

Education Committee**Approved by the Graduate Panel of Education Committee on 26 June 2015****General Regulations for the Degree of Doctor of Philosophy****Brief note about nature of change:**

Changes to the regulations clarifying the role of the supervisor in the transfer and confirmation of status assessment process, and making it mandatory to hold an interview for confirmation of status assessments.

With effect from Michaelmas term 2016**Location of change**

In *Examination Regulations* online

Detail of change

Citation number [1.10]

§3. Admission of Candidates to the Status of Student for the Degree of Doctor of Philosophy

1. Candidates qualified under §2 of this section may apply for admission as Student for the Degree of Doctor of Philosophy to the board concerned through the Registrar. Such applications shall be accompanied by:

(i) a statement from the supervisor ~~that he or she approves the proposed subject for a thesis and considers the candidate well-fitted to undertake advanced research~~ containing their view of the proposed subject for a thesis and of the readiness of the candidate to undertake advanced research. A supervisor may delay an early application in the interests of the student, but must enable students to apply for their assessment within the prescribed time limits;

(ii) a statement of support for the application from the candidate's society;

(iii) a statement of the subject of the proposed thesis and details of the manner in which the candidate proposes to treat it.

2. Save for those applying under the provisions of § 2, cl. 1 (ii) of this section, applicants shall in addition be required to submit written work to the board, which work shall be assessed by two assessors appointed by the board, neither of whom shall normally be the candidate's supervisor. The precise manner and form of the written work shall be determined by regulation by each board. In the case of Fine Art candidates offering studio practice, and in the case of Music candidates offering a portfolio of musical compositions as part of their submissions, this will include such studio or compositional work as the board requires. The process of assessment must always include an interview with the applicant. Upon completion of their assessment of the candidate's work, the assessors shall make a recommendation as to whether the application for transfer to D.Phil. status should be granted. In each case the assessors shall make a reasoned written report to the board in support of their recommendation.

3. The board shall consider the candidate's application together with the material supplied in accordance with clauses 1 and 2 above. No application for transfer shall be granted unless the assessors shall have certified and the board is satisfied that the candidate is capable of carrying out advanced research, and that the subject of the thesis and the manner of its treatment proposed by the candidate are acceptable; and unless the board or department under whose aegis the research is to be conducted has adequate facilities to enable the research to be undertaken.

4. Subject to the approval of the Education Committee, each board shall have power to determine by regulation what other test or condition, if any, it may require before approving admission to D.Phil. status. Each board shall be empowered, without further authority, to require from the supervisor any further confidential report on an applicant's suitability to pursue research towards the D.Phil.

5. It shall be the duty of the Registrar to submit any application made under these provisions to the board concerned, and to inform the candidate of the outcome as soon as may be.

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. An applicant who transfers to the status of Student for the Degree of Doctor of Philosophy shall be reckoned as having held that status from the time he or she was admitted to his or her previous status unless the board shall determine otherwise.

§4. Confirmation of Status as a Student for the Degree of Doctor of Philosophy

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 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.

2. Candidates applying for confirmation of their status shall submit their application to the board concerned, through the Registrar; and such applications shall be accompanied by:

(i) ~~certification from the supervisor that the candidate's progress has been such as to warrant confirmation of status~~ a statement from the supervisor containing their view of the candidate's progress towards confirmation of status. A supervisor may delay an early application in the interests of the student, but must enable students to apply for their assessment within the prescribed time limits;

(ii) a statement of support for the application from the candidate's society.

3. Each faculty board shall, subject to the approval of the Education Committee, determine by regulation any other conditions which a student must fulfil before his or her status may be confirmed. The process of assessment must always include an interview with the candidate.

Explanatory Notes

In response to recommendations by the Proctors, in Trinity term 2015 Graduate Panel approved a number of changes to regulations and policy aimed at clarifying and improving the assessment process for transfer and confirmation of status. In particular, the Panel endorsed the proposal that the assessment of a student should be independent of the supervisor, and agreed to remove the requirement for the supervisor to endorse the student's application for transfer or confirmation and to provide instead a statement containing their view of the candidate's progress and readiness for assessment, a statement which would not be available to the assessors. The Panel also agreed to make it mandatory to hold an interview for confirmation of status assessments. These changes to regulation are accompanied by more detailed changes to the *Policy on Research Degrees*.

Education Committee**Approved by the Graduate Panel of Education Committee on 24 June 2016****General Regulations Governing Research Degrees****Brief note about nature of change:**

Changes to the regulations regarding PGR theses to include a new regulation on the use of third-party proof readers and a new regulation setting out the procedure for applying for dispensation from consultation.

With effect from Michaelmas term 2016**Location of change**

In *Examination Regulations* online

Detail of change

Citation number [1.96]

§7. Regulations concerning the Examination of Graduate Research Students

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

(ii) Proof-reading

Work submitted for examination must be solely the work of the candidate, except where otherwise clearly indicated. It is not permitted for a student to ask or allow someone else to make material changes to their work, for example, by rewriting passages of text or rewriting formulae or code. Failure to adhere to these regulations could constitute a breach of academic integrity and contravene the *Proctors' Disciplinary Regulations for Candidates in Examination*.

Candidates are responsible for the proof-reading of their work. Proof-reading by a third party is acceptable provided it constitutes no more than advice on the following: spelling and punctuation, formatting, grammar and syntax. A third party may not be used to change the text of the thesis so as to clarify, develop or change the ideas and arguments, reduce the length of the thesis, provide help with referencing, correct information within the thesis, or

translate the thesis into English.

(iii) 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.

(iv) 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.

(v) 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)].

