

Education Committee

Approved at the Graduate Panel meeting of week 2, Michaelmas term 2013

General Regulations for the Degrees of Doctor of Philosophy

This change makes introduces a requirement that all assessments for transfer of status include an interview with the applicant.

With immediate effect

In Examination Regulations 2013

Regulations for the Degree of Doctor of Philosophy

On p. 845, in l. 14-18, delete the text that has been struck-through and replace it with the following:

~~“The process of assessment shall normally include an interview with the applicant; it shall always do so if the assessors are unable to certify that they are satisfied without interviewing the applicant that they can recommend transfer to D.Phil. status must always include an interview with the applicant.”~~

Education Committee

Regulations for the Degree of Bachelor of Philosophy or Master of Philosophy

This correction adds the Master of Science by Coursework and the Master of Science by Research as courses from which a student might transfer to the BPhil or MPhil.

With immediate effect

In *Examination Regulations* 2013

Regulations for the Degree of Bachelor of Philosophy or Master of Philosophy

On p. 507, l. 7-24 replace:

~~1. Any person who has kept six terms of statutory residence after admission as a student for the Degree of Bachelor or Master of Philosophy (or, in the case of a Student for the Degree of Doctor of Philosophy or Student for the Degree of Master of Letters or Student for the Degree of Master of Studies who has transferred to the Degree of Bachelor or Master of Philosophy, after his or her admission as a Student for the Degree of Doctor of Philosophy or Student for the Degree of Master of Letters or Student for the Degree of Master of Studies, as the case may be), and who has satisfied the examiners in one of the examinations hereinafter provided may supplicate for the Degree of Bachelor or Master of Philosophy as appropriate; provided that the board or other authority specified in cl. 3 of §2 below may dispense a student on application through his or her college and with the support of his or her supervisor from not more than two terms of such statutory residence if he or she has been granted leave to pursue his or her course of study at some other place than Oxford for those terms under the provisions of cl. 2(c) of §3 hereof.~~

With

1. Any person who has kept six terms of statutory residence after admission as a student for the Degree of Bachelor or Master of Philosophy (or, in the case of a Student for any of the Degrees of Doctor of Philosophy, Master of Science by Research, Master of Letters, Master of Science by Coursework or Master of Studies who has transferred to the Degree of Bachelor or Master of Philosophy, after his or her admission as a Student for one of these degrees), and who has satisfied the examiners in one of the examinations hereinafter provided may supplicate for the Degree of Bachelor or Master of Philosophy as appropriate; provided that the board or other authority specified in cl. 3 of §2 below may dispense a student on application through his or her college and with the support of his or her supervisor from not more than two terms of such statutory residence if he or she has been granted leave to pursue his or her course of study at some other place than Oxford for those terms under the provisions of cl. 2(c) of §3 hereof.

Education Committee

Approved at the Education Committee meeting of week 2, Michaelmas term 2013

Regulations for the Degree of Master of Business Administration

This change introduces assessment by class-based participation into the MBA and EMBA programme on a two-year trial basis.

From Hilary term 2014

In Examination Regulations 2013

Regulations for the Degree of Master of Business Administration

On p. 802, l. 22-27 replace:

~~(d) an oral examination; provided that the committee shall have power by regulation to authorise the examiners to dispense individual candidates from the oral examination. This provision notwithstanding, the examiners may, if they deem expedient, set a candidate a further written examination after examining the candidate orally.~~

with

(d) class participation;

(e) an oral examination; provided that the committee shall have power by regulation to authorise the examiners to dispense individual candidates from the oral examination. This provision notwithstanding, the examiners may, if they deem expedient, set a candidate a further written examination after examining the candidate orally.



Examinations Panel of Education Committee

Approved at the meeting of Week 3 Hilary Term 2014

Regulations for the Conduct of University Examinations

These changes make minor amendments to the Regulations for the Conduct of University Examinations. They give candidates five days from the date of notification of a late submission to appeal against an academic penalty that has been applied and permit the Proctors to waive the late submission fee where it is considered reasonable to do so.

With immediate effect

In Examination Regulations 2013

1. From page 46 line 30 to line 41

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

'(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~~ notification of late submission.'

2. After page 47 line 25

Insert

'(6) The Proctors may waive the payment of any fee payable under this regulation if it appears to them to be reasonable to do so.'

Consequential changes

3. Page 47 line 26

Renumber '(6)' as '(7)'

Examinations Panel of Education Committee

Approved at the meeting of 3 February 2014

Regulations for the Conduct of University Examinations

Brief note about nature of change: requirement for chairs of examiners to be approved by the PVC (Education) and the Proctors

Effective date: With effect from 1 October 2014

Location of change: In *Examination Regulations* 2013

Detail of change

1. On p. 22, delete ll. 38-41 and insert

'6.1. The supervisory body responsible for a University Examination shall nominate a chair of examiners as soon as practicable and in accordance with its standing orders for approval by the Pro-Vice-Chancellor (Education) and Proctors.'

2. On p. 23, delete ll. 3-4.

3. On p. 23, l. 5, renumber '6.4' as '6.3'.

4. On p. 23, l. 9, renumber '6.5' as '6.4'.

5. On p. 23, l. 14, renumber '6.6' as '6.5'.

6. On p. 23, l. 20, renumber '6.7' as '6.6'.

7. On p. 23, l. 28, renumber '6.8' as '6.7'.

Explanatory Notes

This change brings into line the process for appointment of chairs with that in place for examiners and for assessors by requiring that the appointment of chairs of examiners (as chairs) be approved by the Proctors and the PVC (Education). It also removes an obsolete reference to the publication of chairs of examiners in the University Gazette.

Education Committee

Approved at the meeting of 14 March 2014

Regulations for the Conduct of University Examinations

Brief note about nature of change: These changes reflect new procedures for the consideration by examiners of factors affecting a candidate's performance, consolidate the provisions relating to late submission, non-submission, non-appearance and withdrawal from an examination, and reorder Parts 10 to 13.

Effective date

With effect from 1 October 2014

Location of change

In *Examination Regulations 2013*

Detail of change

1. Delete from p. 29, l.11 to p. 40, l. 22 and replace with

'Part ~~13~~10 Dictation of Papers and the Use of Word-Processors, Calculators, Computers, and other Materials in Examinations

Dictation and the use of word-processors

10.1. Unless permitted by the Proctors under Parts 12 or 13 of these regulations or under any other regulation, the use of word-processing and the dictation of papers in any University Examination is prohibited.

10.2. (1) If the Proctors permit the use of a word-processor, whether for the candidate's own use or for use by an amanuensis during the dictation of papers, the Proctors shall specify in each case such detailed arrangements as they deem appropriate for the preparation and use of any equipment and computer software during the examination and for the conduct of the examination.

(2) The Proctors shall also specify the detailed arrangements to be made for the printing, handing in and recording of the candidate's script, and the number of copies to be made.

