

**Education Committee****Approved at the Graduate Panel meeting on 27 June 2014****General regulations for research degrees**

In conjunction with the introduction of new general regulations for graduate taught courses, this change amends the existing regulations for the 'Register of Graduate Students' to make the content specific to research students.

**Effective date: With effect from 1 October 2014****Location of change***Examination Regulations 2013***Detail of change**

This change follows the amendments to these regulations published in the Gazette on 24 April 2014 which reordered the general regulations for research degrees.

In *Examination Regulations 2013*, p. 817-822, change text as shown.

§1. [Until 1 October 2014: Status of Probationer Research Student] [From 1 October 2014: Probationer Research Students]

§~~2~~. **1.** Admission of Candidates as Probationer Research Students

§~~3~~. **2.** Supervision of Probationer Research Students

§~~4~~. **3.** Residence and other Requirements of Probationer Research Students

§~~5~~. **§2.** Register of Graduate **Research** Students

1. Suspension of Graduate **Research** 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 **Research** Students from the Register

2. A board shall not be required to follow the procedures for the removal of a graduate **research** 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. Reinstatement of Graduate **Research** 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.

## ~~§6.~~ **§3.** Regulations concerning the Examination of Graduate **Research** Students

**Education Committee****Approved at the Graduate Panel meeting on 27 June 2014****Regulations Concerning the Register of Graduate Taught Students**

This change introduces new general regulations for graduate taught courses, governing registration, suspension, termination and reinstatement of status for graduate taught students.

**Effective date: For students starting from 1 October 2014****Location of change***Examination Regulations 2013***Detail of change**

1. In *Examination Regulations 2013*, p. 507, insert

**6 REGULATIONS CONCERNING THE STATUS OF GRADUATE TAUGHT STUDENTS****GENERAL REGULATIONS****§1. Registration of Graduate Taught Students**

Any person who, in the opinion of the board concerned, is well-qualified and well-fitted to undertake the programme of study for which application is made, may be admitted to the status of Student for the Degree.

**§2. Suspension of Status of Graduate Taught Students**

If, for good cause, a student is temporarily unable to carry out his or her coursework or research (if applicable), the board concerned may grant his or her request for a temporary suspension of status. 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 the relevant course director (or the student's supervisor, if applicable) and society. No student may be granted more than the number of terms' or months' suspension of status set out below.

Programme	Duration	Maximum time permitted	Maximum suspensions permitted
BPhil/MPhil	6 terms	12 terms	6 terms
MSt	3 terms	6 terms	3 terms
MSt (part-time)	6 terms	12 terms	6 terms
MSc (coursework)	3 terms	6 terms	3 terms
MSc (coursework) (part-time)	6 terms	12 terms	6 terms
MTh	6 terms	12 terms	6 terms
MBA	32 weeks	6 terms	3 terms
MBA (part-time)	21 months	48 months	24 months
MFA	40 weeks	2 years	3 terms
MPP	32 weeks	6 terms	3 terms
BCL/MJur	3 terms	6 terms	3 terms

### **§3. Termination of status of a Graduate Taught Student**

A student shall cease to hold the status of Student for the Degree through failure to meet the requirements laid down in the regulations governing that degree including failure to meet the requirements within the maximum terms or months permitted for completion.

### **§4. Reinstatement of status of a Graduate Taught Student**

A student who has withdrawn or who has been withdrawn may apply for reinstatement to his or her former status on the Register within two years of his or her status ceasing. Such applications shall be addressed by the former student to the board concerned, and shall be accompanied by written statements commenting on the application from the candidate's society, the course director or Director of Graduate Studies, and former supervisor (if applicable). 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 has held the relevant status for the maximum number of terms allowed under the regulations governing that status.

2. In *Examination Regulations 2013*, re-number Sections 6-16 accordingly

**Education Committee****Approved at the Graduate Panel meeting on 27 June 2014****Regulations for the Degree of Bachelor of Philosophy or Master of Philosophy**

In conjunction with the introduction of new general regulations for graduate taught courses, this change renames one section of the regulations for the BPhil and MPhil from 'Register of Students for the Degree' to 'Admission of Candidates' (the content of this section remains unchanged).

**Effective date: With effect from 1 October 2014****Location of change***Examination Regulations 2013***Detail of change**

In *Examination Regulations 2013*, p. 510, change

**6 7 REGULATIONS FOR THE DEGREE OF BACHELOR OF PHILOSOPHY  
OR MASTER OF PHILOSOPHY**

~~§3. Register of Students for the Degree~~

**§3. Admission of Candidates**

**Education Committee**

**Approved at the Graduate Panel meeting on 27 June 2014**

**Regulations for the Degree of Master of Public Policy**

In conjunction with the introduction of new general regulations for graduate taught courses, this change removes the content in the regulations for the MPP which duplicates information in the new general regulations.

**Effective date: With effect from 1 October 2014**

**Location of change**

*Examination Regulations 2013*

**Detail of change**

In *Examination Regulations 2013*, p. 811-814, change text as shown.