(vi) Dispensation from Consultation of Thesis (D.Phil, M.Litt. M.Sc. by Research)

A candidate may apply to the relevant board for dispensation from consultation of thesis for all or part(s) of the hard copy and/or digital version of his or her thesis if a good reason is presented. Applications should be submitted to the relevant board and should be supported by the student's supervisor. If dispensation from consultation is granted, access to the hard copy and/or digital thesis will be restricted from the date of deposit, and will not be made available for consultation until the approved end date.

In exceptional circumstances, a candidate's supervisor may apply to the relevant board for dispensation from consultation of thesis, or an extension to an existing dispensation from consultation. Every effort should first be made to consult the candidate on the proposed application. The board has the power to grant the supervisor's request provided it is satisfied that the request is appropriate and relevant.

(vii) Abstracts

Explanatory Notes

The Graduate Panel of Education Committee has approved a new policy on the use of third-party proof readers for longer pieces of written work. This new regulation articulates the requirements of the new policy within the existing regulations for the preparation of PGR theses. Graduate Panel has also approved the inclusion of a new regulation setting out the procedure for applying for a dispensation from consultation of a PGR thesis. This process already exists in practice, but until now has not been underpinned by regulation. The new regulation also permits, in exceptional circumstances, a supervisor to apply for dispensation from consultation in the candidate's absence.

Education Committee

Approved by Chair's Action

Regulations for the Conduct of University Examinations

Brief note about nature of change: Certain regulations concerning the conduct of University examinations require both the approval of the Pro-Vice-Chancellor (Education) and the Proctors, including the appointment of examiners and assessors. Education Committee has agreed to temporarily suspend references to the Pro-Vice-Chancellor (Education) retrospectively from 1 September 2016 and going forward to 1 January 2017 when the Pro-Vice-Chancellor elect, Professor Sarah Whatmore, takes up her post. The regulations will operate with the approval of the Proctors alone during this period.

Effective date

The suspension of these regulations applies retrospectively from 1 September 2016 until 1 January 2017

Location of change

In *Examination Regulations 2016*, Regulations for the Conduct of University Examinations, Parts 3 – 7, Part 9, Parts 16 – 17

Detail of change

The temporarily suspended parts of the regulations are indicated by the striking through of the wording. Additions to wording are underlined.

Regulations for the Conduct of University Examinations: Part 3 Qualifications of Examiners

- 3.1. Examiners, other than examiners appointed under regulation 2.4 above or external examiners appointed under Part 4 of these regulations, must be members of a Faculty or department of the University.
- 3.2. The ~~Pro-Vice-Chancellor (Education)~~ and Proctors may for good cause dispense with the requirements of regulation 3.1 above.

- 3.3. Except in the cases referred to in regulation 3.4 below, no more than two persons who are, or have been during the two preceding years, on the teaching staff of the same college shall be nominated to serve at the same time:
 - (1) as moderators in the same part of a First Public Examination; or
 - (2) as public examiners in the same Final Honour School.
- 3.4. Regulation 3.3 above does not apply to persons who are appointed to examine in separate subjects or in the separate parts of a University Examination which is divided into separate formal parts.
- 3.5. The ~~Pro-Vice-Chancellor (Education)~~ and Proctors may for good cause dispense with the requirements of regulation 3.3 above.

Regulations for the Conduct of University Examinations: Part 4 Examiners: Nominations and Vacancies

- 4.1. It is the duty of every supervisory body to establish and maintain standing orders for:
 - (1) the number of examiners for any University Examination for which that supervisory body is responsible;
 - (2) the examiners' period of office;
 - (3) the appointment of a chair of examiners;
 - (4) the composition and constitution (including the arrangements for appointment of the chair and rules as to quorum) of any nominating committee to whom responsibilities are delegated under regulations 4.4 or 4.5 below; and
 - (5) the period of service of the members of that committee and the filling of vacancies.
- 4.2. The standing orders made under regulation 4.1 above shall be submitted:
 - (1) to the Proctors and the Registrar¹ before the beginning of each academic year; and
 - (2) the Education Committee with the examiners' report at the conclusion of the Examination.
- 4.3. Examiners must be nominated to the ~~Pro-Vice-Chancellor (Education)~~ and Proctors by the supervisory body in accordance with those standing orders.
- 4.4. Unless there is provision to the contrary in any regulation, the responsibility for making nominations in respect of any University Examination which is under the joint supervision of more than one supervisory body shall be delegated to a nominating committee appointed jointly for this purpose by the supervisory bodies concerned.

- 4.5. A single supervisory body responsible for making nominations in respect of any other University Examination may delegate its responsibility to a nominating committee consisting of not fewer than three persons appointed by it for this purpose.
- 4.6. The Proctors and the Registrar shall be informed annually of the membership of each nominating committee.
- 4.7.
 - (1) Every nomination shall be made by a majority of votes.
 - (2) When the votes are equal the chair of the relevant board or other body or nominating committee acting on its behalf shall have an additional, casting vote.
 - (3) Where the nomination is made by a casting vote and is forwarded to the ~~Pro-Vice-Chancellor (Education)~~ and Proctors for their approval, they shall be informed that it has been made by a casting vote.
- *Doctor of Clinical Psychology and Postgraduate Certificate in Supervision of Applied Psychological Practice*
- 4.8.
 - (1) Nominations of examiners for the Degree of Doctor of Clinical Psychology and the Postgraduate Certificate in Supervision of Applied Psychological Practice shall be made by a committee comprising two persons elected by the Oxford Institute of Clinical Psychology Training and two persons elected by the Medical Sciences Board.
 - (2) Nominations made under this regulation must be made in writing by at least three of the members of the nominating committee and shall be subject to the approval of the ~~Pro-Vice-Chancellor (Education)~~ and Proctors.
- *Notice of vacancies*
- 4.9. By the Friday of the last week of each Full Term the Registrar shall send to each supervisory body, or its nominating committee acting on its behalf (as the case may be), the vacancies in examinerships to be filled in the following term.
- *Notice of nominations*
- 4.10. Each supervisory body, or its nominating committee acting on its behalf (as the case may be), shall, unless regulation 4.11 below applies, submit to the Registrar, by 5 p.m. on the first Tuesday of the Full Term in which any vacancy has to be filled in accordance with Part 5 of these regulations, nominations of new examiners, signed by not fewer than two of the members of the board or other body or committee in question.
- 4.11. Nominations of new examiners for the Degree of Bachelor of Philosophy and Master of Philosophy in subjects other than Classical Archaeology shall be submitted by 5 p.m. on