(3) The Proctors shall send the details of these arrangements promptly to the chair of the examiners of the relevant examination, with copies to the Senior Tutor, and to the Registrar.

(4) The arrangements for the collection of the examination paper by the invigilator and for the invigilation of the candidate shall take place in accordance with regulation 15.5 and 15.6 below.

10.3. The costs of arrangements made under regulation 10.2 above shall not fall on the candidate.

Use of calculators

10.4 Unless any regulation provides otherwise the following conditions shall apply in any University Examination in which candidates are permitted to use hand-held pocket calculators.

(1) The candidate shall ensure that the power supply of the calculator is adequately charged.

(2) No calculator for which a mains supply is essential will be allowed.

(3) Any calculator deemed by the Proctors or examiners to cause a disturbance will be prohibited.

(4) Output by the calculator shall be by visible display only.

(5) Candidates shall clear any user-entered data or programmes from the memories of their calculators immediately before starting each examination.

(6) No storage media external to the calculator are permitted.

(7) Input to the calculator during the examination shall be by its own keys or switches only.

(8) The examiners, invigilators, Proctors and the Registrar may inspect any calculator during the course of the examination.

Use of computers

10.5. Unless any regulation provides otherwise, in any University Examination which requires use of computers the following conditions apply:

(1) No material such as cassettes, discs, or any other device on which machine readable files can be stored may be taken into the examination room.

(2) No password or user name other than any specified on the examination paper shall be used.

(3) The examination paper shall contain a list of files, if any, which it is permitted to access. None of these files shall be deleted, written to, or tampered with in any way. No other file

shall be accessed (except any files created by candidates during the course of the examination).

(4) Any files which candidates are permitted to access during the examination shall be previously submitted for approval to all examiners conducting that examination.

(5) If it is permitted to access remotely held files which are held in a file store containing other files, the permitted files shall be accessed by user names and passwords which are used solely for the purposes of the examination, and they shall not be revealed to the candidates until the start of the examination and shall be specified on the examination paper.

(6) In the event of any computer failure not involving the loss of any files in use in the examination and lasting less than one half hour, or not more than two separate failures, together lasting less than one half hour, the examination shall be extended by the amount of time lost.

(7) In the event of any computer failure not covered by (6), the examination in question shall cease forthwith. An entirely new paper shall be set at a time and place which shall have been previously announced in the timetable for the examination: but it shall be open to any candidate who shall have submitted work during or at the end of the sitting of the original paper to elect to be assessed upon that work and not to sit the new paper.

(8) If any examination is aborted on a second occasion the examiners shall determine the outcome of that examination by an alternative method after consultation with the Proctors.

Use of pencils

10.6. Except for the drawing of diagrams, no candidate may use pencil for the writing of an examination unless prior permission has been obtained from the Proctors.

Use of dictionaries

10.7. (1) Unless any regulation provides otherwise, the use of dictionaries of any kind shall not be permitted in any University Examination.

(2) This regulation shall not apply to candidates whose course of study commenced prior to Michaelmas Term 2009. Such a candidate whose native language is not English and who wishes to take into any examination a bilingual dictionary (covering English and the candidate's native language) must at the time of entering for the examination obtain permission from the Proctors through the Senior Tutor. Permission shall not be given where regulations or examiners' instructions have previously forbidden the use of dictionaries.

Part 4211 Religious Festivals and Holidays Coinciding with Examinations

11.1. 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 alternative examination arrangements.

11.2. 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.

11.3. An application under 11.1 or 11.2 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 alternative arrangements are sought and shall specify the faith of the candidate concerned and the details of any days specially affected.

11.4. (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 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 11.3 the Proctors may still approve the application and shall follow the procedure set out in 11.4(1) above.

11.5. If it is not practicable to adjust the timetable in the manner described in regulation 11.4(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 no earlier than the date prescribed for the part in question.

11.6. 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.

11.7. The Proctors shall notify the Chair of Examiners and the Registrar of alternative arrangements approved under this regulation.

11.8. When a candidate is to be examined on a date or at a time fixed by the Registrar under regulation 11.5 above, the invigilation of the candidate shall be carried out in accordance with regulation 15.5 below.

Costs

11.9. The costs of arrangements made under this Part shall not fall on the candidate.

Appeals under this Part

11.10. A candidate who is dissatisfied with a decision made by the Proctors under regulation 11.4 above, or his or her college, may appeal against that decision in accordance with the provisions of regulation 18.1 below.

Part ~~40~~12 Candidates with Special Examination Needs

Application of Part ~~40~~12

12.1. (1) This Part is concerned with candidates for University Examinations who have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

(2) This Part shall apply to them if the impairment which they have significantly affects their ability to undertake any examination at or within the time allotted to it, or at the place where it is to be held, or in the manner in which it is normally undertaken by candidates.

(3) This Part in any case applies to every candidate who has a specific learning difficulty such as dyslexia, dyspraxia, dysgraphia, dyscalculia or attention deficit disorder.

(4) Candidates to whom this Part applies are called 'candidates with special examination needs' and those falling within paragraph (3) of this regulation are called 'candidates with specific learning difficulties'.

General Rules

12.2. A candidate in any University Examination with special examination needs may apply to the Proctors through the Senior Tutor of his or her college: ~~(1) for alternative examination arrangements relating to his or her condition; and (2).~~ They may also apply to the Registrar through the Senior Tutor of his or her college for the condition to be taken into account by the examiners as a special factor that may affect his or her performance in examinations.

12.3. (1) An application under regulation 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 alternative arrangements are sought.

(2) The application must be supported by a statement from an educational psychologist or other suitably qualified medical practitioner (called in these regulations 'the consultant') approved by the Proctors.

(3) The consultant's statement must be based on an assessment of the candidate carried out by that person and on such further assessment of the candidate as the consultant considers necessary in order to form a judgement.

(4) The Proctors shall issue guidance periodically on the qualifications of consultants and the nature of the assessments that will be considered appropriate.

12.4. (1) Where an application is made in respect of a candidate who is confirmed under regulation 12.3 above to have special examination needs, the Proctors shall ensure that arrangements are made for the examination of that candidate which are appropriate for him or her and fair in all the circumstances.

(2) These arrangements may include but are not limited to the provision of a room for the examination of the candidate, permission under Part 10 of these regulations for the dictation of papers and the use of a word-processor or other materials and equipment, the provision of an amanuensis, and the granting of extra time for the examination.

(3) The Proctors shall have regard to any recommendation made by the consultant in deciding what arrangements they should make.

12.5. Candidates who are confirmed under regulation 12.3 above to have a specific learning difficulty shall, where appropriate, be given extra time by the Proctors. Additional examination adjustments may be permitted on the recommendation of the consultant.

12.6. In the case of a candidate with a specific learning difficulty the Proctors shall also ensure that the appropriate statements explaining the effects of a specific learning difficulty are supplied to the chair of the examiners of the relevant University Examination and the Registrar shall ensure that they are placed on the candidate's examination scripts and any other work submitted for assessment, in order to assist the examiners in adjudicating the merits of the candidate's work.

