he or she may revise it for re-examination, the board may, exceptionally, ask the examiners to review their recommendation.

If the candidate has not completed these corrections within six calendar months of the date of receipt of the list of major corrections from the examiners, his or her name shall be removed by the Registrar from the Register of Students for the Degree of Doctor of Philosophy. No extension shall be granted, but it shall be open to a candidate who has failed to fulfil this requirement within those six months, to apply to the board for reinstatement as a Student for the Degree of Doctor of Philosophy, with the support of his or her society and supervisor, upon submission to the Registrar of a copy of his or her thesis incorporating the required corrections, and upon payment of such reinstatement fee as may from time to time be prescribed by Council by decree. Permission to supplicate shall not be granted until this fee has been paid.

Where a recommendation of approval subject to major corrections has been made,

the examiners, on receipt of the corrected thesis on the first occasion, may conclude and report one of the following:

(a) the original recommendation is now fully substantiated;

(b) the work as submitted still requires minor corrections prior to confirmation of the original recommendation and a further one month may be allowed for this from that date;

(c) the work as now submitted still requires major corrections prior to confirmation of the original recommendation and a further six months may be allowed for this from that date.

Recommendation (a) or (b) may be made without a further oral examination on condition that both examiners have reviewed and approved the major corrections. A further oral examination must be held if either of the examiners requires it or if the recommendation is likely to be (c).

In the exceptional instance where (c) applied and the outcome of the second and final submission of corrections still remained unsatisfactory, the examiners will amend their original recommendation to (ii) below.

(ii) that the board should offer the candidate a choice between (a) reference of the thesis back to him or her in order that he or she may revise it for re-examination for the Degree of Doctor of Philosophy, and (b) leave to supplicate for the Degree of Master of Letters or of Master of Science, as appropriate, on the basis that the thesis has not reached the standard required for the Degree of Doctor of Philosophy but has nevertheless reached that required for the Degree of Master of Letters or of Master of Science. If the board adopts this recommendation, and the student chooses to revise the thesis for re-examination for the Degree of Doctor of Philosophy, the student shall retain the status and obligations of a Student for the Degree of Doctor of Philosophy and shall be permitted to apply again for the appointment of examiners, in accordance with the procedure laid down in this subsection, not later than the sixth term after that in which the board gave permission so to reapply. If such permission shall have been given by a board during a vacation, it shall be deemed to have been given in the term preceding that vacation;

(iii) that the board should refer the student's thesis back in order that he or she may present it for re-examination for the Degree of Master of Letters or of Master of Science only. If the board adopts the recommendation the student shall be transferred forthwith to the status of Student for the Degree of Master of Letters or Student for the Degree of Master of Science as the case may be, and shall be permitted to apply for permission to supplicate for the Degree of Master of Letters or Master of Science in accordance with the provisions of the appropriate regulation. If such permission shall have been given by a board during a vacation, it shall be deemed to have been given in the term preceding that vacation. The word limit for a thesis resubmitted under this provision shall be that specified by the DPhil regulations under which it was originally submitted;

(iv) that the board should refer the student's thesis back in order that he or she may present it for re-examination either under (ii) above for the Degree of Doctor of Philosophy or, if the student chooses, under (iii) above for the Degree of Master of Letters or of Master of Science only. The board shall adopt such a recommendation only if it is fully satisfied that the thesis as it stands is not of the standard required for the Degree of Doctor of Philosophy, nor for the Degree of Master of Letters or of

Master of Science as the case may be, but that the candidate could reach the standard required for the Degree of Doctor of Philosophy. If such permission shall have been given by a board during a vacation, it shall be deemed to have been given in the term preceding that vacation;

(v) that the thesis has not reached the standard required for the Degree of Doctor of Philosophy but has nevertheless reached that required of the Degree of Master of Letters or of Master of Science, and that the candidate may be granted leave to supplicate for one of the latter degrees on the basis of the thesis as it stands;

(vi) that the student's application for leave to supplicate should be refused.'



Examination Panel

Approved at the meeting of Week 3 Trinity Term 2013

Regulations for the Conduct of University Examinations

These changes make a number of amendments to the Regulations for the Conduct of University Examinations. They have the following effects:

- The minor change in wording relating to the treatment of evidence of factors that may affect performance clarifies the fact that marks may be finalised at an earlier stage than at the final meeting of the examiners, for example in multi-part examinations;
- Colleges may now make use of a University transcription service for illegible scripts. The service means that the Proctors no longer need to approve typists and invigilators in each individual case but can instead pre-approve typists and invigilators for use as required. Colleges deciding not to use the service will still need to seek permission from the Proctors for each individual case;
- Students who are fasting for reasons of faith may now be granted alternative examination arrangements upon request without requiring special dispensation;
- References to Class and Pass Lists have been updated to reflect changes in the publication of examination results and the use of the Registrar's Results Lists.