Friday in the sixth week of the Full Term in which a vacancy has to be filled in accordance with Part 5 of these regulations.

- 4.12. If notice of a vacancy in an examinership is not received by the Monday before the Full Term in which it is to be filled in accordance with regulation 4.9 above, the ~~Pro-Vice-Chancellor (Education)~~ Proctors shall fix the date by which nominations in writing must be received in accordance with those regulations, and the date for any meeting of the board or other body or nominating committee which may be necessary to make a nomination.
- *Submission of nominations*
- 4.13. The chair of the board or other body or of the nominating committee acting on its behalf shall be responsible for the submission of nominations under regulations 4.10–4.12 above duly signed by the persons specified.
- *External examiners*
- 4.14. Regulations 4.15-4.19 below apply to the appointment of external examiners.
- 4.15. Each supervisory body or nominating committee acting on its behalf *must* nominate as an external examiner for each University Examination for the Second Public Examination for which it is responsible a person to act as an external arbiter of standards and *may* nominate a person as an external examiner to provide academic expertise not otherwise obtainable from within the University.
- 4.16. A person nominated under regulation 4.15 above may be approved and designated by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors as an external examiner. An external examiner who fails to submit the annual report required by the University may continue in office only with the permission of the ~~Pro-Vice-Chancellor (Education)~~ and the Proctors.
- 4.17. A person holding a post in the University or any college or other Oxford institution associated with the University in the examination of candidates may not be approved or designated as an external examiner.
- 4.18. Unless they are appointed to examine separate subjects or in separate parts of a University Examination divided into formal parts, no two persons who are, or have been during the preceding two years, on the teaching staff of the same university or other institution shall normally be nominated to serve at the same time as external examiners in the same University Examination.
- 4.19. External examiners shall be entitled to a retaining fee up to but not exceeding an amount determined from time to time by the Planning and Resource Allocation Committee of Council.
- *Additional examiners*
- 4.20. A supervisory body may at any time, if it is necessary or desirable to do so, nominate additional examiners to serve on a Board of Examiners for one University Examination only,

and the provisions of any standing orders shall not apply to the time of their nomination.

- *Final Honour Schools divided into Parts*
- 4.21. If any Final Honour School is divided into Parts there shall be a separate Board of Examiners for each Part.

¹ References to the Registrar in this section should normally be taken to refer to the Head of Examinations and Assessments at the Examination Schools, who acts on behalf of the Registrar.

Regulations for the Conduct of University Examinations: Part 5 Examiners: Period of Office, Casual Vacancies, Resignation, and Removal

- 5.1.
 - (1) Examiners (except additional examiners) shall take up their office on the first day of the Full Term following the approval of their nomination by the ~~Pro Vice-Chancellor (Education)~~ and Proctors.
 - (2) Additional examiners shall take up their office immediately after that date.
- 5.2.
 - (1) Subject to the provisions of this Part examiners shall serve for the period designated in its standing orders by the supervisory body responsible for the University Examination for which they are appointed.
 - (2) Each supervisory body shall notify the Proctors and the Registrar before the beginning of each academic year of the number of examiners and the period of their office.
- 5.3. Examiners who have not held office for the full period may be renominated either for a full period or for such period as together with the period of office they have in fact completed will constitute a full period.
- 5.4. If it is necessary for the due regulation of the succession among examiners in any University Examination that an examiner or examiners shall retire before the end of the normal period of service, then the junior shall retire.
- 5.5. The ~~Pro Vice-Chancellor (Education)~~ and Proctors may dispense from any of the requirements of regulations 5.1–5.4 above if they consider it reasonable to do so.
- 5.6.
 - (1) An examiner may, on account of sickness or other urgent cause, obtain from the ~~Pro Vice-Chancellor (Education)~~ and Proctors leave of absence for a period extending over not more than one University Examination, and a suitably qualified person shall be appointed to act as his or her substitute during that period.