Visually-impaired candidates

12.7. (1) This additional regulation applies to candidates who are visually-impaired.

(2) Where any college has a visually-impaired candidate for any University Examination, the Senior Tutor shall, not less than three months before the date of the Examination, inform the Proctors who will make the necessary arrangements (including provision for papers in Braille if appropriate) in consultation with the Chair of Examiners and the Registrar.

(3) When papers in Braille or another format are required, the chair concerned shall submit a copy of the necessary manuscripts to the Registrar at least eight weeks before the date of the beginning of the University Examination.

Codes of practice

12.8. In exercising their powers under this Part the Proctors and chairs of examiners shall take full account of any relevant code of practice or other guidance adopted by the University in relation to persons who have a disability.

Invigilation

12.9. The invigilation of candidates with special examination needs for whom an examination room is provided shall be carried out in accordance with regulation 15.5 below.

Continuity of arrangements

12.10. Alternative arrangements approved by the Proctors under this Part shall normally apply to all University Examinations taken by the candidate during his or her course of study.

12.11. (1) It shall be the responsibility of the candidate to apply for any subsequent change to these arrangements which he or she may wish, and to inform the Proctors of any material change in his or her circumstances which might affect the suitability of those arrangements.

(2) In considering any request made under paragraph (1) the Proctors shall obtain and take into account the views of the consultant.

Appeals under this Part

12.12. A candidate who is dissatisfied with any decision made by the Proctors under this Part, or his or her college, may appeal against that decision in accordance with the provisions of regulation 18.1 below.

Costs

12.13. The costs of arrangements made under this Part shall not fall on the candidate.

Part 13 Factors affecting performance in an examination

Application of Part 13

13.1. This Part is concerned with candidates whose performance in a University Examination may be significantly affected by acute illness or some other urgent cause, not falling within regulation 12.1 above, which the candidate wishes to be brought to the attention of the examiners before, during or after an examination.

Factors affecting performance

13.2. If a candidate considers that his or her performance in any part of a University Examination is likely to be or has been affected by factors of which the examiners have no knowledge, the candidate shall through the Senior Tutor of his or her college inform the Registrar of this factor.

13.3. The Registrar shall pass this information on to the chair of the examiners except in cases where it is received after marks have been finalised by examiners. In such cases, the information will be passed to the Proctors who will determine whether the application meets one of the criteria given in 13.4 below.

13.4 (1) Applications under this part received after the final meeting of examiners will normally only be passed to examiners by the Proctors if they are received within three months of the publication of results and if one of the following applies:

(a) The candidate's condition is such as to have prevented him or her from making an earlier submission;

(b) The candidate's condition is not known or diagnosed until after the final meeting of the examiners;

(c) There has been a procedural error that has prevented the candidate's information from being submitted.

(2) If the Proctors decide not to pass the information on they shall give reasons for their decision.

13.5. (1) If the University Examination is one in which Honours may be awarded the examiners may adopt one of the following courses, taking account of the information passed to them:

(a) if they consider the candidate has submitted enough work to allow them to determine his or her proper class, they shall award the candidate the class his or her performance merits;

(b) if they are unable to adopt course (a) but consider, on the evidence of the work submitted, that but for the illness or other urgent cause affecting the candidate's performance, he or she would have obtained Honours, they may deem the candidate to have obtained Honours and publish his or her name accordingly at the foot of the Results List under the words 'declared to have deserved Honours';

(c) if they are unable to adopt course (a) or course (b) but are nevertheless satisfied with the work submitted, they may include the candidate's name on the Results List to show that the candidate has satisfied the examiners;

(d) if they are unable to adopt course (a), (b), or (c) they shall fail the candidate.

(2) Where the examiners have adopted course (b), (c), or (d) above it shall be open to the candidate to apply to Council Education Committee for consideration of his or her standing for Honours at a future examination.

(3) If the University Examination is one in which Honours are not awarded the examiners may adopt one of the following courses, taking account of the information passed to them:

(a) if they consider that the candidate has submitted enough work to allow them to determine that it is of sufficient standard to enable the candidate to pass the Examination, they shall include his or her name in the Results List;

(b) if they are unable to adopt course (a) they shall fail the candidate.

Appeals under this Part

13.6 A candidate or his or her college who is dissatisfied with any decision made by the Proctors or by the examiners under this Part, may appeal against that decision in accordance with the provisions of regulations 18.1. or 18.2. below.

Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations

14.1. This Part provides for candidates who wish to withdraw from any University Examination after their names have been entered under Part 9 of these regulations or who do not appear at the time and place appointed for taking any examination for which they have been entered or who do not submit a thesis or other exercise at the time and place appointed.

14.2. (1) A candidate who fails to appear for any part of a University Examination (including a viva voce examination other than as specified in (2) below) or who fails to submit a thesis (or other exercise) will be deemed to have failed the entire Examination or, in the case of a Second Public Examination taken over more than one year, the entire Part of the Examination unless a successful submission under Part 14 has been made.

(2) This regulation shall not apply where candidates (a) fail to appear for, or to submit work in respect of, optional papers supplementary to the compulsory elements of the examination; (b) fail to appear for a viva voce examination which has the sole purpose of confirming their final position in a Results List.

Late submission and non-submission of a thesis or other written exercise

14.3. A candidate in any University Examination may, through his or her college, request the Proctors to accept an application that the candidate will be or has been prevented by illness or other urgent cause from submitting a thesis (or other exercise) at the appointed time and place for any part of a University Examination.

14.4. (1) A request under 14.3. above must be submitted in writing by the Senior Tutor or other proper officer of the candidate's college, with sufficient evidence to support it.

(2) Where non-submission is caused by illness a medical certificate from a qualified medical practitioner must be sent, and this certificate must specify, with dates, the reason why the illness will prevent or has prevented the candidate from submitting the thesis (or other exercise).

14.5. Where the candidate wishes 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 include this request in the submission made to the Proctors under 14.3 above;

(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, or where the request is made after the original date for submission, the Proctors shall consult the chair of examiners about any such application and shall then decide whether or not to grant permission.

14.6. (1) If the Proctors accept a submission under 14.3. above they shall send a copy of their decision promptly to the chair of examiners of the University Examination concerned and inform the candidate's college and the Registrar.

(2) If the Proctors decide not to accept the submission they shall give reasons for their decision.

14.7. If the Proctors accept a submission under 14.3., they may authorise the examiners either

(1) to accept a submission at a later date as provided for under 14.5. above. The examiners shall accept and mark such a thesis (or other exercise) as if it had been submitted by the prescribed date; or

(2) if other work that the candidate has already submitted in the Examination is of sufficient merit, to act as if he or she had completed the part of the University Examination which he or she was unable to attend.