**12 13 REGULATIONS FOR THE DEGREE OF MASTER OF PUBLIC POLICY**

**~~§2. Status of Student for the Degree of Master of Public Policy~~**

~~1. Any person who, in the opinion of the Blavatnik School of Government (BSG) Graduate Studies Committee, is well qualified and well fitted to undertake the course of study for which application is made, may be admitted to the status of Student for the Degree of Master of Public Policy.~~

~~2. It shall be the duty of the Registrar to keep a Register of those admitted to the status of Student for the Degree of Master of Public Policy.~~

**§3 2. Admission of Candidates**

1. A candidate seeking admission as a Student for the Degree of Master of Public Policy shall apply to the BSG Graduate Studies Committee. Candidates for admission shall be required to provide such information as the committee may determine from time to time by regulation. Applicants shall in addition be required to undertake such other tests and meet such conditions as, subject to the approval of the Social Sciences Board, the committee may determine by regulation.

2. No person shall be admitted as a Student for the Degree of Master of Public Policy under these

provisions unless he or she is also a member of some college, hall, or other approved society, and unless the application for admission as a Student for the Degree of Master of Public Policy has the approval of that society. The Academic Director shall forward the application to the candidate's society or to the society to which the candidate wishes to apply for membership, as appropriate; and admission by the committee shall be conditional upon admission by an approved society.

3. A student registered for any other higher degree or diploma in the University may apply for transfer to the status of Student for the Degree of Master of Public Policy. The committee shall have power to make such transfer, provided that it is satisfied that the student is well qualified and well fitted to undertake the course of study for which application is made, and that the application has the support of the candidate's society. A candidate who transfers status in this way shall be reckoned as having held the status of Student for the Degree of Master of Public Policy from the time of admission to his or her previous status, unless the committee shall determine otherwise.

#### **§4 3. Supervision of Students**

1. Every candidate on admission as a Student for the Degree of Master of Public Policy shall be placed by the BSG Graduate Studies Committee under the supervision of a member of the University or other competent person selected by the committee, and the committee shall have power for sufficient reason to change the supervisor of any student or to arrange for joint supervision by more than one supervisor, if it deems necessary.

2. It shall be the duty of the supervisor of a student entered upon a course of study to direct and superintend the work of the student, to meet the student regularly, and to undertake such duties as shall be from time to time set out in the Divisional Board's memorandum of guidance for students and supervisors.

3. The supervisor shall submit a report on the progress of a student to the committee three times a year, and at any other time when the committee so requests or the supervisor deems expedient. The supervisor shall communicate the contents of the report to the student on each occasion that a report is made, so that the student is aware of the supervisor's assessment of his or her work during the period in question. In addition, the supervisor shall inform the committee at once if he or she is of the opinion that the student is unlikely to reach the standard required for the Degree of Master of Public Policy.

4. It shall be the duty of every Student for the Degree of Master of Public Policy to undertake such guided work and to attend such seminars and lectures as his or her supervisor requests; to attend such meetings with his or her supervisor as the supervisor reasonably arranges; and to fulfil any other requirements of the Divisional Board as set out in its memorandum of guidance for students and supervisors.

#### **§5 4. Residence and other Requirements**

1. No full-time Student for the Degree of Master of Public Policy shall be granted leave to supplicate unless, after admission, he or she has kept statutory residence and pursued his or her course of study at Oxford for at least thirty-two weeks.

2. No full-time Student for the Degree of Master of Public Policy shall retain that status for more than six terms in all.

3. A Student for the Degree of Master of Public Policy shall cease to hold that status if:

(a) he or she shall have been refused permission to supplicate for the Degree of Master of Public

Policy;

(b) the BSG Graduate Studies Committee shall, in accordance with provisions set down by regulation by the Divisional Board, and after consultation with the student's society and supervisor, have deprived the student of such status;

(c) he or she shall have been transferred under the relevant provisions to another status; or

(d) he or she shall not have entered for the relevant examination within the time specified under this sub-section.

#### **§6 5. Examination of Students**

1. The examination for the Degree of Master of Public Policy shall be under the supervision of the BSG Graduate Studies Committee. The subjects of each examination shall be determined by regulation by the committee, which shall have power to arrange lectures and courses of instruction for the assessment. The assessment shall consist of:

(a) course assignments;

(b) written examinations;

(c) written reports on a summer project approved by the committee; and

(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.

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 committee and has satisfied any other conditions prescribed in the regulations for that course.

3. Unless otherwise provided in this sub-section, the number and distribution of examiners shall be as set out in the relevant regulation.

4. A candidate who has failed to satisfy the examiners in the examination may enter again on one, but not more than one, subsequent occasion for that part of the examination which he or she failed.

**Education Committee**

**Approved at the Graduate Panel meeting on 27 June 2014**

**Regulations for the Degree of Master of Business Administration**

In conjunction with the introduction of new general regulations for graduate taught courses, this change removes the content in the regulations for the MBA which duplicates information in the new general regulations.

**Effective date: With effect from 1 October 2014**

**Location of change**

*Examination Regulations 2013*

**Detail of change**

In *Examination Regulations 2013*, p. 799-802, change text as shown.