- o (2) If leave of absence is granted before the first day of the Full Term in which or following which the University Examination in question is to begin, the substitute shall be nominated by the supervisory body or (as the case may be) the nominating committee concerned.
 - o (3) If leave of absence is granted on or after that day the substitute shall be appointed by the ~~Pro Vice-Chancellor (Education) and~~ Proctors.
- 5.7. If an examiner appears to the ~~Pro Vice-Chancellor (Education) or the~~ Proctors to be acting in the conduct of his or her office in a manner which is inconsistent with proper standards of academic rigour, integrity, impartiality, or fairness, or may otherwise bring discredit upon the examination process or the University, he or she shall (without prejudice to any other action which may be taken) be removed from office by the ~~Pro Vice-Chancellor (Education) or~~ Proctors ~~as the case may be~~.
- 5.8.
 - o (1) If an examiner dies or resigns or is removed from office under this Part a suitably qualified person shall be appointed to act as his or her substitute.
 - o (2) Where death, resignation, or removal occurs before the first day of Full Term in which or following which the University Examination in question is to begin, the substitute shall be nominated in accordance with regulation 5.6 (2) above and shall serve for the residue of the period of office of the person whom he or she succeeds.
 - o (3) Where death, resignation, or removal occurs after that date the substitute shall be appointed by the ~~Pro Vice-Chancellor (Education) and~~ Proctors and shall serve for the next University Examination only.
- 5.9. Examiners appointed under regulations 5.6 and 5.7 above shall:
 - o (1) take up their office forthwith; and
 - o (2) receive such remuneration (if any) as is determined from time to time by the ~~Pro Vice-Chancellor (Education) and~~ Proctors.
- 5.10. If a person who is appointed an examiner by virtue of his or her office is for any reason unable to act he or she shall nominate a deputy who shall be a member of a faculty to act in his or her place with the approval of the ~~Pro Vice-Chancellor (Education) and the~~ Proctors.

Regulations for the Conduct of University Examinations: Part 6 Chairs of Examiners

- 6.1. The supervisory body responsible for a University Examination shall appoint 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.

- 6.2. Except with the permission of the ~~Pro-Vice-Chancellor (Education)~~ Proctors, an external examiner shall not be eligible to serve as chair.
- 6.3. Until a chair has been appointed the senior examiner who is a member of a Faculty shall fulfil the duties of the chair. Seniority shall be determined by reference to the rules for academic precedence and standing as made from time to time by Council.
- 6.4. As well as performing the specific duties laid down in these or any other regulations the chair shall be responsible generally for ensuring that the business of his or her Board of Examiners is properly conducted and that the requirements of these regulations are fulfilled by that Board.
- 6.5. It shall be the duty of each chair of examiners to ensure that account is taken of the *Policy and Guidance for Examiners and others involved in University Examinations* published periodically by the Proctors and by the Education Committee so far as it is applicable to the University Examination for which his or her Board of Examiners is responsible.
- 6.6.
 - (1) The chair shall convene at least one meeting of the examiners before each University Examination for which they are responsible and by this and other means ensure that all arrangements for its proper conduct have been made and understood.
 - (2) An external examiner shall not be required to attend such a meeting but shall be informed by the chair of its proceedings and decisions.
- 6.7. The chair of the Board of Examiners for each single Final Honour School shall designate the examiners required for any joint Final Honour School in which any of the examinations correspond with an examination in the single School.

Regulations for the Conduct of University Examinations: Part 7 Assessors

- 7.1. A Board of Examiners may in accordance with the provisions of this Part appoint as assessors other persons who are not examiners in the same University Examination to act with them in setting and/or marking any particular part of a University Examination.
- 7.2.
 - (1) Unless paragraph (3) below applies an assessor must hold the same qualifications as an examiner as provided in regulation 3.1 above.
 - (2) The ~~Pro-Vice-Chancellor (Education)~~ and Proctors may for good cause dispense with the requirements of regulation 7.2 (1) above.
 - (3) A person who holds a post of lecturer in either the University or one of the colleges in the language concerned may be appointed to act as an assessor in an oral examination in any of the following Final Honour Schools:

Modern Languages

History and Modern Languages

Philosophy and Modern Languages

Classics and Modern Languages

English and Modern Languages

European and Middle Eastern Languages.

- 7.3. Where an examination forms part of more than one University Examination a person may be appointed to act as an assessor of that examination for all University Examinations of which it forms a part.
- 7.4. The chair of the Board of Examiners concerned must apply to the ~~Pro-Vice-Chancellor (Education)~~ and Proctors for their approval of the appointment of any assessor, and an appointment shall not be effective until that approval is given.
- 7.5. The Proctors shall inform the Registrar of the names of all persons appointed as assessors.
- 7.6. Persons acting as assessors shall make a report to the Board of Examiners on the parts of the University Examinations submitted to them, but shall have no right of voting on the place of any candidate in a Results List nor on the question of his or her having satisfied the examiners or having been adjudged worthy of distinction.
- 7.7. An assessor shall if invited by the Board of Examiners take part in any *viva voce* examination.
- 7.8. The remuneration of assessors shall be according to a scale drawn up by the Planning and Resource Allocation Committee of Council.
- 7.9. The provisions of regulations 5.6, 5.7, and 5.8 above which concern leave of absence, death, resignation, and removal in the case of examiners shall apply, with any necessary modifications, to assessors.
- 7.10. The ~~Pro-Vice-Chancellor (Education)~~ and Proctors shall have power to give and vary directions necessary for the carrying out of the provisions of this Part.

Regulations for the Conduct of University Examinations: Part 9 Times for Holding Examinations and Entry of Names of Candidates

Times for holding Examinations

- 9.1. The Registrar and the Education Committee shall, after consultation with the ~~Pro-Vice-Chancellor (Education)~~ and Proctors, fix the days on which each University Examination shall begin and shall give public notice of such days.
- 9.2. The chair of examiners in each University Examination shall, on the advice of the

Registrar, state and give public notice of the date time and place of the beginning of each examination, and shall afterwards give such notice as he or she shall deem necessary of the further attendance required of candidates.