With effect from 1 October 2013

In *Examination Regulations* 2012.

1. From page 34 line 23 to line 25

Delete and substitute (new text has been underlined; deleted text has been struck through)

'(3) The Proctors will normally not pass such information to the chairman of examiners if it is received after ~~the final meeting of the examiners~~ marks have been finalised by examiners.'

2. From page 35 line 28 to page 36 line 34

Delete and substitute (new text has been underlined; deleted text has been struck through)

Part 12

Religious Festivals and Holidays Coinciding with Examinations

12.1. A candidate in any University Examination who is forbidden, for reasons of faith, from taking papers on religious festivals or other special days which may coincide with days on which examinations are set, may, through his or her Senior Tutor, apply to the Proctors for approval of ~~special~~ alternative examination arrangements.

~~12.4.~~ 12.2. A candidate in any University Examination who is fasting, for reasons of faith, during religious festivals or other special days which may coincide with days on which examinations are set, may, through his or her Senior Tutor, apply to the Proctors for approval of alternative examination arrangements.

~~12.2.~~ 12.3. An application under 12.1 ~~or 12.2~~ above shall be made as soon as possible after matriculation and in any event not later than the date of entry of the candidate's name for the first examination for which ~~special~~ alternative arrangements are sought and shall specify the faith of the candidate concerned and the details of any days specially affected.

~~12.3.~~ 12.4. (1) If the Proctors approve the application they shall notify the Registrar who shall make reasonable efforts to ensure that an examination timetable is set such that ~~special~~ alternative arrangements are not required.

(2) If the Proctors do not approve the application they shall give reasons for their decision.

(3) Where a request is made after the date specified in 12.3 the Proctors may still approve the application and shall follow the procedure set out in 12.4(1) above.

~~12.4.~~ 12.5. If it is not practicable to adjust the timetable in the manner described in regulation 12.3~~4~~(1) above, the Registrar shall notify the Proctors and the candidate's Senior Tutor and identify another date or time when the candidate must take that part, which will, whenever possible, be ~~later~~ no earlier than the date ~~or time~~ prescribed for the part in question.

~~12.5.~~ 12.6. Following such notification, the Senior Tutor shall make arrangements for the candidate to be examined at that alternative time and shall submit these arrangements to the Proctors for approval.

~~12.6.~~ 12.7. The Proctors shall notify the Chairman of Examiners and the Registrar of ~~special~~ alternative arrangements approved under this regulation.

~~12.7.~~ 12.8. When a candidate is to be examined on a date or at a time fixed by the Registrar under regulation ~~12.4~~12.5 above, the invigilation of the candidate shall be carried out in accordance with regulation 15.5 below.

Costs

~~12.8.~~ 12.9. The costs of arrangements made under this Part shall not fall on the candidate.

Appeals under this Part

12.9.12.10. A candidate who is dissatisfied with a decision made by the Proctors under regulation 12.34 above, or his or her college, may appeal against that decision in accordance with the provisions of regulation 18.1 below.'

3. From page 44 line 36 to page 45 line 25

Delete and substitute (new text has been underlined; deleted text has been struck through)

'Illegible scripts

16.7. (1) If a chairman of examiners ~~shall considers~~ that a script ~~or scripts~~ of a candidate in an examination ~~are is~~ illegible (whether the whole script or any part thereof as identified by the chairman), he or she shall ~~thereupon~~ inform ~~the Proctors and the Senior Tutor or other proper officer~~ of that candidate's college ~~or other society or approved institution~~

~~(2), provided that, if there shall be a~~ Should the Senior Tutor dispute as to the illegibility of a any such script ~~or scripts~~ (or part thereof as identified by the chairman of examiners), the question shall be referred to the Proctors, whose ruling on the question shall be conclusive.