**~~10~~ 11 REGULATIONS FOR THE DEGREE OF MASTER OF BUSINESS  
ADMINISTRATION**

**~~§2. Status of Student for the Degree of Master of Business Administration~~**

~~1. Any person who, in the opinion of the MBA Committee, is well qualified and well fitted to undertake the course of study for which application is made, may be admitted to the status of Student for the Degree of Master of Business Administration. Decision on entry is made by the Head of MBA programmes or the EMBA Director (for part time students) following an interview.~~

~~2. It shall be the duty of the Registrar to keep a Register of those admitted to the status of Student for the Degree of Master of Business Administration.~~

**§3 2. Admission of Candidates**

1. A candidate seeking admission as a Student for the Degree of Master of Business Administration shall apply to the MBA Committee. Candidates for admission shall be required to provide such information as the committee may determine from time to time by regulation. Applicants shall in addition be required to undertake such other tests and meet such conditions as, subject to the

approval of the Social Sciences Board, the committee may determine by regulation.

2. No person shall be admitted as a Student for the Degree of Master of Business Administration under these provisions unless he or she is also a member of some college, hall, or other approved society, and unless the application for admission as a Student for the Degree of Master of Business Administration has the approval of that society. The Head of MBA programmes shall forward the application to the candidate's society or to the society to which the candidate wishes to apply for membership, as appropriate; and admission by the committee shall be conditional upon admission by an approved society.

3. A student registered for any other higher degree or diploma in the University may apply for transfer to the status of Student for the Degree of Master of Business Administration. The committee shall have power to make such transfer, provided that it is satisfied that the student is well qualified and well fitted to undertake the course of study for which application is made, and that the application has the support of the candidate's society. A candidate who transfers status in this way shall be reckoned as having held the status of Student for the Degree of Master of Business Administration from the time of admission to his or her previous status, unless the committee shall determine otherwise.

#### **§4 3. Supervision of Students**

1. Every candidate on admission as a Student for the Degree of Master of Business Administration shall be placed by the MBA Committee under the supervision of a member of the University or other competent person selected by the committee, and the committee shall have power for sufficient reason to change the supervisor of any student or to arrange for joint supervision by more than one supervisor, if it deems necessary.

2. It shall be the duty of the supervisor of a student entered upon a course of study to direct and superintend the work of the student, to meet the student regularly, and to undertake such duties as shall be from time to time set out in the Divisional Board's memorandum of guidance for students and supervisors.

3. The supervisor shall submit a report on the progress of a student to the committee three times a year, and at any other time when the committee so requests or the supervisor deems expedient. The supervisor shall communicate the contents of the report to the student on each occasion that a report is made, so that the student is aware of the supervisor's assessment of his or her work during the period in question. In addition, the supervisor shall inform the committee at once if he or she is of the opinion that the student is unlikely to reach the standard required for the Degree of Master of Business Administration.

4. It shall be the duty of every Student for the Degree of Master of Business Administration to undertake such guided work and to attend such seminars and lectures as his or her supervisor requests; to attend such meetings with his or her supervisor as the supervisor reasonably arranges; and to fulfil any other requirements of the Divisional Board as set out in its memorandum of guidance for students and supervisors.

#### **§5 4. Residence and other Requirements**

1. No full-time Student for the Degree of Master of Business Administration shall be granted leave to supplicate unless, after admission, he or she has kept statutory residence and pursued his or her course of study at Oxford for at least thirty-two weeks.

2. No full-time Student for the Degree of Master of Business Administration shall retain that status

for more than six terms in all.

3. Part-time students for the Degree of Master of Business Administration shall in each case be required to pursue their course of study over an elapsed time of 21 months. Part-time students shall not be required to keep statutory residence but must attend for such instruction and undertake such supervised coursework as the MBA committee shall require. The part-time MBA Director shall keep a register of attendance of part-time students. No student shall be granted leave to supplicate unless the register shows satisfactory attendance by him or her.

4. Part-time students may hold the status of Student for the Part-time Degree of Master of Business Administration for a period not exceeding 48 months.

5. A Student for the Degree of Master of Business Administration shall cease to hold that status if:

(a) he or she shall have been refused permission to supplicate for the Degree of Master of Business Administration;

(b) the MBA Committee shall, in accordance with provisions set down by regulation by the Divisional Board, and after consultation with the student's society and supervisor, have deprived the student of such status;

(c) he or she shall have been transferred under the relevant provisions to another status; or

(d) he or she shall not have entered for the relevant examination within the time specified under this sub-section.

#### **§6 5. Examination of Students**

1. The examination for the Degree of Master of Business Administration shall be under the supervision of the MBA Committee. The subjects of each examination shall be determined by regulation by the committee, which shall have power to arrange lectures and courses of instruction for the assessment. The assessment shall consist of:

(a) course assignments;

(b) written examinations;

(c) written reports on a business project approved by the committee;

(d) class participation; and

(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.

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 committee and has satisfied any other conditions prescribed in the regulations for that course.

3. Unless otherwise provided in this sub-section, the number and distribution of examiners shall be as set out in the relevant regulation.

4. A candidate who has failed to satisfy the examiners in the examination may enter again on one, but not more than one, subsequent occasion for that part of the examination which he or she failed.