Entry of names of candidates

- 9.3.
 - (1) The Registrar shall be given the names of all candidates for all University Examinations except those referred to in paragraph (2) of this regulation.
 - (2) For the Examination for the Postgraduate Certificate in Education names shall be given in the manner prescribed by the regulations governing that Examination.
- 9.4. 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) declare their intention of abiding by all University Regulations governing the conduct of examinations; and
 - (4) provide such other declaration as may be required by the special regulations for the University Examination in question.
- 9.5. The Registrar shall fix the days for entering names after consultation with the Education Committee, and he or she shall give public notice of the place and hour at which he or she will receive names.

Late entries

- 9.6. Where a candidate whose name has not been entered for an examination by the date fixed by the Registrar under the provisions of regulation 9.5 above wishes his or her name to be entered after that date, the procedure shall be as follows:
 - (1) the candidate shall apply in writing through the Senior Tutor to the Registrar for his or her name to be so entered;
 - (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 9.3-9.5 above and whether any other change in the conduct of the examination, as already arranged, would be involved;
 - (3) if no change in the conduct of the examination as referred to in paragraph (2) would be involved, the Registrar shall, subject to the payment by the candidate of a late-entry fee, grant permission for the candidate to be admitted to the

examination;

- o (4) if some such change would be involved, the Registrar shall ask the chair of examiners whether he or she is, nevertheless, willing to consent to the candidate being admitted to the examination, and if the chair consents the Registrar shall, subject to the payment by the candidate of a late-entry fee, grant permission for the candidate to be admitted to the examination;
- o (5) if the chair of examiners refuses to give the consent referred to in paragraph (4), the Registrar shall refer the matter to the Proctors for a review of the decision, and, if they give permission, this shall be subject to the payment by the candidate of a late-entry fee;
- o (6) the late-entry fee payable under paragraphs (3), (4), and (5) shall be such sum as the Education Committee shall from time to time determine, and different sums may be specified in respect of permission given under different paragraphs.

- 9.7.

- o (1) Notwithstanding the provisions of regulation 9.6 above, the Divisional Board of Social Sciences may make provision for late entry, as appropriate, in the regulations for the Postgraduate Certificate in Education.
- o (2) Candidates permitted to enter late for these examinations shall pay such sum as the Education Committee shall from time to time determine.

Late alteration of options

- 9.8. Where the regulations for a University Examination permit the offering of options and a candidate wishes to alter his or her choice of options, the procedure shall be as follows:
 - o (1) The candidate shall apply in writing through the Senior Tutor to the Registrar for the alteration to be made.
 - o (2) The Registrar shall determine whether the candidate proposes to offer a part of the examination which has not already been offered by some other candidate whose name has been entered under the provisions of regulations 9.3-9.5 above and whether any other change in the conduct of the examination, as already arranged, would be involved.
 - o (3) If no change in the conduct of the examination as referred to in paragraph (2) would be involved, the Registrar shall, subject to the payment by the candidate of a late-alteration fee, grant permission for the alteration to be made.
 - o (4) If some such change would be involved, the Registrar shall ask the chair of examiners whether he or she is, nevertheless, willing to consent to the alteration, and, if the chair consents, the Registrar shall, subject to the payment by the

candidate of a late alteration fee, grant permission for the alteration to be made.

- o (5) If the chair of examiners refuses to give the consent referred to in paragraph (4), the Registrar shall refer the matter to the Proctors for a review of the decision, and, if they give permission, this shall be subject to the payment by the candidate of a late-alteration fee.
- o (6) The late-alteration fee payable under paragraphs (3), (4), and (5) above shall be such sum as the Education Committee shall from time to time determine, and different sums may be specified in respect of permission given under different paragraphs.

Waiver of fees

- 9.9. The Proctors may waive the payment of any fee payable under regulations 9.6 and 9.8 above if it appears to them to be reasonable to do so.

Processing of entries

- 9.10. The Registrar shall acknowledge to the candidates the receipt of all completed 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.
- 9.11. Candidates must notify the Registrar of any subsequent changes in the information given on their form.
- 9.12. If, through change of name, migration or otherwise the Registrar entertains any reasonable doubt about the identity of a candidate offering himself or herself for any University Examination, he or she may require such further evidence of identity as he or she may deem necessary.

Transmission of names of candidates and their options to the examiners

- 9.13. 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.

Examination for the Degree of Doctor of Clinical Psychology validated by the University

- 9.14. Notwithstanding any provision of regulations in this Part to the contrary, the entry of names, late entries, late alterations of names and candidates, and transmission of names of candidates and lists of subjects to the examiners for the examination for the Degree of Doctor of Clinical Psychology shall be governed by regulations laid down from time to time by the Directorate of the Oxford Doctoral Course in Clinical Psychology and lodged annually with the Proctors.

Assessment

- *Adjudication on the merits of candidates*

- 16.1.

- (1) Every examiner who takes part in adjudicating on the merits of a candidate shall give careful attention to the examination of such candidates.
- (2) No examiner adjudicating on the merits of any candidate shall take account of any circumstances, not forming part of, or directly resulting from, the examination itself, except as provided in Parts 12 or 13 of these regulations.
- (3) The work of any candidate to whom Parts 12 or 13 of these regulations applies shall be assessed with due and careful regard to the circumstances of that candidate and any relevant code of practice or guidelines adopted by the University in relation to such candidates.
- (4) In the case of a candidate against whom an order has been made by a University Court under section 11 (3) or section 21 (1)(e) of Statute XI or by the Appeal Court in similar terms (intentional or reckless breach of examination regulations), the examiners shall give effect to that order.
- (5) Where the Proctors have a recommendation to the examiners in respect of a candidate under section 32 (3) of Statute XI (breach of examination regulations which is neither intentional nor reckless) the examiners shall give due weight to the recommendation in assessing the candidate's work.