~~(2) The Senior Tutor or other proper officer shall then arrange for the candidate to dictate his or her illegible script(s) to a typist under the invigilation of a Master of Arts of the University or any other person who in the opinion of the Proctors seems suitable; the typist and invigilator having been approved beforehand by the Proctors. The dictation and typing shall be undertaken in a place to be approved by the Proctors, but subfusc need not be worn; the candidate shall dictate his or her script to the typist in the presence of the invigilator and shall ensure that the typescript is in every respect identical in form and content to the original script. No copies may be taken. The use of a tape-recorder is not permitted.~~

(3) Where it is accepted that a script (or part thereof) is illegible. The Senior Tutor shall either:

(a) arrange with the Registrar for the script to be transcribed in accordance with the procedure agreed between the Proctors and the Registrar;

or

(b) arrange for the candidate to dictate his or her script (or each required part thereof) to a typist under the invigilation of a Master of Arts of the University or any other person who is deemed by the Proctors to be suitable, having first submitted in advance to the Proctors proposals for (i) the appointment of a typist and an invigilator for the transcription of the script and (ii) the timing and venue for the exercise.

(4) It shall be the responsibility of the Registrar or the Senior Tutor, as the case may be, to ensure that the transcription exercise is conducted in accordance with the arrangements approved by the Proctors.

(5) During the transcription exercise the candidate shall dictate his or her script (or each required part thereof) to the typist in the presence of the invigilator, with the exception

(unless otherwise identified by the chairman of examiners) of work which constitutes rough notes. The candidate shall ensure that the typescript is in every respect identical in form and content to the original script. The use of any recording device is not permitted. Only one fair copy shall be made of each dictated script (or required part thereof), for submission to the examiners.

(6) Academic dress and sub-fusc clothing need not be worn by any of the participants during the transcription exercise.

~~(3)~~(7) The cost of the typing and invigilation shall not be a charge on the University.

(8) Following completion of the transcription exercise, it shall be the responsibility of the Registrar (for transcriptions under (3)(a) above) or the Senior Tutor (for transcriptions under (3)(b) above) to make available to the chairman of examiners both the original script and the typescript.

~~(4)~~(9) The examiners shall read the typescript page by page with the original script beside it and shall immediately report any discrepancy to the Proctors.'

4. From page 47 line 12 to page 50 line 8

Delete and substitute (new text has been underlined; deleted text has been struck through)

'Part 17

Class and Pass Lists Publication of Results

Honours Examinations

17.1. As soon as the examiners in an Honours Examination have examined and fully considered the work of all the candidates they shall:

(1) distribute candidates (identified only by their examination numbers) judged to have shown merit into three classes according to merit;

(2) except in the case of Honour Moderations (other than Classics) distribute the candidates in the second class into two divisions;

(3) forthwith provide the information determined under (1) and (2) above to the Registrar using the Registrar's Results Lists.

17.2. Where a University Examination in which Honours are awarded is divided into several Parts then (unless the regulations for the specific Examination otherwise provide) in respect of all Parts save the last:

(1) the examiners shall determine the candidates (identified only by their examination numbers) who have shown sufficient merit to obtain Honours in each Part and

(2) forthwith provide the information determined under paragraph (1) above to the Registrar; and

(3) the respective chairmen of the examiners shall deposit the candidates' exercises with

the Registrar for the use of the examiners in any succeeding Examination.

17.3. If a candidate in any Honour Moderations has not been judged by the moderators to be worthy of Honours but has satisfied the moderators at 'pass' standard they shall give notice of that fact at the close of the Examination to the Registrar.

17.4. If a candidate in any Final Honour School or in the Final Examination for the Degree of Bachelor of Fine Art has not been judged by the examiners to be worthy of Honours but has satisfied them at 'pass' standard the examiners shall give notice of that fact at the close of the Examination to the Registrar.

17.5. (1) If a candidate in any Honour School of the First or Second Public Examination or in the Final Examination for the Degree of Bachelor of Fine Art is disqualified by standing from obtaining Honours in that Examination, but has in the judgement of the examiners shown sufficient merit to entitle him or her to obtain Honours but for such disqualification, ~~to a place in the Class List,~~ the examiners shall give notice of that fact on the Results List submitted to the Registrar at the close of the Examination ~~to the Registrar.~~

(2) A candidate to whom this regulation applies shall be entitled to supplicate for the Degree of Bachelor of Arts or of Fine Art (as the case may) in the same manner as if he or she had obtained Honours in the Examination.

17.6. If the regulations for any University Examination in which Honours are awarded also permit the award of a merit or a distinction in any part of that Examination the examiners shall give notice to the Registrar at the close of the examination of the names of all the candidates whose work in that part has been adjudged worthy of either accolade.