**Education Committee**

**Approved at the Graduate Panel meeting on 27 June 2014**

**Regulations for the Degree of Master of Fine Art**

In conjunction with the introduction of new general regulations for graduate taught courses, this change removes the content in the regulations for the MFA which duplicates information in the new general regulations.

**Effective date: With effect from 1 October 2014**

**Location of change**

*Examination Regulations 2013*

**Detail of change**

In *Examination Regulations 2013*, p. 805-808, change text as shown.

**~~11~~ 12 REGULATIONS FOR THE DEGREE OF MASTER OF FINE ART**

**~~§2. Status of Student for the Degree of Master of Fine Art~~**

~~1. Any person who, in the opinion of the Committee for the Ruskin School of Drawing and Fine Art, is well qualified and well fitted to undertake the course of study for which application is made, may be admitted to the status of Student for the Degree of Master of Fine Art.~~

~~2. It shall be the duty of the Registrar to keep a Register of those admitted to the status of Student for the Degree of Master of Fine Art.~~

**§3 2. Admission of Candidates**

1. A candidate seeking admission as a Student for the Degree of Master of Fine Art shall apply to the Committee for the Ruskin School of Art. Candidates for admission shall be required to provide such information as the Committee may determine from time to time by regulation. Applicants shall in addition be required to undertake such other tests and meet such conditions as, subject to the approval of the Education Committee, the Committee may determine by regulation.

2. Applications shall be made through the Registrar, and it shall be the duty of the Registrar to

submit each application to the Committee and to inform the candidate of the outcome, as soon as may be.

3. No person shall be admitted as a Student for the Degree of Master of Fine Art under these provisions unless he or she is also a member of some college, hall, or other approved society, and unless the application for admission as a Student for the Degree of Master of Fine Art has the approval of that society. The Registrar shall forward the application to the candidate's society or to the society to which the candidate wishes to apply for membership, as appropriate; and admission by the Committee shall be conditional upon admission by an approved society.

4. A student registered for any other higher degree or diploma in the University may apply for transfer to the status of Student for the Degree of Master of Fine Art. The Committee shall have power to make such transfer, provided that it is satisfied that the student is well-qualified and well-fitted to undertake the course of study for which application is made, and that the application has the support of the candidate's society. A candidate who transfers status in this way shall be reckoned as having held the status of Student for the Degree of Master of Fine Art from the time of admission to his or her previous status, unless the Committee shall determine otherwise.

#### **§4 3. Supervision of Students**

1. Every candidate on admission as a Student for the Degree of Master of Fine Art shall be placed by the Committee for the Ruskin School of Art under the supervision of a member of the University or other competent person selected by the Committee, and the Committee shall have power for sufficient reason to change the supervisor of any student or to arrange for joint supervision by more than one supervisor, if it deems necessary.

2. It shall be the duty of the supervisor of a student entered upon a course of study to direct and superintend the work of the student, to meet the student regularly, and to undertake such duties as shall be from time to time set out in the relevant Policy and Guidance issued by the Education Committee.

3. The supervisor shall submit a report on the progress of a student to the Committee three times a year, and at any other time when the Committee so requests or the supervisor deems expedient. The supervisor shall communicate the contents of the report to the student on each occasion that a report is made, so that the student is aware of the supervisor's assessment of his or her work during the period in question. In addition, the supervisor shall inform the Committee at once if he or she is of the opinion that the student is unlikely to reach the standard required for the Degree of Master of Fine Art.

4. It shall be the duty of every Student for the Degree of Master of Fine Art to undertake such guided work and to attend such seminars and lectures as his or her supervisor requests; to attend such meetings with his or her supervisor as the supervisor reasonably arranges; and to fulfil any other requirements of the relevant Policy and Guidance issued by the Education Committee.

#### **§5 4. Residence and other Requirements**

1. No full-time Student for the Degree of Master of Fine Art shall be granted leave to supplicate unless, after admission, he or she has kept statutory residence and pursued his or her course of study at Oxford for at least forty weeks.

2. No full-time Student for the Degree of Master of Fine Art shall retain that status for more than two years in all.

3. A Student for the Degree of Master of Fine Art shall cease to hold that status if:

(a) he or she shall have been refused permission to supplicate for the Degree of Master of Fine Art;

(b) the Committee for the Ruskin School of Art shall, in accordance with provisions set down by regulation by the Education Committee, and after consultation with the student's society and supervisor, have deprived the student of such status;

(c) he or she shall have been transferred under the relevant provisions to another status; or

(d) he or she shall not have entered for the relevant examination within the time specified under this sub-section.

#### **§6 5. Examination of Students**

1. The examination for the Degree of Master of Fine Art shall be under the supervision of the Committee for the Ruskin School of Art. The subjects of each examination shall be determined by regulation by the Committee, which shall have power to arrange lectures and courses of instruction for the examination.

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 Committee and has satisfied any other conditions prescribed in the regulations for that course.

3. Unless otherwise provided in this sub-section, the number and distribution of examiners shall be as set out in the relevant regulation.

4. A candidate who has failed to satisfy the examiners in the examination may enter again on one, but not more than one, subsequent occasion for that part of the examination which he or she failed.

**Education Committee****Approved at the Graduate Panel meeting on 27 June 2014****Regulations for the Degree of Master of Science by Coursework**

In conjunction with the introduction of new general regulations for graduate taught courses, this change removes the content in the regulations for the MSc by Coursework which duplicates information in the new general regulations.