- *Examination conventions*

- 16.2.

- (1) In adjudicating on the merits of candidates the examiners shall follow and apply the conventions approved under regulation 8.1 above subject to the right of the Board of Examiners in exceptional circumstances to make minor adjustments to the conventions during any particular Examination.
- (2) In cases of doubt or difficulty arising under (1), the examiners shall consult the Proctors.
- (3) Nothing in this regulation shall affect the authority of the examiners in the making of academic judgements on the performance of each candidate.

- *Viva voce Examination*

- 16.3. In any University Examination in which candidates are examined viva voce the examiners shall determine the order in which they are to be examined.

- 16.4. Only one candidate at a time shall be examined viva voce in any one University

Examination, but in cases approved by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors the examiners in any University Examination may be permitted to divide themselves into groups which may examine candidates simultaneously.

- 16.5.

- (1) Except in the circumstances referred to in paragraph (2) below no examiner, other than an examiner in the Preliminary Examination in Medicine or in the Second Examination for the Degree of Bachelor of Medicine, or in the Honour School of Oriental Studies shall examine viva voce any candidate who belongs to any college in which he or she is tutor or in which he or she has been tutor during the previous two years or who has been instructed by him or her (otherwise than at a lecture or class open to all members of the University) within the previous two years.
- (2) The ~~Pro-Vice-Chancellor (Education)~~ and Proctors may relieve any Board of Examiners of the restriction imposed by this regulation if it would cause difficulty in the conduct of the Examination in question.

- *Submission of theses or other exercises: exceeding word limits and departure from title or subject-matter*

- 16.6.

- (1) Where a candidate for any University Examination in which a thesis (or other exercise) may be, or is required to be, submitted as part of that Examination presents a thesis (or other exercise) which exceeds the word limit prescribed by the relevant statute, or regulation, the examiners, if they agree to proceed with the examination of the work, may reduce the mark by up to one class (or its equivalent).1
- (2) Where a candidate submits such a thesis (or other exercise), the title or subject matter of which differs from that which was approved by the supervisory body concerned, the examiners (if they agree to proceed with the examination of the work) may similarly reduce the mark by up to one class (or its equivalent).1

- *Illegible scripts*

- 16.7.

- (1) If a chair of examiners considers that a script of a candidate in an examination is illegible (whether the whole script or any part thereof as identified by the chair), he or she shall inform the Senior Tutor of that candidate's college.
- (2) Should the Senior Tutor dispute the illegibility of any such script (or part thereof as identified by the chair of examiners), the question shall be referred to the Proctors, whose ruling on the question shall be conclusive.

- (3) Where it is accepted that a script (or part thereof) is illegible, the Senior Tutor shall either:
 - (a) arrange with the Registrar for the script to be transcribed in accordance with the procedure agreed between the Proctors and the Registrar;
 - or
 - (b) arrange for the candidate to dictate his or her script (or each required part thereof) to a typist under the invigilation of a Master of Arts of the University or any other person who is deemed by the Proctors to be suitable, having first submitted in advance to the Proctors proposals for (i) the appointment of a typist and an invigilator for the transcription of the script and (ii) the timing and venue for the exercise.
- (4) It shall be the responsibility of the Registrar or the Senior Tutor, as the case may be, to ensure that the transcription exercise is conducted in accordance with the arrangements approved by the Proctors.
- (5) During the transcription exercise the candidate shall dictate his or her script (or each required part thereof) to the typist in the presence of the invigilator, with the exception (unless otherwise identified by the chair of examiners) of work which constitutes rough notes. The candidate shall ensure that the typescript is in every respect identical in form and content to the original script. The use of any recording device is not permitted. Only one fair copy shall be made of each dictated script (or required part thereof), for submission to the examiners.
- (6) Academic dress and sub-fusc clothing need not be worn by any of the participants during the transcription exercise.
- (7) The cost of the typing and invigilation shall not be a charge on the University.
- (8) Following completion of the transcription exercise, it shall be the responsibility of the Registrar (for transcriptions under (3)(a) above) or the Senior Tutor (for transcriptions under (3)(b) above) to make available to the chair of examiners both the original script and the typescript.
- (9) The examiners shall read the typescript page by page with the original script beside it and shall immediately report any discrepancy to the Proctors.

- 16.8.

- (1) If in voting upon the place to be assigned to a candidate in any Results List the examiners shall be equally divided, the chair of the examiners in that Examination shall (unless paragraph (2) below applies) have a second or casting vote.
- (2) If the candidate in question shall be of the same college as the chair of the

examiners or of any college in which he or she is tutor or in which he or she has been tutor during the previous two years, or shall have been privately taught by him or her during the past two years, then the casting vote shall be with the senior of the examiners who is not disqualified on that ground.

- 16.9. Candidates whose performance is not sufficient for the award of Honours but have satisfied the examiners at 'pass' standard shall be awarded a pass.

¹ 'Reduction by one class' means a reduction from a II(i) to a II(ii) in the case of a mark which would otherwise have led to classification as a II(i).