14.8. (1) Where it is decided under 14.7.(2) above or 14.16.(2) below that the examiners are to act as if the candidate had completed the part of the University Examination concerned, and the University Examination is one in which Honours may be awarded, the examiners may adopt one of the following courses:

(a) if they consider the candidate has submitted enough work to allow them to determine his or her proper class, they may award the candidate the class his or her performance merits;

(b) if they are unable to adopt course (a) but consider, on the basis of the work submitted, that but for the candidate's absence he or she would have obtained classified Honours, they may deem the candidate to have obtained Honours and publish his or her name accordingly at the foot of the Results List under the words 'declared to have deserved Honours';

(c) if they are unable to adopt course (a) or course (b) but are nevertheless satisfied with the work submitted, they may include the candidate's name on the Results List to show that

the candidate has satisfied the examiners;

(d) if they are unable to adopt course (a), (b), or (c) they shall fail the candidate.

(2) Where the examiners have adopted course (b), (c), or (d) above it shall be open to the candidate to apply to ~~Council~~ Education Committee for consideration of his or her standing for Honours at a future examination.

(3) Where it is decided under 14.7.(2) above or 14.16.(2) below that the examiners are to act as if the candidate had completed the parts of the University Examination concerned, and the University Examination is one in which Honours are not awarded, the examiners may adopt one of the following courses:

(a) if they consider the candidate has submitted enough work to allow them to determine whether it is of a sufficient standard to enable the candidate to pass the Examination they may include his or her name in the Results List;

(b) if they are unable to adopt course (a), they shall fail the candidate.

14.9. If a candidate fails to submit a thesis (or other exercise) ~~on time~~ by the required time for submission 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 notification of late submission. If the Proctors accept the application, they shall forward it to the chair of examiners. If the Proctors decide not to accept the application, they shall inform the Senior Tutor in writing of the reasons why.

14.10. If a candidate fails to submit a thesis (or other exercise) on time without prior permission, 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 chair 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.

14.11. 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.

14.12. The Proctors may waive the payment of any fee payable under 14.9. or 14.10. if it appears to them to be reasonable to do so.

Non-appearance at an examination

14.13. (1) A candidate in any University Examination may, through his or her college, request the Proctors to accept a submission that the candidate will be or has been

prevented by illness or other urgent cause from presenting himself or herself at the appointed time or place for any part of a University Examination.

(2) For the purposes of this regulation a candidate will be deemed to have presented himself or herself for a written paper if he or she was present in the place designated for that examination and had the opportunity to see the question paper there.

14.14. (1) A request under regulation 14.13 above must be submitted in writing by the Senior Tutor or other proper officer of the candidate's college, with sufficient evidence to support it.

(2) Where non-appearance is caused by illness a medical certificate from a qualified medical practitioner must be sent, and this certificate must specify, with dates, the reason why the illness will prevent or has prevented the candidate from attending the examination.

14.15. (1) If the Proctors accept a submission under regulation 14.13 above they shall send a copy of their decision promptly to the chair of examiners of the University Examination concerned and inform the candidate's college and the Registrar.

(2) If the Proctors decide not to accept the submission they shall give reasons for their decision.

14.16. If the Proctors accept a submission under 14.13 above they may authorise the examiners either:

(1) to examine the candidate at another place or time under such arrangements as they deem appropriate with invigilation carried out in accordance with regulation 15.5 below; or

(2) if other work that the candidate has already submitted in the Examination is of sufficient merit, to act as if he or she had completed the part of the University Examination which he or she was unable to attend, in accordance with 14.8 above.

Withdrawal before the Examination begins

14.17. A candidate whose name has been entered for a University Examination may withdraw from that Examination at any time before the start or (as the case may be) date for submission of the first paper or other ~~written~~ assessed exercise in the Examination.

Withdrawal after the Examination has started

14.18. A candidate who wishes to withdraw from a University Examination at any time after the start of the first paper or date for submission of the first paper or other exercise must inform ~~an invigilator and the Registrar at once~~ and his or her college as soon as possible.

14.19. (1) A candidate may not withdraw from a University Examination at any time after the start or date for submission of the first paper or other exercise in the Examination unless it is a result of acute illness or other urgent cause. If the candidate's college is satisfied with the reason given the Senior Tutor must as soon as possible notify the Registrar.

(2) On receipt of the notice given under paragraph (1) above the Registrar shall inform the chair of the relevant examiners.

Appeals under this Part

14.20 A candidate or his or her college who is dissatisfied with any decision made by the Proctors or by the examiners under this Part, may appeal against that decision in accordance with the provisions of regulations 18.1 or 18.2 below.'

Consequential Changes

2. Delete p. 41, ll. 23-4, and insert 'Invigilation in cases to which regulation 10.2 or Parts 11, 12 or 13 apply'.
3. On p. 41, ll. 27-8, delete 'under Parts 10, 11 or 12 or regulations 13.2 above' and insert 'under regulation 10.2 or Parts 11, 12 or 13 above'.
4. On p.42, l. 39, delete 'Parts 10 or 11' and insert 'Parts 12 or 13'.
5. On p. 43, l.1, delete 'Part 10 or 11' and insert 'Part 12 or 13'.
6. Delete from p. 46, l. 1 to p. 47, l. 29.
7. On p. 47, l. 31, renumber '16.9' as '16.8'.
8. On p. 48, l. 1, renumber '16.10' as '16.9'.
9. On p. 51, delete from l. 13 to l. 18 and insert

'Appeals from decisions under Parts ~~10, 11, 12, 13, and 14~~ regulation ~~16.8~~

18.1. (1) A candidate who is dissatisfied with a decision made by the Proctors under Parts ~~10, 11, 12, 13, or 14~~ regulation ~~16.8~~ above, may, or his or her college may, appeal against it in accordance with the procedures set out in this regulation.'

10. On p. 250, l. 51 delete 'Part 13' and insert 'Part 10'.
11. On p. 470, l. 40 delete 'Part 13' and insert 'Part 10'.

Explanatory Notes

Earlier this academic year, Examinations Panel carried out a review of Parts 11 and 14 of the Regulations for the Conduct of University Examinations and recommended revisions to Parts 10 to 14 of the Regulations to reflect new procedures for the consideration by examiners of factors affecting a candidate's performance, and to consolidate the provisions relating to late submission, non-submission, non-appearance and withdrawal from an examination.

It has been agreed that Part 11 (renumbered Part 13) should be restricted to regulations relating to the consideration of factors affecting performance. The changes within this part reflect the decision that candidates should be responsible for making applications which should be sent by colleges via Student Administration to the appropriate chair of examiners, that applications made after the final meeting of examiners will only be considered if the candidate's circumstances are such that the evidence could not have been brought to the attention of the examiners at an earlier stage, and that there should be a time limit of three months after the publication of results for the receipt of applications. Examinations Panel is overseeing the development of an application form and revisions to the Policy and

Guidance for Examiners to support the change in regulations and revisions in process.