Preliminary or Qualifying Examinations for Master's Degrees, Diplomas and Certificates

17.7. The examiners in any Preliminary or Qualifying Examination or in any examination for a course of special study for the Degree of M.Phil. or Master of Science or in any examination for the degree of Master of Studies or for a diploma or certificate except the Diploma in Law or the Certificate in Management Studies shall:

(1) determine the candidates (identified only by their examination number) who have satisfied them;

(2) if the regulations governing the particular Examination permit, determine the candidates who have shown sufficient merit to obtain a distinction; and

(3) forthwith provide the information determined under paragraphs (1) and (2) above to the Registrar using the Registrar's Results Lists.

17.8. In an Examination where a candidate is not required to pass in all subjects at one and the same Examination, the examiners shall provide a Results List with the agreed results to date. ~~append to the names of those candidates who have not completed the requirements of the Examination a list of the subjects in which they have passed.~~

Approved musical exercises for the Degree of Bachelor of Music

17.9. At the close of the Examination of the Musical Exercises for the Degree of Bachelor of

Music submitted to them in any term, the examiners shall notify the Registrar of the candidates whose exercises have been approved by them.

Candidates who have failed

17.10. ~~(1) If a candidate in any University Examination has been judged by the examiners to have failed the examination the examiners shall give notice of that fact, together with the name and college of the candidate, at the close of the examination to the Registrar by inclusion on the Registrar's Results List.~~

~~(2) If no candidate has failed the Examination, the chairman of the examiners shall give notice of that fact at the close of the examination to the Registrar.~~

Notification of results

17.11. All notifications submitted to the Registrar under this Part shall be made in a form of Results List as provided by the Registrar, unless he or she otherwise agrees.

17.12. All information submitted to the Registrar under this Part shall (unless any examiner shall have been excused by the Proctors) be certified by the signature of all the examiners who have acted together in the assessment of the candidates in the Examination.

17.13. On receipt of the information provided under regulations 17.11 to 17.12 above, the Registrar shall arrange the publication of results to each candidate.

17.14 (1) After results have been released to candidates, examiners shall have no power to alter such Results Lists except under paragraph (2)-(4) below.

(2) Examiners may submit to the Deputy Registrar a change in an individual assessment mark or grade without further consent in instances where an examination overall outcome is not changed.

(3) Examiners may, with the written consent of the Pro-Vice-Chancellor (Education) and Proctors, amend an individual assessment mark or grade where such change will result in a change in the overall examination outcome.

(4) Examiners may, with the written consent of the Pro-Vice-Chancellor (Education) and Proctors, issue a further Result List or Lists to provide results of candidates omitted from the original list.

17.14.

~~—(1) All the lists drawn up under this Part shall be fair copies and shall show no name to have been added or erased or transferred from one position to another.~~

~~—(2) After submission to the Registrar examiners shall have no power to alter such lists except under paragraphs (3) and (4) below.~~

~~—(3) Examiners may with the written consent of the Pro-Vice-Chancellor (Education) and Proctors issue a supplementary list or lists correcting an accidental error or omission in the original.~~

~~—(4) A list shall be altered by the examiners to give effect to the outcome of any appeal made under regulation 18.2 below which affects a candidate's standing in that list.~~

Custody of records

17.15. The ~~Class and Pass Lists~~ Results Lists drawn up and duly signed shall be circulated and published by the Registrar according to the requirements of the Education Committee and subject to the provisions of the Data Protection Act and the signed copy shall remain in the custody of the Registrar, and any question thereafter arising, with respect to the result of any Examination, shall be determined by reference to such lists.

Forms of Certificates

17.16.

(1) Degree certificates and other certificates for diplomas and other certificate courses shall be issued to successful candidates in forms prescribed by the Registrar.

(2) When a candidate has obtained a distinction in his or her Examination, or in any part of it for which a distinction may be awarded, the certificate or diploma, as the case may be, which is issued shall record that fact.'