Regulations for the Conduct of University Examinations: Part 17 Publication of Results

Honours Examinations

- 17.1. As soon as the examiners in an Honours Examination have examined and fully considered the work of all the candidates they shall:
 - (1) distribute candidates (identified only by their examination numbers) judged to have shown merit into three classes according to merit;
 - (2) except in the case of Honour Moderations (other than Classics) distribute the candidates in the second class into two divisions;
 - (3) forthwith provide the information determined under (1) and (2) above to the Registrar using the Registrar's Results Lists.
- 17.2. Where a University Examination in which Honours are awarded is divided into several Parts then (unless the regulations for the specific Examination otherwise provide) in respect of all Parts save the last:
 - (1) the examiners shall determine the candidates (identified only by their examination numbers) who have shown sufficient merit to obtain Honours in each Part; and
 - (2) forthwith provide the information determined under paragraph (1) above to the Registrar; and
 - (3) the respective chairs of the examiners shall deposit the candidates' exercises with the Registrar for the use of the examiners in any succeeding Examination.
- 17.3. If a candidate in any Honour Moderations has not been judged by the moderators to be worthy of Honours but has satisfied the moderators at 'pass' standard they shall give notice of that fact at the close of the Examination to the Registrar.
- 17.4. If a candidate in any Final Honour School or in the Final Examination for the Degree of Bachelor of Fine Art has not been judged by the examiners to be worthy of Honours but has

satisfied them at 'pass' standard the examiners shall give notice of that fact at the close of the Examination to the Registrar.

- 17.5.
 - (1) If a candidate in any Honour School of the First or Second Public Examination or in the Final Examination for the Degree of Bachelor of Fine Art is disqualified by standing from obtaining Honours in that Examination, but has in the judgement of the examiners shown sufficient merit to entitle him or her to obtain Honours, but for such disqualification, the examiners shall give notice of that fact on the Results List submitted to the Registrar at the close of the Examination.
 - (2) A candidate to whom this regulation applies shall be entitled to supplicate for the Degree of Bachelor of Arts or of Fine Art (as the case may) in the same manner as if he or she had obtained Honours in the Examination.
- 17.6. If the regulations for any University Examination in which Honours are awarded also permit the award of a merit or a distinction in any part of that Examination the examiners shall give notice to the Registrar at the close of the examination of the names of all the candidates whose work in that part has been adjudged worthy of either accolade.

Other Examinations

- 17.7. The examiners in any Preliminary or Qualifying Examination or in any examination for 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.
- 17.8. In an Examination where a candidate is not required to pass in all subjects at one and the same Examination the examiners shall provide a Results List with the agreed results to date.
- *Approved musical exercises for the Degree of Bachelor of Music*
- 17.9. At the close of the Examination of the Musical Exercises for the Degree of Bachelor of Music submitted to them in any term, the examiners shall notify the Registrar of the candidates whose exercises have been approved by them.
- *Candidates who have failed*

- 17.10.
 - If a candidate in any University Examination has been judged by the examiners to have failed the examination the examiners shall give notice of that fact, at the close of the examination to the Registrar by inclusion on the Registrar's Results List.
- *Notification of results*
- 17.11. All notifications submitted to the Registrar under this Part shall be made in a form of Results List as provided by the Registrar, unless he or she otherwise agrees.
- 17.12. All information submitted to the Registrar under this Part shall (unless any examiner shall have been excused by the Proctors) be certified by the signature of all the examiners who have acted together in the assessment of the candidates in the Examination.
- 17.13. On receipt of the information provided under regulations 17.11 to 17.12 above, the Registrar shall arrange the publication of results to each candidate.
- 17.14.
 - (1) After results have been released to candidates, examiners shall have no power to alter such Results Lists except under paragraph (2)-(4) below.
 - (2) Examiners may submit to the Deputy Registrar a change in an individual assessment mark or grade without further consent in instances where an examination overall outcome is not changed.
 - (3) Examiners may, with the written consent of the ~~Pro-Vice-Chancellor (Education) and~~ Proctors, amend an individual assessment mark or grade where such change will result in a change in the overall examination outcome.
 - (4) Examiners may, with the written consent of the ~~Pro-Vice-Chancellor (Education) and~~ Proctors, issue a further Results List or Lists to provide results of candidates omitted from the original list.
- *Custody of records*
- 17.15. The Results Lists drawn up and duly signed shall be circulated and published by the Registrar according to the requirements of the Education Committee and subject to the provisions of the Data Protection Act and the signed copy shall remain in the custody of the Registrar, and any question thereafter arising, with respect to the result of any Examination, shall be determined by reference to such lists.
- *Forms of Certificates*
- 17.16.
 - (1) Degree certificates and other certificates for diplomas and other certificate courses shall be issued to successful candidates in forms prescribed by the

Registrar.

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

Explanatory Notes



Education Committee

Approved by officers on behalf of Education Committee on 6th January 2017

Name of Regulation
Regulations Concerning the Status of Graduate Taught Students

Brief note about nature of change: Specifying limits to student status for Postgraduate Certificate in Education and Professional Certificate in Education programmes.

Location of change
In *Examination Regulations 2016* <http://www.admin.ox.ac.uk/examregs/2016-17/rctsogradtaugstud/>

Effective date
For all students on course from MT 2016
For first examination from 2016-17

Detail of change

Amend table starting at citation reference 1.6 as follows (new text underlined, deleted text struck through):

MSc in Major Programme Management	1.63 24 months	1.64 48 months	1.65 24 months
<u>Postgraduate Certificate in Education</u>	<u>3 terms</u>	<u>6 terms</u>	<u>3 terms</u>
<u>Professional Certificate in Education</u>	<u>3 terms</u>	<u>6 terms</u>	<u>3 terms</u>

Explanatory Notes
The current regulations do not explicitly state the length of time a Postgraduate Certificate in Education or a Professional Certificate in Education student may hold status. This omission is being rectified.

TDP HT17

Education Committee

Approved at the meeting of Taught Degrees Panel of Education Committee of 28 February 2017

Regulations for the Conduct of University Examinations

Brief note about nature of change: Changes to the processes relating to examiner and assessor nomination and approval.