It has further been agreed that Part 14 should amalgamate all provisions relating to late submission, non-submission, non-appearance and withdrawal which were previously contained with Part 11, Part 14 and regulation 16.8. The opportunity was also taken to clarify that the penalty for non-submission is failure of the whole examination or part of the examination.

As part of its review, Examinations Panel also concluded that Parts 10 to 13 should be re-ordered to create a more logical sequence in which provisions move from the general to specific arrangements for candidates. As a consequence, factors affecting performance now fall under Part 13. The opportunity was also taken to clarify provisions and to remove outdated references.

In the revisions given, the full text of the reordered sections is provided. The changes to Parts 10 and 11 are limited to renumbering and updating of cross-references; the changes to Part 12 are limited to renumbering, updating of cross-references, and a revision to align the process for consideration of factors affecting performance with that given in Part 13; the changes to Parts 13 and 14 are substantial and reflect the recommendations of the review carried out by Examinations Panel and approved by Education Committee described above. Underlined text indicates substantially revised or new text. Changes in the ordering of subsections and text that has been taken from other sections are not highlighted. Removed subsections are not shown. In these regulations, references to the Registrar should be taken to refer to the Head of Examinations and Assessments at the Examination Schools, who acts on behalf of the Registrar (see footnote to regulation 4.2). The current version of the Regulations for the Conduct of University Examinations is available at http://www.admin.ox.ac.uk/examregs/08-00_REGULATIONS_FOR_THE_CONDUCT_OF_UNIVERSITY_EXAMINATIONS.shtml

Education Committee

Approved by the Graduate Panel of Education Committee on 21 March 2014

General Regulations of the Education Committee governing research degrees, including: Regulations for Admission as a Probationer Research Student; Regulations 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

This change reorders the general regulations for research degrees. It also removes the 'Memorandum of Guidance for Supervisors and Research Students' from the general regulations for research degrees following the incorporation of its content into Education Committee's revised *Policy on Research Degrees*.

With effect from 1 October 2014

In Examination Regulations 2013

In Examination Regulations 2013, p. 817, delete ll. 2-4, and insert:

'General Regulations Governing Research Degrees

§1 Probationer Research Students'

In Examination Regulations 2013, p. 822, after l. 35 insert:

'§ 2 Register of Graduate Students

1. Suspension of Graduate Students from the Register

1. If, for good cause, a student is temporarily unable to carry out his or her research or coursework, the board concerned may grant him or her a request for a temporary suspension of status, for not less than one and not more than three terms at any one time. Applications for suspension of status should be made to the board concerned, c/o the relevant Graduate Studies Assistant; and should be accompanied by statements of support from a student's supervisor and society. No student may be granted more than six terms' suspension of status in this way by a board.

2. A board may for sufficient reason, and after consultation with the student's supervisor and college, temporarily suspend him or her from the Register on its own initiative.

2. Removal of Graduate Students from the Register

1. A board which considers that it may be necessary to consider the removal of a student

from the Register on academic grounds shall, except in cases requiring immediate action, follow the procedures for counselling and warnings set out in paras. 4-6.

2. A board shall not be required to follow the procedures for the removal of a graduate student from the Register where a student ceases to hold the status of a student for a degree through failure to meet the requirements laid down in the decrees and regulations governing that degree. In particular where a student fails to achieve transfer within the prescribed time his or her status automatically lapses, and his or her name is removed from the Register.

3. A board shall not be required to follow the procedures for counselling and warnings set out below in cases of particular gravity and/or urgency or where it considers, for whatever reason, that immediate action is required, and in such circumstances a board may immediately notify the Education Committee as set out at paragraph 6 below and the matter will proceed as set out in that and subsequent paragraphs. In these circumstances, the board should indicate to the Education Committee why the procedures for counselling and warnings are not to be followed in that instance.

4.1. Subject to para. 3 above, wherever practicable, the formal procedures for the removal of a student from the Register should be preceded by private and informal counselling involving the student's supervisor and college, with the object of establishing the cause of any problem and advising appropriate remedial action.

4.2. If informal means are not effective in producing the necessary improvement, the student will be invited to a formal interview. Written notice of a formal interview should be given at least seven days before it takes place. Such notice will include an indication of the nature and purpose of the interview and the problem or problems that the interview is intended to address. The student will have the right to put his or her case and to be accompanied by a friend. The formal interview will be conducted by the head of department or Director of Graduate Studies who on conclusion of the interview and if further action is considered necessary will issue either (a) a first formal warning, to be confirmed in writing to the student and to his or her supervisor and society, setting out the reason for which it is given, and specifying a period of time for improvement to be made (which period should in no case be less than one month or more than three months); or (b) a final warning as set out in 5 below.

4.3. If the student unreasonably fails to attend the formal interview, a formal warning in writing may be issued without interview, and the student shall be required to acknowledge receipt of the formal warning.

5.1. If the first formal warning issued under 4.2 above is not effective in producing the necessary improvement, the head of department or Director of Graduate Studies shall invite the student to a second formal interview. The procedure will be as for the first formal interview. At the conclusion of the interview the head of department or Director of Graduate Studies shall, if further action is required, issue a final warning, which shall be confirmed in writing to the student and to his or her supervisor and society.

5.2. Where a final warning is issued under 4.2 or 5.1 above the warning itself and the written confirmation should make it clear that if the necessary improvement is not achieved within the specified period, the board may initiate action for the removal of the student from the Register of Graduate Students.

6. Where a final written warning is issued to a graduate student, a copy of the written warning shall be sent to the Education Committee. Where, following a final written warning, the necessary improvement is not achieved within the specified period and further action is indicated, the Education Committee shall be informed by the Secretary of the board concerned. A full report of the action taken by the board in relation to the student shall be made to the Proctors who shall decide whether further action should be taken and, if so, whether under the relevant disciplinary procedures of the University or under the board's

power to remove a student from the Register of Graduate Students on academic grounds. The Proctors' ruling (which may include a decision that no further action is to be taken) shall be taken without reference to the Education Committee, and shall be final.

7.1. Where the Proctors determine that it is appropriate for the matter to be considered under the board's power to initiate action for the removal of a student from the Register of Graduate Students, the board shall seek the approval of the Chair of the Education Committee to undertake any such action. Where such approval is given, the board shall inform the student and the student's college and supervisor, in writing, with a minimum of seven days' notice, of its intention to consider the removal of the student from the Register, set out its reasons and invite comments. In particular the board shall inform the student of his or her right under paragraph 7.3 to present his or her case.

7.2. A board shall delegate the task of hearing the student's case to a panel comprising at least three of its members and shall set out the terms of reference to be followed by the panel. The board shall not appoint any member who has had a previous connection with the student or his or her work.