**Effective date: With effect from 1 October 2014****Location of change***Examination Regulations 2013***Detail of change**

In *Examination Regulations 2013*, p. 683-686, change text as shown.

**8 9 REGULATIONS FOR THE DEGREE OF MASTER OF SCIENCE BY COURSEWORK****~~§ 2. Status of Student for the Degree of Master of Science by Coursework~~**

~~1. Any person who, in the opinion of the board concerned, is well qualified and well fitted to undertake the course of study for which application is made, may be admitted to the status of Student for the Degree of Master of Science by Coursework.~~

~~2. It shall be the duty of the Registrar to keep a Register of those admitted to the status of Student for the Degree of Master of Science by Coursework.~~

**~~§ 3~~ **2. Admission of Candidates for the Degree of Master of Science by Coursework****

1. A candidate seeking admission as a Student for the Degree of Master of Science by Coursework shall apply to the board under whose aegis the proposed course of study falls. Candidates for admission shall be required to provide such information as the board may determine from time to time by regulation. Applicants shall in addition be required to undertake such other tests and meet such conditions as, subject to the approval of the Education Committee, a board may determine by regulation.

2. Applications shall be made through the Registrar, and it shall be the duty of the Registrar to submit each application to the board concerned and to inform the candidate of the outcome, as soon as may be.

3. No person shall be admitted as a Student for the Degree of Master of Science by Coursework under these provisions unless he or she is also a member of a college, and unless the application for admission as a Student for the Degree of Master of Science by Coursework has the approval of that college. The Registrar shall forward the application to the candidate's college or to the college to which the candidate wishes to apply for membership, as appropriate; and admission by the faculty board shall be conditional upon admission by an approved society.

4. A student registered for any other higher degree or diploma in the University may apply for transfer to the status of Student for the Degree of Master of Science by Coursework<sup>1</sup>. The board concerned shall have power to make such transfer, provided that it is satisfied that the student is well qualified and well fitted to undertake the course of study for which application is made, and that the application has the support of the candidate's society. A candidate who transfers status in this way shall be reckoned as having held the status of Student for the Degree of Master of Science by Coursework from the time of admission to his or her previous status, unless the board shall determine otherwise.

5. A student holding the status of Probationer Research Student may, with the approval of the board which admitted him or her, be admitted as a candidate for an examination for the Degree of Master of Science by Coursework. Time spent as a student holding the status of Probationer Research Student shall count as time spent working for the Degree of Master of Science.

#### **§ 4-3. Supervision of Students for the Degree of Master of Science by Coursework**

1. Every candidate on admission as a Student for the Degree of Master of Science by Coursework shall be placed by the board concerned under the supervision of a member of the University or other competent person selected by the board, and the board shall have power for sufficient reason to change the supervisor of any student or to arrange for joint supervision by more than one supervisor, if it deems it necessary.

2. It shall be the duty of the supervisor of a student entered upon a course of study to direct and superintend the work of the student, to meet the student regularly, and to undertake such duties as shall from time to time be set out in the relevant Policy and Guidance issued by the Education Committee.

3. The supervisor shall submit a report on the progress of a student to the board three times a year, and at any other time when the board so requests or the supervisor deems it expedient. The supervisor shall communicate the contents of the report to the student on each occasion that a report is made, so that the student is aware of the supervisor's assessment of his or her work during the period in question. In addition, the supervisor shall inform the board at once if he or she is of the opinion the student is unlikely to reach the standard required for the Degree of Master of Science by Coursework.

4. It shall be the duty of every Student for the Degree of Master of Science by Coursework to undertake such guided work and to attend such seminars and lectures as his or her supervisor requests; to attend such meetings with his or her supervisor as the supervisor reasonably arranges; and to fulfil any other requirements of the Education Committee as set out in relevant Policy and Guidance issued by the Education Committee.

#### **§ 5 4. Residence and other Requirements for Students for the Degree of Master of Science by**

## **Coursework**

1. No full-time Student for the Degree of Master of Science by Coursework shall be granted leave to supplicate unless, after admission, he or she has kept statutory residence and pursued his or her course of study at Oxford for at least three terms.

2. No full-time Student for the Degree of Master of Science by Coursework shall retain that status for more than six terms in all, except that any candidate for the Examination in Education may retain that status for nine terms in all.

3. Part-time students for the Degree of Master of Science by Coursework shall in each case be required to pursue their course of study for twice the number of terms required of an equivalent full-time student. Part-time students shall not be required to keep statutory residence but must attend for such instruction and undertake such supervised fieldwork as the faculty concerned shall require. The Director of Graduate Studies of the board concerned, or director of the department concerned, as the case may be, shall keep a register of attendance of part-time students. No student shall be granted leave to supplicate unless the register shows satisfactory attendance by him or her.

4. Part-time students may hold the status of Student for the Degree of Master of Science by Coursework for up to twice the number of terms for which equivalent full-time students may hold that status except where an extension of time is permitted by special regulation.