Consequential changes

5. page 11, line 11, delete 'class list' and insert 'Result List'
6. page 24, line 4, delete 'Class List' and insert 'Result List'
7. page 33, line 25, delete 'Class List' and insert 'Result List'
8. page 33, line 30, delete 'Pass List' and insert 'Result List'
9. page 34, line 7, delete 'Pass List' and insert 'Result List'
10. page 34, line 40, delete 'Class List' and insert 'Result List'
11. page 35, line 4, delete 'Pass List' and insert 'Result List'
12. page 35, line 20, delete 'Pass List' and insert 'Result List'
13. page 40, line 23, delete 'class or pass list' and insert 'Result List'
14. page 46, line 39, delete 'Class List' and insert 'Result List'
15. page 62, line 25, delete 'Class List' and insert 'Result List'
16. page 68, line 10, delete 'class list' and insert 'Result List'
17. page 68, line 19, delete 'class list' and insert 'Result List'

Undergraduate Panel of Education Committee**Approved at the meeting of 4 June 2013****Regulations for the Conduct of University Examinations**

Minor changes to procedures and the application of academic penalties relating to the late submission of theses and other written exercises.

With effect from 1 October 2013

In *Examination Regulations* 2012,

p.45, l. 26 to p.46, l. 35, insert underlined text and delete struck through text.

'Late submission of work

16.8.

(1) Where a candidate for any written examination in which a thesis (or other exercise) may be, or is required to be, submitted as part of that examination wishes on some reasonable grounds to be permitted to present such thesis (or other exercise) later than the date prescribed by any statute, or regulation, the procedure shall be as follows:

(a) the candidate shall apply in writing through the Senior Tutor of his or her college to the Proctors for such permission enclosing the grounds for the application;

(b) in cases where a significant extension of time is requested, or where the proposed new submission date is beyond the date by which the thesis (or other exercise) may reasonably be assessed for consideration at the relevant meeting of the examiners, the Proctors shall consult the chairman of examiners; they shall then decide whether or not to grant permission;

(c) in cases where an extension of time is requested which results in the submission date being beyond the term of office of the current examiners, the application shall be considered by the Chairman of the Education Committee or another member of the Committee, other than one of the Proctors, nominated by the Chairman.

(2) If permission is granted, the examiners shall accept and mark such a thesis (or other

exercise) as if it had been submitted by the prescribed date.

(3) If a candidate fails to submit a thesis (or other written exercise) on time without prior permission, but submits it on the prescribed date of submission, the examiners shall mark the submitted work and impose an academic penalty according to the established conventions agreed by the relevant supervisory body and the candidate shall pay a late presentation fee. A candidate may apply to the Proctors in writing through the Senior Tutor of his or her college to request that the examiners take into account the circumstances of the late submission. Such an application should be made within five working days of the prescribed date of submission. If the Proctors accept the application, they shall forward it to the chairman of examiners. If the Proctors decide not to accept the application, they shall inform the Senior Tutor in writing of the reasons why.

~~(4) If a candidate fails to submit a thesis (or other written exercise) on time without prior permission, the Proctors may after making due enquiries into the circumstances permit the candidate to remain in the Examination and to submit the work late under arrangements similar to those set out in paragraph (1) above but submits after the prescribed date of submission, the Proctors shall enquire into the circumstances. If they permit the candidate to remain in the Examination, then they shall instruct the examiners to accept and mark the work, and forward to the chairman of examiners an account of the circumstances of the late submission. They may give leave to the examiners to impose an academic penalty according to the established conventions agreed by the relevant supervisory body. It shall be a condition of any permission granted under this regulation that the candidate shall pay a late presentation fee the amount of which shall be determined by the Proctors according to the facts of the particular case.~~

~~(4) In cases arising under paragraph (3) above, the Proctors may give leave to the examiners to impose an academic penalty according to any established conventions agreed by the relevant supervisory body or, if there is none, according to guidance issued by the Proctors.~~

~~(5) The examiners shall give due consideration to either the conventions or the guidance issued by the Proctors, and in either case report back to the Proctors on the penalty imposed. They shall give a reasoned justification for their decision where this differs from the conventions or the guidance.~~

(5) Where provided for by regulation, submissions must be accompanied by a declaration of authorship and originality. The examiners are under no obligation to mark any submission not so accompanied. This declaration should be in a sealed envelope (which may be included inside the envelope used to hand in the written work). In the event that the Declaration of Authorship is submitted late, the Proctors may recommend that the examiners apply an academic penalty.

(6) A candidate who is dissatisfied with a decision made by the Proctors under this regulation may, or his or her college may, appeal against it in accordance with the procedure set out in regulation 18.1 below.'

Explanatory Notes

This change allows the Proctors to approve short extensions of time for submissions without first consulting Chairs of Examiners. It also allows that the Proctors should consult with Chairs of Examiners only where a significant extension of time is requested or when the extension of time will cause difficulties in the examining timetable. It clarifies that applications for extensions of time which go beyond the term of the current examiners

should be considered by the Chairman of the Education Committee.