7.3. The student may be accompanied by a friend and shall have the right to hear and to challenge any evidence presented to the panel. The student may present his or her case in writing or orally, or both, as the student wishes, and the student's society and supervisor shall have the same rights. (All written evidence shall be circulated to the student, the student's supervisor, and the student's college not less than four days before the panel considers the case.) In conducting a hearing, the panel shall ensure that the student has every opportunity to hear and to challenge the case made out by the board for the removal of the student from the Register including any evidence (written or oral) which the panel will consider in reaching a conclusion. Where the student fails to appear without good cause, the panel may proceed in the student's absence.

8. The panel shall then determine its decision as to whether the student's name shall, or shall not, be removed from the Register of Graduate Students. The decision shall be communicated to the student, college, and supervisor. The student shall also be advised in writing of the reasons for the decision and of his or her rights of appeal. The board shall also inform the Education Committee of all cases where the board has decided to deprive a student of his or her status.

9.1. A student or his or her society may appeal in writing against the decision of the faculty board within fourteen days of the date of the letter from the board conveying its decision. The appeal shall be addressed to the Education Committee (c/o the Secretary, Education Committee, University Offices, Wellington Square, Oxford ox1 2jd), which shall appoint a sub-committee to conduct a hearing of the student's appeal.

9.2. The sub-committee shall include a minimum of three members of the Education Committee, which shall appoint one of the chosen members as chair, with the power to cast an additional vote if necessary. The sub-committee may seek such legal advice as it believes to be necessary for the proper conduct of its duties, and shall have power to require any members of the University to assist it in the hearing.

9.3. The sub-committee shall give the board, the student, the student's college, and the student's supervisor, not less than seven days' notice in writing, of the date and time of the hearing, and shall give them the opportunity to make representations to the sub-committee orally and/or in writing. The student may be accompanied by a friend and shall have the right to hear and to challenge any evidence (written or oral) presented to the sub-committee; the student may present his or her case in writing, or orally, or both, as the student wishes: the board, the student's college, and the student's supervisor shall have the same rights. (All written evidence shall be circulated to the faculty board, the student, the student's supervisor, and the student's college not less than four days before the sub-committee considers the case.)

9.4. At the conclusion of a hearing, the sub-committee shall have power to:

(i) confirm the board's decision to remove the student's name from the Register of Graduate Students;

(ii) uphold the student's appeal and direct that the student's name shall remain on the Register of Graduate Students;

(iii) impose such lesser penalty or requirement in place of the removal of the student's name from the Register of Graduate Students as it deems appropriate.

9.5. In reaching its decision, the sub-committee shall have regard to:

(a) whether the board correctly followed the required procedures, and, in the case of procedural irregularity or irregularities, whether any irregularity or irregularities were such as to have materially prejudiced the board's inquiry;

(b) whether the board's decision could reasonably have been reached on the evidence before it;

(c) any evidence presented to the sub-committee which was not available to the board's panel;

(d) any mitigating circumstances offered by or on behalf of the student;

(e) any other factors which in the opinion of the sub-committee are relevant to a fair consideration of the student's appeal.

9.6. The sub-committee shall communicate its decision to the student, to the student's society and supervisor, and to the board, in writing, within two months of the conclusion of any hearing. The decision of the sub-committee will be final, subject only to a complaint to the Proctors.

3. Reinstatement of Graduate Students to the Register

A student who has lapsed from the Register or has withdrawn or whose name has been removed from the Register by the board concerned may apply for reinstatement to his or her former status on the Register. Such applications shall be addressed by the student to the board concerned, and shall be accompanied by written statements commenting on the application from the candidate's college and former supervisor. The board shall reach a decision on such applications and shall determine the date from which any reinstatement granted under these provisions shall be effective. No reinstatement may be granted under these provisions if the student's name has been on the Register of students of the relevant status for the maximum number of terms allowed under the decree governing that status.

§ 3 Regulations Concerning the Examination of Graduate Students

1. Regulations governing the content and length of theses

(i) Material for transfer or submission

Material submitted for transfer to, or for the award of, the degrees of M.Litt., M.Sc. by Research, and D.Phil., shall be wholly or substantially the result of work undertaken while the student holds the status of Probationer Research Student or the status of a student for the degree concerned, except that a candidate may make application for a dispensation from this requirement to the Education Committee.

(ii) Prior publication

Prior publication of material arising from research undertaken while holding the status of Probationer Research Student or the status of a student for the M.Litt., M.Sc. by Research, or D.Phil., is fully acceptable, but the inclusion of published papers within a thesis may be subject to special regulation by the board concerned. Candidates should note that the acceptance of such material for publication does not of itself constitute proof that the work is of sufficient quality or significance to merit the award of the degree concerned. This remains a judgement of the relevant board on the recommendation of its examiners.

(iii) Thesis length

If a thesis exceeds the permitted length, the board concerned may decline to appoint examiners or to forward the thesis to examiners already appointed, and may return it to the candidate for revision. If the examiners find that a thesis which has been forwarded to them exceeds the permitted length, they should report the fact to the relevant board and await further instructions before proceeding with the examination.

2. Preparation and submission of theses for the Degrees of M.Litt., M.Sc. by Research, and D.Phil.

(i) Text and footnotes

Candidates should note that the purpose of these regulations is not only to ease the task of the examiners (which is obviously in the candidates' interests), but also to ensure that the copy finally deposited in the Bodleian or other university library is of a standard of legibility which will allow it (subject to applicable copyright rules) to be photocopied or microfilmed if required in future years.

The thesis must be printed or typed with a margin of 3 to 3.5 cm on the left-hand edge of each page (or on the inner edge, whether left-hand or right-hand, in the case of a thesis which is printed on both sides of the paper). Theses in typescript should present the main text in double spacing with quotations and footnotes in single spacing. In the case of word-processed or printed theses, where the output resembles that of a typewriter, double spacing should be taken to mean a distance of about 0.33 inch or 8 mm between successive lines of text. Candidates are advised that it is their responsibility to ensure that the print of their thesis is of an adequate definition and standard of legibility.

Footnotes should normally be placed at the bottom of each page. Where they are given at the end of each chapter or at the end of the thesis, two separate unbound copies of footnotes should also be presented, for the convenience of the examiners.

Candidates should carefully note the regulations concerning word limits which individual boards have made. In such cases, candidates should state the approximate number of words in their theses.

Theses must be submitted in English unless for exceptional reasons a board otherwise determines in the term in which the candidate is first admitted as a research student.

The pages of the thesis must be numbered. Each copy should have an abstract included (see below).

(ii) Examiners' copies: binding and presentation

At the time of their examination, candidates must submit two copies of their thesis, which must be securely and firmly bound in either hard or soft covers. Loose-leaf binding is not acceptable. Candidates are responsible for ensuring that examiners' copies are securely

bound and should note that theses which do not meet this requirement will not be accepted.

Fine Art candidates offering studio practice as part of their submission must submit, together with the written portion of their thesis, documentation in appropriate form of the exhibition or portfolio of works to be examined. Wherever possible, this documentation should be bound with the written portion of the thesis.