5. A Student for the Degree of Master of Science by Coursework shall cease to hold that status if:

(i) he or she shall have been refused permission to supplicate for the Degree of Master of Science by Coursework;

(ii) the board concerned shall, in accordance with provisions set down by regulation by the Education Committee, and after consultation with the student's society and supervisor, have deprived the student of such status;

(iii) he or she shall have been transferred under the relevant provisions to another status;

(iv) he or she shall not have entered for the relevant examination within the time specified under this subsection.

### **§ 6 5. Examination of Students**

1. The examinations for the Degree of Master of Science by Coursework shall be under the supervision of the boards authorised to admit candidates for the Degree of Master of Science by Coursework. The examinations for the degree and the bodies responsible for the supervision of each examination are listed below.

[See Table 26]

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. 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. 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 on 27 June 2014****Regulations for the Degree of Master of Studies**

In conjunction with the introduction of new general regulations for graduate taught courses, this change removes the content in the regulations for the MSt which duplicates information in the new general regulations.

**Effective date: With effect from 1 October 2014****Location of change***Examination Regulations 2013***Detail of change**

In *Examination Regulations 2013*, p. 614, remove text as shown.

**7 8 REGULATIONS FOR THE DEGREE OF MASTER OF STUDIES****~~§5. Duties of the Registrar~~**

- ~~1. It shall be the duty of the Registrar (a) to keep a record of the names of those candidates who have been admitted as students for each examination for the Degree of Master of Studies and, where they have been examined, of the results of the examination;~~
- ~~2. (b) to publish at the end of the year the names of those persons in that year, to whom permission to supplicate for the Degree of Master of Studies has been granted, together with a statement of the course which each has pursued.~~

**Education Committee****Approved by the Graduate Panel of Education Committee on 21 June 2013****Regulations for the Degrees of Master of Letter and Master of Science by Research**

This is a change which amends the regulations for the Degrees of Master of Letters and Master of Science by Research to reduce the maximum number of terms' extension permitted for MLitt and MSc (by Research) students from six terms to three terms.

**With immediate effect***In Examination Regulations 2014***Regulations for the Degree of Master of Letters**

On p. 760, l. 36-44, amend the text as shown below:

7. If a full-time Student for the Degree of Master of Letters has held that status for nine terms, or a part-time student for fifteen 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 ~~six~~ **three** 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, and must be accompanied by statements of support from the student's society and supervisor.

On p. 768, l. 12-19, amend the text as shown below:

6. If a full-time Student for the Degree of Master of Science by Research has held that status for nine terms, or a part-time student for fifteen 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 ~~six~~ **three** 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 an extension of time shall be made through the Registrar not later that the term in which the student is due to apply for permission to supplicate.

**Education Committee****Approved by the Graduate Panel of Education Committee on 12 December 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 boards the power to grant an extension of time for major corrections of up to three months.

**With immediate effect****Location of change**

In *Examination Regulations 2014*

**Detail of change**

On p. 780, l. 25-48, amend the text as shown below:

(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, provided that the board may, on good cause shown by the candidate, grant an extension of time of up to three 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 six or nine months in total, 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.

**Explanatory Notes**

**Education Committee****Approved by the Graduate Panel of Education Committee on 12 December 2014****General Regulations Governing Research Degrees**

This change removes an inconsistency in the regulations for Transfer of Status, clarifying that the requirement is that the assessment will be completed by the end of the relevant term, rather than just that the application will have been submitted, in line with other parts of the regulations.

**With effect from 26 April 2015****Location of change**

In *Examination Regulations 2014*

**Detail of change**

On p. 747, l. 40-46, amend the text as shown below:

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~~ have been submitted and assessed 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.

**Explanatory Notes**

**Education Committee****Approved by the Graduate Panel of Education Committee on 12 December 2014****Regulations for the Degree of Doctor of Philosophy**

This change removes an inconsistency in the regulations for Confirmation of Status, clarifying that the requirement is that the assessment will be completed by the end of the relevant term, rather than just that the application will have been submitted, in line with other parts of the regulations.

**With effect from 26 April 2015****Location of change**

In *Examination Regulations 2014*

**Detail of change**

On p. 775, l. 16-31, amend the text as shown below:

1. A candidate who has been admitted to the status of Student for the Degree of Doctor of Philosophy must, not later than the ninth term or normally earlier than the sixth term after that in which he or she was initially admitted to the status of a Probationer Research Student or to the status of a student for another higher degree of the University, or the eighteenth and twelfth terms respectively in the case of a part-time student, ~~apply to the faculty board or committee concerned~~ complete the assessment process prescribed by the relevant board for confirmation of his or her status as a D.Phil. Student. A board or committee may, for good reason, permit a candidate to defer for a maximum of three terms his or her application for confirmation of status. A student who has been admitted to the status of Student for the Degree of Doctor of Philosophy after successfully completing the requirements for the Degree of Master (or Bachelor) of Philosophy, or having held the status of Student for the M.Litt. or M.Sc. by Research, may be exempted by the board or committee concerned from the requirement for confirmation of status. With the exception of students who have been exempted under this provision, all Students for the Degree of Doctor of Philosophy must have their status confirmed before making an application for the appointment of examiners.