This change also allows Chairs of Examiners to impose an academic penalty and for a late presentation fee to be charged for theses (and other written exercises) received after the due time of submission but on the date of submission without first referring to the Proctors.

It makes provision for students to appeal decisions of automatic academic penalties.

Education Committee

Approved at the Graduate Panel meeting of Week 9 Trinity term 2012

General Regulations for the Degree of Doctor of Philosophy

This change reduces the maximum number of terms' extension available to doctoral students from nine to six.

With immediate effect

In Examination Regulations 2012.

Regulations for the Degree of Doctor of Philosophy

On p. 837, from I. 39, delete struck-through text and insert underlined text:

'7. If a full-time Student for the Degree of Doctor of Philosophy has held that status for twelve terms, or a part-time student for twenty-four terms, but has been prevented by exceptional circumstances from completing his or her thesis, the board shall have power to grant an extension of time for a period or periods, not exceeding ~~nine~~ six terms in all for a full-time student, or three terms in all for a part-time student, to be determined by the board. Applications for such extension of time shall be made through the Registrar not later than the term in which the student is due to apply for permission to supplicate.'

Education Committee**Approved at the Graduate Panel meeting of Week 9 Trinity Term 2013****General regulations for the degree of Bachelor of Philosophy, Master of Philosophy, Master of Studies, or Master of Science by Coursework**

These changes make provision for the release of marks once the examination board has agreed them, which may be at interim points during the year. In addition, they restrict the award of distinction to those who have not previously failed any elements of assessment.

With effect from 1 October 2013*In Examination Regulations 2012.***Regulations for the Degree of Bachelor of Philosophy or Master of Philosophy**

1. On p. 498, after l. 2, insert new clause:

'4. Final examination marks shall be released to candidates at the conclusion of the examination. Exceptions to this may be made where assessment takes place throughout the course. In such cases, examination boards must meet formally, with all members present, at interim points in the year in order to agree final marks for specified assessment components. Marks released as final marks may not subsequently be amended without permission of the Proctors.'

2. Ibid, l. 3, renumber existing clause 4 as 5.

3. Ibid, after l. 6, insert new clause:

'6. The examiners may award a distinction for excellence in the whole examination. Candidates who have initially failed any element of assessment shall not normally be eligible for the award of distinction.'

Regulations for the Degree of Master of Studies

4. On p. 597, after l. 20, insert new clause:

'5. Final examination marks shall be released to candidates at the conclusion of the examination. Exceptions to this may be made where assessment takes place throughout the course. In such cases, examination boards must meet formally, with all members present, at interim points in the year in order to agree final marks for specified assessment components. Marks released as final marks may not subsequently be amended without permission of the Proctors.'

5. Ibid, l. 21, renumber existing clause 5 as 6.

6. Ibid, delete ll. 24 – 26 and substitute (new text has been underlined; deleted text has been struck through):

~~'6. A board shall have power to authorise by regulation the award by the examiners of distinctions to candidates in an examination under its supervision.'~~

7. The examiners may award a distinction for excellence in the whole examination. Candidates who have initially failed any element of assessment shall not normally be eligible for the award of distinction.'

Regulations for the Degree of Master of Science by Coursework

8. On p. 675, delete ll.1-34, and substitute (new text has been underlined; deleted text has been struck through):

~~'The subjects of each examination shall be determined by regulation by the board concerned, which shall have power to arrange lectures and courses of instruction for the examination. The examination shall consist of:~~

~~—(i) a written dissertation on a subject approved by the board or by a person or persons to whom the board may delegate the function of giving such approval;~~

~~—(ii) a written examination;~~

~~—(iii) an oral examination;~~

~~provided that a board shall have power by regulation to exclude any one of parts (i), (ii), or (iii) from the examination for a particular course of study and to authorize the examiners to dispense individual candidates from the oral examination. This provision notwithstanding, the examiners may, if they deem it expedient, set a candidate a further written examination after examining the candidate orally.~~

2. No candidate shall be permitted to take an examination under the preceding clause unless he or she has been admitted as a candidate for the examination in question by the body responsible for the course and has satisfied any other conditions prescribed in the regulations for that course.