Candidates should pack each copy of the thesis intended for the examiners into a separate but unsealed parcel or padded envelope, ready in all respects, except the address, to be posted to the examiners when appointed. Each parcel should bear the candidate's name and society and the words 'M.LITT./M.SC./D.PHIL. (as appropriate) THESIS AND ABSTRACT' in BLOCK CAPITALS in the bottom left-hand corner. A slip giving the address to which the examiners should write in order to contact the candidate about arrangements for the oral examination should be enclosed with each copy of the thesis. Candidates are responsible for ensuring that their examiners have no difficulty in communicating with them. The separate copies thus packed should be submitted to the Examination Schools, High Street, Oxford. If sent or posted they should be enclosed in one covering parcel.

The theses of candidates who fail to follow this advice are liable to delay in being forwarded to the examiners.

(iii) Date of submission of examiners' copies

Candidates may submit the examiners' copies of their thesis, prepared as described above, at the same time as they apply for the appointment of their examiners. If they intend, however, to submit the examiners' copies at a later date, they will be required to state, at the time of their application for appointment of examiners, the date by which they will submit. This should be as soon as possible after the date of application and may in no case be later than the last day of the vacation immediately following the term in which application for the appointment of examiners has been made.

(iv) Library copies: binding and presentation

Once the board has granted a candidate leave to supplicate, he or she must submit a finalised copy of the thesis, as approved by the examiners, to the Examination Schools for deposit in the relevant university library. [For candidates admitted on or after 1 October 2007: The candidate must also submit an electronic copy to the Oxford Research Archive. (Candidates whose thesis has been prepared in non-standard media such as to make electronic submission impracticable may apply to the Proctors for exemption from this requirement.)] These should incorporate any corrections or amendments which the examiners may have requested of the candidate. The examiners must confirm in writing in their report to the board that any corrections required have been made.

The library copy of the thesis must be in a permanently fixed binding, drilled and sewn, in a stiff board case in library buckram, in a dark colour, and lettered on the spine with the candidate's name and initials, the degree, and the year of submission.

Fine Art candidates offering studio practice as part of their submission must submit the written portion of their thesis together with documentation in appropriate form of their exhibition or portfolio of works. Wherever possible, this documentation should be bound with the written portion of the thesis.

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)].

(v) Abstracts

The abstract of the thesis should concisely summarize its scope and principal arguments, in about 300 words. It should be printed or typewritten, on one side only, of A4-sized paper. Each copy of the abstract should be headed with the title of the thesis, the name and college of the candidate, the degree for which it is submitted, and the term and year of submission.

One copy of the abstract prepared at the time of the examination should be bound into each of the examiners' copies of the thesis. Subsequently, when the examination is completed, candidates should also arrange for a copy of the abstract to be bound into the library copy of their thesis, and should submit with the library copy a separate, unbound copy of their abstract which may be despatched to ASLIB and published. The copy of the abstract which is earmarked for dispatch to ASLIB should be presented separately in a form suitable for microfilming, i.e. it should be (1) on one side of a single sheet of A4 paper, (2) a typed, single-spaced top copy, a clear photocopy, or a printed copy (i.e. it should not be a carbon or poor photocopy), and (3) headed up with name, college, year and term of submission and the title of the thesis.

It should be noted that some boards have made regulations requiring the submission of more detailed abstracts in addition to the general requirement of an abstract not normally exceeding 300 words.

3. Conduct of Oral Examinations for the Degrees of M.Litt., M.Sc. by Research, and D.Phil.

(i) The oral examination shall be held at Oxford in a suitable university or college building, unless the Proctors give special permission for it to be held at some other place. In the case of Fine Art candidates offering studio practice as part of their submission, where it does not take place in the presence of the exhibition or portfolio of works, the candidate's supervisor must arrange for the examiners to view this part of the submission prior to the commencement of the oral examination. It shall, except in special circumstances, begin not earlier than 9 a.m. nor later than 5 p.m. and may be held in term or vacation. The student or his or her college, other society, or approved institution, may within fourteen days of the date of the Proctors' decision in respect of the granting of consent, appeal in writing to the Chair of the Education Committee (who may nominate another member of the committee, other than one of the Proctors, to adjudicate the appeal).

(ii) The examination may be attended by any member of the University in academic dress. No person who is not a member of the University may attend it except with the consent of both examiners.

(iii) The place and time of the examination shall be fixed by the examiners, who shall be responsible for informing the candidate of the arrangements made. It shall be the duty of candidates to ensure that any letter addressed to them at their college or any other address which they have given is forwarded to them if necessary. The examiners shall allow reasonable time for receiving an acknowledgement from the candidate of their summons.

(iv) Except as provided in clause (v) below, the day shall be fixed by the examiners to suit their convenience. So that candidates may know what arrangements for absence from Oxford they may safely make, the examiners shall inform candidates within a reasonable time of the date fixed.

(v) Candidates may apply to the board concerned for the oral examination to be held not later than a certain date, provided that this date shall not be earlier than one calendar month after the date on which the thesis has been received at the Examination Schools or after the date on which the examiners have agreed to act, whichever is the later. If the board is satisfied that there are special circumstances justifying this application, it will ask the examiners to make arrangements to enable the oral examination to be held within the period specified.

In such cases the examiners, when invited to act, will be informed that the candidate has asked that the oral examination should be held not later than a certain date, and acceptance of the invitation to examine will be on the understanding that they would seek to meet this request. If it is not practicable to meet the student's request, then the board shall decide how to proceed.

(vi) Notice of the examination shall be given in one of the following ways:

1. it may be published in the University Gazette not later than the day before it is due to take place;

2. Not later than two days before the examination the examiners may

(a) inform the Graduate Studies Office in writing; and

(b) post a notice in the Examination Schools; and

(c) if the examination is to be held at a place other than the Examination Schools, post a notice also at the place of the examination.

The notice shall state the name of the candidate, the subject of the thesis, the place, day, and hour of the examination, and the names of the examiners.

If an examination is held without the giving of the notice required by this regulation it shall be invalid, unless the Proctors, on receipt of a written application from the examiners, shall determine otherwise. The student or his or her college, other society, or approved institution, may within fourteen days of the date of the Proctors' decision in respect of the granting of consent, appeal in writing to the Chair of the Education Committee (who may nominate another member of the committee, other than one of the Proctors, to adjudicate the appeal).

(vii) If, owing to illness or other urgent and unforeseen cause, an examiner is unable to attend the examination, it shall be postponed to a later date, provided that, if the Proctors are satisfied that postponement would be a serious hardship to the candidate, they may authorize another member of the board concerned to attend the examination as a substitute, but such substitute shall not be required to sign the report. The Proctors shall determine what payment, if any, the substitute examiner shall receive.

(viii) Candidates are strongly recommended to take a copy of their thesis to the examination. In the case of Fine Art candidates offering studio practice as part of their submission, where the oral examination is not taking place in the presence of the exhibition or portfolio of works, it is recommended they attend with the written portion of their thesis together with documentation of the work.