**Explanatory Notes**

**Education Committee**

**Approved at the meeting of 13 March 2015 further to the Examinations Panel meeting of 2 February 2015**

**Regulations for the Conduct of University Examinations**

**Brief note about nature of change:** revisions to accommodate changes to the examination entry process following the change in student record system

**Effective date**

**With immediate effect**

**Location of change**

In *Examination Regulations 2014*, Regulations for the Conduct of University Examinations, Part 9

**Detail of change**

*[New text has been underlined; deleted text has been struck-through.]*

1. Page 21, between lines 11 and 12

Add title 'Entry of names of candidates'

2. Page 21, lines 17-27

Replace clause 9.4

'9.4. ~~The Registrar shall devise and issue to all candidates an entry form on which~~ Using the designated forms, candidates shall be required to

(1) state the University Examination for which they intend to enter;

(2) state the options they intend to offer, if the regulations of the University Examination for which they are entering permit the offering of options;

~~(3) secure the confirmation of their college through the signature of the Senior Tutor or his or her nominee that their entry is valid;~~

~~(4)(3) declare their intention of abiding by all University Regulations governing the conduct of examinations; and~~

~~(5)(4) provide such other declaration as may be required by the special regulations for the University Examination in question.'~~

3. page 21, lines 37-41

Replace clause 9.6 (2)

'(2) the Registrar shall determine whether the candidate proposes to offer part of the examination which has not already been offered by some other candidate whose name has been entered under the provisions of regulations ~~9-59.3-9.5~~ above and whether any other change in the conduct of the examination, as already arranged, would be involved;'

4. Page 23, lines 1-4

Replace title and clause 9.10

*'Processing of ~~forms~~ entries*

9.10. The Registrar shall acknowledge to the candidates the receipt of all completed entry forms and shall return to the candidate for completion or correction any form which is incomplete or is not in accordance with any relevant regulation.'

5. Page 23, lines 12-14

Replace clause 9.13

~~'9.13. From the entry forms t~~The Registrar shall assign a candidate number to each candidate and shall send the lists of numbers to the chair of the examiners in the University Examination for which the candidates have been entered.'

### **Consequential Changes**

6. In the Regulations for the First and Second Public Examinations, Part 4 Second Public Examination, page 52, lines 43-47

Replace clause 9.12

~~'4.12. The candidate's college shall be required to certify on the entry form, by the time determined for entry, whether or not the candidate will have met the requirement for statutory residence by the end of the term in which the examination is held, and to notify the University of any change in the candidate's status in this respect between entry and the date of the examination.'~~

7. In the Regulations for the Degree of Bachelor of Theology, page 432, lines 25-30, replace paragraph

~~'Every candidate shall send through his or her college complete an entry form, showing the~~

subject he or she intends to take in that year, ~~to the Examination Schools, High Street, Oxford OX1 4BG,~~ by noon on Friday of the second week of Hilary Term for the May examination, and by noon on Friday of the seventh week of Trinity Term for the Autumn examination. ~~All entries shall be accompanied by certification of college approval and by the examination fee prescribed in the appropriate regulation.'~~

### **Explanatory Notes**

With the introduction of the new student record system (SITS) in January 2015, changes have been made to the examination entry process. The previous process was paper-based and the Examination Regulations required the Senior Tutor (or his or her nominee) to sign each individual examination entry form of the candidates in their college. The revised process is online with candidates completing an electronic form. It has been agreed that Senior Tutors no longer need to be directly involved with the examination entry process for each individual candidate. Checks on the validity of entries will be made through alternative processes.

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<b>Education Committee</b>
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<b>Approved by Chair's action in October 2014</b>
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<b>Common Award Students</b>
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<b>Brief note about nature of change:</b> This change adds a new section to the Examination Regulations, mirroring that for Visiting Students, for Common Award Students registered at certain PPHs.
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<b>Effective date</b>
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With immediate effect
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<b>Location of change</b>
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In <i>Examination Regulations</i> 2014 after page 1010 (starting on a new page).
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<b>Detail of change</b>
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Insert new text:
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Common Award Students
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- |   |
|---|
| <ol style="list-style-type: none"><li>1. St Stephen's House and Wycliffe Hall are authorised to offer the Common Award, to be validated by the University of Durham, for the training of Church of England ordinands admitted to the Permanent Private Halls for that purpose.</li><li>2. There shall be a Register of Common Award Students who are members of a Permanent Private Hall but who are not members of the University.</li><li>3. The Permanent Private Hall shall place on the Register the name of any student it has admitted to study for the Common Award of the University of Durham.</li><li>4. Subject to the approval of the Education Committee, the Permanent Private Halls Supervisory Committee may determine from time to time conditions for inclusion on the Register and the maximum numbers of the members of each Permanent Private Hall who may be admitted as Common Award Students in any one year.</li><li>5. Application for inclusion on the register of Common Award Students shall be made to the Registrar through the candidate's Permanent Private Hall within fourteen days after the Hall has admitted the candidate. The application shall provide such particulars as the Education Committee shall from time to time specify, and shall</li></ol> |
|---|

include an undertaking by the candidate, in terms approved from time to time by the Education Committee, as to conduct while holding the status of a Common Award Student.