~~3. Unless otherwise provided in this subsection, the number and distribution of examiners shall be as set out in Sect. II. A, §1, cl. 8 of this chapter. A board shall have power to prescribe that examiners be appointed for candidates individually in such manner as shall be appropriate for the particular course of study.~~

3. Final examination marks shall be released to candidates at the conclusion of the examination. Exceptions to this may be made where assessment takes place throughout the course. In such cases, examination boards must meet formally, with all members present, at interim points in the year in order to agree final marks for specified assessment components. Marks released as final marks may not subsequently be amended without permission of the Proctors.

4. A candidate who has failed to satisfy the examiners in the examination may enter again

for the examination on one, but not more than one, subsequent occasion.

~~5. A board may prescribe by regulation that students undertaking a particular course of study shall take the examination in a specific term as a condition of admission, and a student wishing to take an examination later than the one to which he or she has been admitted must apply to the board for permission to do so.~~

5. The examiners may award a distinction for excellence in the whole examination. Candidates who have initially failed any element of assessment shall not normally be eligible for the award of distinction.'

Education Committee**Approved at the Graduate Panel meeting of Week 9 Hilary term 2013****General Regulations for the Degrees of Doctor of Philosophy, Master of Letters, Master of Science by Research**

These changes introduce a requirement that candidates whose thesis is referred must provide, at re-submission, a separate report indicating the specific changes made to the revised thesis; the word length of which has been decided by divisions.

The changes also reduce the maximum period permitted for revision of referred theses for the Master of Letters and the Master of Science by Research from four terms to three.

With effect from October 2013

In *Examination Regulations* 2012.

Regulations for the Degree of Doctor of Philosophy

1. On p. 842, in I. 10, delete the semi-colon as shown and insert new text (underlined):

‘(ii) that the board should offer the candidate a choice between (a) reference of the thesis back to him or her in order that he or she may revise it for re-examination for the Degree of Doctor of Philosophy, and (b) leave to supplicate for the Degree of Master of Letters or of Master of Science, as appropriate, on the basis that the thesis has not reached the standard required for the Degree of Doctor of Philosophy but has nevertheless reached that required for the Degree of Master of Letters or of Master of Science. If the board adopts this recommendation, and the student chooses to revise the thesis for re-examination for the Degree of Doctor of Philosophy, the student shall retain the status and obligations of a Student for the Degree of Doctor of Philosophy and shall be permitted to apply again for the appointment of examiners, in accordance with the procedure laid down in this sub-section, not later than the seventh term after that in which the board gave permission so to reapply. If such permission shall have been given by a board during a vacation, it shall be deemed to have been given in the term preceding that vacation; Accompanying the revised thesis at re-submission should be a separate report indicating the specific changes made. For students in the Humanities, Medical Sciences and Social Sciences Divisions and the Department for Continuing Education, the word limit for the accompanying report shall be 1000 words; for students in the Mathematical, Physical and Life Sciences Division, the word limit shall be 2000 words;’

Regulations for the Degree of Master of Letters

2. On p. 819, in l. 33, delete struck-through text as shown and insert new text (underlined):

'(ii) that the board should refer the thesis back to the student in order that he or she may revise it for re-examination. If the examiners so recommend they shall annex to their report to the board a statement (for transmission to the student) setting out the respects in which the thesis falls below the standard required for the degree. If the board adopts this recommendation the student shall retain the status and obligations of a Student for the Degree of Master of Letters, and may apply again for the appointment of examiners, in accordance with the procedure laid down in this subsection, not later than the ~~fourth~~ third term after that in which the board gave permission so to reapply. If such permission shall have been given by a board during a vacation, it shall be deemed to have been given in the term preceding that vacation; On re-submission of the thesis, students should submit a separate report indicating the specific changes made. The word limit for the accompanying report shall be 1000 words;'

Regulations for the Degree of Master of Science (by Research)

3. On p. 828, in l. 40, delete struck-through text as shown and insert new text (underlined):

'(ii) that the board should refer the thesis back to the student in order that he or she may revise it for re-examination. If the examiners so recommend they shall annexe to their report to the board a statement (for transmission to the student) setting out the respects in which the thesis falls below the standard required for the degree. If the board adopts this recommendation the student shall retain the status and obligations of a Student for the Degree of Master of Science, and may apply again for the appointment of examiners, in accordance with the procedure laid down in this subsection, not later than the ~~fourth~~ third term after that in which the board gave permission so to reapply. If such permission shall have been given by a board during a vacation, it shall be deemed to have been given in the term preceding that vacation; On re-submission of the thesis, students should submit a separate report indicating the specific changes made. For students in the Medical Sciences Division and the Department for Continuing Education, the word limit for the accompanying report shall be 1000 words; for students in the Mathematical, Physical and Life Sciences Division, the word limit shall be 2000 words;'

Education Committee**Approved at the Graduate Panel meeting of Week 9 Trinity term 2013****General Regulations for the Degrees of Master of Letters and Master of Science (by Research)**

These changes remove the option of recommending refusal of a candidate's application for leave to supplicate when a candidate is examined for the first time.