(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.'

In *Examination Regulations* 2013, delete from p. 859 – p.870.

Education Committee

Regulations for Admission as a Probationer Research Student

Changes to the general regulations governing research degrees consequent upon the introduction of new doctoral training programmes in MPLS

With effect from 1 October 2014

In *Examination Regulations* 2013, also as changed by Gazette 24 April 2014 (General Regulations of the Education Committee governing research degrees)

1. Delete p. 820, l. 38 – p.821, l.11

2. P.821, l.12 – p.822, l.35 delete and insert as indicated below:

5. A full-time student (other than students ~~registered on a Doctoral Training Centre Programme or the Doctoral Training Partnership Programme under §4, cl. 9 to whom cl.9 and 10 in this section apply~~) may hold the status of Probationer Research Student for up to four terms and a part-time student for up to eight terms, including the term in which he or she was admitted.

6. A candidate whose first application for transfer to D.Phil. status is not approved shall be permitted to make one further application, following the procedures laid down in clauses 1-4 above, and shall be granted an extension of time for one term if this is necessary for the purposes of making the application.

7. Subject to the approval of the responsible divisional board or the CE Board as appropriate, and for good cause, a full-time student may be permitted to hold the status of PRS (prior to the first application for transfer of status) for a further one or two terms, and a part-time student for a further one to four terms. A first application for transfer of status must take place within the six term limit of PRS status. Any application outside those limits (other than in clause 6 above) must be approved by or on behalf of Education Committee.

8. A Probationer Research Student (other than students ~~registered on a Doctoral Training Centre Programme or the Doctoral Training Partnership Programme under §4, cl. 9 to whom cl.9 and 10 in this section apply~~) shall cease to hold such status if:

(i) (a) he or she shall not have gained admission to another status within four terms of admission as a full-time student to the status of Probationer Research Student, or within eight terms for a part-time student, and

(b) he or she has not been given approval under clause 6 above to hold Probationer Research Student status for a further one or two terms as a full-time student or one to four terms as a part-time student;

(ii) he or she has failed to gain admission to either doctoral status or to the status of the applicable lower degree after the two transfer applications allowed under clause 7 above;

(iii) the board concerned shall in accordance with provisions set down in chapter 16, section 5, and after consultation with the student's college and supervisor, have deprived the student of such status.

9. For a full-time Probationer Research Student registered on a ~~Doctoral Training Centre Programme or the Doctoral Training Partnership Programme~~ doctoral training programme listed in the special regulations for the Mathematical, Physical and Life Sciences and the Medical Sciences Divisions, sections 17 B 7 or 17 C 9, the maximum number of terms for which he or she may hold that status is as specified in the special regulations ~~governing students on the Doctoral Training Centre Programmes or the Doctoral Training Partnership Programme in the Mathematical, Physical and Life Sciences and the Medical Sciences Divisions.~~

10. A Probationer Research Student registered on a ~~Doctoral Training Centre Programme or the Doctoral Training Partnership Programme~~ doctoral training programme listed in the special regulations for the Mathematical, Physical and Life Sciences and the Medical Sciences Divisions, sections 17 B 7 or 17 C 9, shall cease to hold such status if:

(i) (a) he or she shall not have gained admission to another status within the number of terms specified in the special regulations ~~for that programme governing Probationer Research Students on the Doctoral Training Centre Programmes or the Doctoral Training Partnership Programme in the Mathematical, Physical and Life Sciences and the Medical Sciences Divisions~~ and

(b) he or she has not been given approval as specified in the special regulations or under clause 7 above to hold Probationer Research Student status for a further one or two terms as a full-time student or one to four terms as a part-time student;

(ii) he or she has failed to gain admission to either doctoral status or to the status of the applicable lower degree after the two transfer applications allowed under clause 7 above;

(iii) the board concerned shall in accordance with provisions set down in ~~chapter 17, section 5 § 2, 2 above~~, and after consultation with the student's college and supervisor, have deprived the student of such status.

Explanatory Notes

The first change removes old regulations applying to students who registered as research students prior to 1 October 2011. The remaining changes are consequent upon the introduction of new doctoral training programmes in MPLS

Education Committee**Approved by the Graduate Panel of Education Committee on 21 March 2014****Regulations for the Degree of Doctor of Philosophy**

This is a change which amends the regulations for the Degree of Doctor of Philosophy to give examiners the option of requesting minor corrections when recommending an examination outcome of leave to supplicate for the M.Litt. or M.Sc.(by Research). It also includes an amendment so that examiners wishing to recommend referral back for the lower degree only may indicate where appropriate, whether the candidate should resubmit for the M.Litt. or the M.Sc. (by Research).

With immediate effect*In Examination Regulations 2013***Regulations for the Degree of Doctor of Philosophy**

On p. 855, l. 1-27, add the text underlined 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.

(a) 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 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. 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;

(b) If the board adopts this recommendation and the student chooses leave to supplicate for the Degree of Master of Letters or Master of Science by Research, the examiners may still determine that before the thesis is deposited the candidate should make minor corrections in accordance with the regulations under (i) above.

On p. 855, l. 1-28-42, add the text underlined below:

(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, as determined by the examiners (if appropriate), 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;

On p. 856, l. 13-19, add the text underlined below:

(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; the examiners may still determine that before the thesis is deposited the candidate should make minor corrections in accordance with the regulations under (i) above.

Education Committee**Degree of Doctor of Philosophy**

This change reduces from twenty-one to eighteen the maximum number of terms a student may have spent on the Register for which a board may approve reinstatement. This change arises as a result of the reduction in the number of terms' extension for DPhil students from nine to six, which came into effect in October 2013.

With immediate effect

In *Examination Regulations 2013*

Regulations for the Degree of Doctor of Philosophy

On p. 844; l. 27, replace:

"have exceeded ~~twenty-one~~ in all"

With

"have exceeded **eighteen** in all"

Education Committee**Regulations for the Degrees of Master of Letters and Master of Science by Research**

This is a correction which amends the regulations for the Master of Letters and the Master of Science by Research to include a requirement to submit an electronic copy of the thesis to the Oxford Research Archive for students who commenced from 1 October 2007. This change was made to the DPhil regulations some time ago, but an oversight meant that the corresponding change was not made to the regulations for the MLitt and MSc (Res).

With immediate effect

In *Examination Regulations* 2013

Regulations for the Degree of Master of Letters

On p. 832, l. 6-12, replace:

~~9. A candidate who has been granted leave to supplicate by a board shall be required to submit to the Registrar a copy of his or her thesis, incorporating any amendments or corrections required by the examiners and approved by the board. It shall be the duty of the Registrar to deposit this copy of the thesis in the Bodleian or other appropriate university library. Leave to supplicate shall in all cases be conditional upon fulfilment of this requirement.~~

with

9. 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.

Regulations for the Degree of Master of Science by Research

On p. 841, l. 9-19, replace:

~~9. 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.~~

with

9. 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.