6. Subject to the approval of the Education Committee, the Permanent Private Halls Supervisory Committee may specify the University facilities and services and determine the level of access to their use which shall be made available to Common Award Students, as well as determining the charge paid by the Permanent Private Halls for these facilities and services.
7. A Common Award Student shall cease to hold that status (i) after he or she completes the necessary period of study for the Common Award, or (ii) after he or she ceases to be a member of a Permanent Private Hall prior to the completion of his or her period of study for the Common Award, or (iii) forthwith if, in accordance with the prescribed procedure, he or she is found to have committed a breach of his or her undertaking as to conduct and it is held that his or her status is to cease as a consequence.
8. No Common Award Student shall be eligible to be a candidate for any examination, or scholarship, prize, or other award of the University.

#### **Explanatory Notes**

Council has agreed that St Stephen's House and Wycliffe Hall should be authorised to offer the Common Award, validated by the University of Durham, for the training of Church of England ordinands admitted to the Permanent Private Halls for that purpose, for an interim period of five years from 2014-15. These students are not members of the University.

The new section of the Examination Regulations closely mirrors that for Visiting Students and will be situated immediately after that section.

**Education Committee****Approved by the Graduate Panel of Education Committee on 5 May 2015****General Regulations Governing Research Degrees**

This is an addition to the regulations setting out the procedure to be followed in cases where the examiners wish to hold a viva within four weeks of receipt of the thesis.

**With immediate effect***In Examination Regulations 2014***General Regulations Governing Research Degrees**

On p. 755, I.12-22, amend the text as shown below:

(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.

If, for any reason, examiners wish to hold a viva within one calendar month of receiving their copy of the thesis, notification should be sent to the relevant board, and the permission of the Proctors must be sought. This may be done by contacting the Proctors' Office giving details of the proposed arrangement and the reasons for the request.

**Education Committee****Approved by the Graduate Panel of Education Committee on 5 May 2015****General Regulations Governing Research Degrees**

Addition of a new section to the regulations outlining the principles underpinning and procedure to be followed in cases where adjustments are required for research degree assessments.

**With effect from Michaelmas term 2015***In Examination Regulations 2014***General Regulations Governing Research Degrees**

On p. 752, l.1, insert and amend the text as shown below:

§6. Students with Disabilities

1. This part is concerned with candidates for research degree assessments who have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal activities.

2. Candidates may apply for alternative arrangements where the impairment which they have significantly affects their ability to undertake the following assessments in the manner in which they are normally undertaken by candidates.

3. Research degree assessments are taken to include interviews, presentations, and oral examinations for Transfer of Status, Confirmation of Status, and the final oral examination for the degrees of M.Litt., M.Sc. by Research, and D.Phil.

4. Candidates may apply for alternative assessment arrangements to the appropriate Board in advance of, or at the same time as, submitting their application for assessment.

5. The relevant Director of Graduate Studies will determine whether the arrangement is one that they can approve, or one that must be approved by the Proctors. The Proctors shall issue guidance periodically on the adjustments to assessments that the DGS may approve, and those that should be referred to the Proctors.

6. The application must be supported by evidence as set out on the application form. If the DGS is not satisfied that the evidence supports the request, the application must be

forwarded to the Proctors for determination.

7. Decisions on applications shall be communicated to the department or faculty who shall be responsible for putting the approved arrangements into place.

8. Alternative assessment arrangements approved by the DGS or the Proctors under these regulations shall normally apply to all assessments for the duration of the candidate's course of study. 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 DGS of any material change in his or her circumstances which might affect the suitability of these arrangements.

#### Appeals

9. A candidate who is dissatisfied with any decision made by the Proctors under these regulations, may appeal against it in accordance with the following provisions.

10. An appeal must be made in writing within 14 days of the date of the Proctors' decision, addressed to the Chair of the Education Committee.

11. The appeal shall be determined expeditiously by the Chair or another member of the Committee, other than one of the Proctors, nominated by the Chair.

§6-~~§7~~ Regulations concerning the Examination of Graduate Research Students.

**Education Committee**

**Approved at the meeting of the Examinations Panel of Education Committee of 11 May 2015**

**Regulations for the Conduct of University Examinations**

**Brief note about nature of change:** Revisions to update for accuracy and to aid comprehension

**Effective date**

**With immediate effect**

**Location of change**

In *Examination Regulations 2014*, Regulations for the Conduct of University Examinations, Part 17

**Detail of change**

Page 38, lines 14 to 25

*New text has been underlined; deleted text has been struck through.*

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

*Other Examinations*

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 a graduate taught programme 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.

### **Explanatory Notes**

Part 17 of the Regulations for the Conduct of University Examinations has a number of sub-headings to aid in the finding of the relevant information. One of these headings does not accurately reflect the content of the regulations that follow and is therefore being changed to aid comprehension. The current heading is *Preliminary or Qualifying Examinations for Master's Degrees, Diplomas and Certificates*. This implies that the regulations that follow are only concerned with preliminary examinations and qualifying examinations for certain courses. The regulations in fact are concerned with a much wider range of examinations including the final award for MPhil, MSc and MSt programmes. As the list of matriculated graduate taught programmes is not complete, it is being updated to cover all matriculated graduate taught programmes.