With effect from October 2013

In *Examination Regulations* 2012.

Regulations for the Degree of Master of Letters

1. On p. 818, in l. 18, delete struck-through text and insert underlined text:

~~'6. Having completed the examination the examiners may make one of the following recommendations in their report to the board:~~ Having completed the examination of a candidate for the first time, the examiners may make recommendation (i) or (ii) below only. Having completed the examination of a candidate who has revised and re-submitted his or her thesis, the examiners may make any one of recommendations (i) to (iii). The recommendations are:'

Regulations for the Degree of Master of Science (by Research)

2. On p. 827, in l. 24 delete struck-through text and insert underlined text:

~~'6. Having completed the examination the examiners may make one of the following recommendations in their report to the board:~~ Having completed the examination of a candidate for the first time, the examiners may make recommendation (i) or (ii) below only. Having completed the examination of a candidate who has revised and re-submitted his or her thesis, the examiners may make any one of recommendations (i) to (iii). The recommendations are:'

Education Committee**Approved at the Graduate Panel meeting of Week 9 Trinity term 2013****General Regulations for the Degrees of Master of Letters and Master of Science (by Research)**

These changes reduce the period permitted for minor corrections for the Master of Letters and Master of Science (by Research) from three months to one month.

With effect from October 2013

In *Examination Regulations* 2012.

Regulations for the Degree of Master of Letters

1. On p. 818, from l. 39, delete struck-through text and insert underlined text:

'If the examiners are satisfied that the candidate's thesis is of sufficient merit for the degree but consider, nevertheless, that before the thesis is deposited the candidate should make minor corrections (which are not sufficiently substantial to justify reference back for re-examination), they must require the candidate to correct the thesis to their satisfaction before they submit their report. If the candidate has not completed these corrections within ~~three~~ one calendar months of the date of the oral examination, his or her name shall be removed by the Registrar from the Register of Students for the Degree of Master of Letters, provided that the board may, on good cause shown by the candidate, grant an extension of time of ~~three~~ one further calendar months in which the candidate may fulfil this requirement before the removal of his or her name from the Register. No subsequent extension shall be granted, but it shall be open to a candidate who has failed to fulfil this requirement within those ~~three~~ one or ~~six~~ two months in total, as the case may be, to apply to the board for reinstatement as a Student for the Degree of Master of Letters, with the support of his or her society and supervisor, upon submission to the Registrar of a copy of his or her thesis incorporating the required corrections, and upon payment of such reinstatement fee as may from time to time be prescribed by Council by decree. Permission to supPLICATE shall not be granted until this fee has been paid;'

Regulations for the Degree of Master of Science (by Research)

2. On p. 828, from I. 3, delete struck-through text and insert underlined text:

'If the examiners are satisfied that the candidate's thesis is of sufficient merit for the degree but consider, nevertheless, that before the thesis is deposited the candidate should make minor corrections (which are not sufficiently substantial to justify reference back for re-examination), they must require the candidate to correct the thesis to their satisfaction before they submit their report. If the candidate has not completed these corrections within ~~three~~ one calendar months of the date of the oral examination, his or her name shall be removed by the Registrar from the Register of Students for the Degree of Master of Science by Research, provided that the board may, on good cause shown by the candidate, grant an extension of time of ~~three~~ one further calendar months in which the candidate may fulfil this requirement before the removal of his or her name from the Register. No subsequent extension shall be granted, but it shall be open to a candidate who has failed to fulfil this requirement within those ~~three~~ one or ~~six~~ two months in total, as the case may be, to apply to the board for reinstatement as a Student for the Degree of Master of Science by Research, with the support of his or her society and supervisor, upon submission to the Registrar of a copy of his or her thesis incorporating the required corrections, and upon payment of such reinstatement fee as may from time to time be prescribed by Council by decree. Permission to supplicate shall not be granted until this fee has been paid;'