Effective date

From MT17

Location of change

In *Examination Regulations* 2016, Regulations for the Conduct of University Examinations, Parts 2 to 7

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p2numbofexam/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p3qualofexam/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p4enomiandvaca/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p5epoo-cvresiandremo/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p6chaiofexam/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-part7asse/>

Detail of change

Delete current Parts 2 to 7 of the Regulations for the Conduct of University Examinations and replace with the following:

Regulations for the Conduct of University Examinations: Part 2 Responsibilities of

Supervisory bodies

Number of examiners

2.1. It is the duty of every supervisory body:

(1) to ensure that there is a sufficient number of suitably qualified examiners, and, if required, assessors, to prepare and examine every part of the University Examination for which it is responsible;

(2) to arrange for their nomination and appointment in accordance with Part 3 of these regulations.

2.2. Every candidate in an examination shall be examined by at least two examiners or by one examiner and one assessor except in the following cases:

(1) an examination which is part of a Preliminary Examination or Moderations (but not Honour Moderations) in the First Public Examination; or

(2) an examination which is exempted from this requirement with the written permission of the Chair of the Education Committee.

2.3. No more than two persons who are, or have been during the two preceding years, on the teaching staff of the same college shall be nominated to serve at the same time on the same Board of Examiners.

2.4. The Pro-Vice-Chancellor (Education) or Proctors may for good cause dispense with the requirements of regulation 2.3. above.

Structure of boards of examiners

2.5. It is the duty of every supervisory body to establish and maintain standing orders for:

(1) the number of examiners for any University Examination for which that supervisory body is responsible;

(2) the period of office for both internal and external examiners;

(3) the appointment and period of office of a chair of examiners;

(4) the composition and constitution (including the arrangements for appointment of the chair and rules as to quorum) of any nominating committee to whom responsibilities are delegated under 2.7 below; and

(5) the period of service of the members of that committee and the filling of vacancies.

2.6. The standing orders made under regulation 2.5 above shall be submitted to

Student Registry by 1 October each year.

2.7. The responsibility for the appointment of examiners and assessors in respect of any University Examination which is under the joint supervision of more than one supervisory body shall be delegated to a nominating committee appointed jointly for this purpose by the supervisory bodies concerned, unless there is provision to the contrary in any regulation.

2.8. Student Registry shall be informed annually of the chair or senior nominator of each nominating committee.

Doctor of Clinical Psychology and Postgraduate Certificate in Supervision of Applied Psychological Practice

2.9.

(1) The membership and terms of reference of the Board of Examiners for the Degree of Doctor of Clinical Psychology and the Postgraduate Certificate in Supervision of Applied Psychological Practice shall be determined by the Oxford Institute of Clinical Psychology Training.

(2) The Course Directors shall maintain procedures for nomination of examiners, and the terms of reference and conventions of the Board of Examiners for each of these awards, and make these available to the Proctors on request.

(3) Nominations of examiners shall be subject to regulation 3.3 in Part 3 of these regulations.

Regulations for the Conduct of University Examinations: Part 3: Examiners: Nominations and Appointments

3.1. Supervisory bodies, or nominating committees to which responsibilities are delegated under regulation 2.7 in Part 2, shall approve the appointment of internal examiners in the following cases:

- (1) Persons who are either full members of a Faculty of the University, or have examining duties included in their employment contract;
- (2) Persons who do not qualify under the provisions in (1), but whose first appointment as an examiner has previously been approved by the Proctors.

3.2. The Proctors shall approve the appointment of internal examiners, who shall be nominated by supervisory bodies, or by nominating committees under regulation 2.7 in Part 2, in the following case:

- (1) Persons who are not full members of a Faculty of the University, have no examining duties in their contracts, and have never examined at the University of Oxford before, on their first appointment as an examiner (including the first appointment as an examiner of a person who has

previously been appointed only as an assessor).

Doctor of Clinical Psychology and Postgraduate Certificate in Supervision of Applied Psychological Practice

3.3.

(1) Nominations of examiners for the Degree of Doctor of Clinical Psychology and the Postgraduate Certificate in Supervision of Applied Psychological Practice shall be made by a committee comprising two persons elected by the Oxford Institute of Clinical Psychology Training and two persons elected by the Medical Sciences Board.

(2) Nominations made under this regulation must be made in writing by at least three of the members of the nominating committee and shall be subject to the approval of the Proctors.

Submission of nominations

3.4. All nominations of examiners which require approval by the Proctors under regulation 3.2 above must be submitted to the Proctors, by the supervisory body, or by the nominating committee acting on its behalf, by 1 October, i.e. the beginning of the academic year in which the examiners will serve.

3.5. At the same time as these nominations are submitted, the supervisory body or nominating committee must notify the Proctors of the names of the examiners whose appointment it has approved under regulation 3.1 above.

Additional examiners

3.6. A supervisory body may at any time, if it is necessary or desirable to do so, approve the appointment (under regulation 3.1) or nominate to the Proctors (under regulation 3.2) additional examiners to serve on a Board of Examiners for one University Examination only, and the provisions of any standing orders shall not apply to the time of their nomination.

Final Honour Schools divided into Parts

3.7. If any Final Honour School is divided into Parts there shall be a separate Board of Examiners for each Part.

Regulations for the Conduct of University Examinations: Part 4 Examiners: Period of Office, Casual Vacancies, Resignation, and Removal

4.1. Examiners shall take up their office on 1 October of the academic year for which they have been appointed to serve, or immediately after their appointment has been approved, if this is later than 1 October.

4.2.

(1) Standing orders shall designate terms of office for internal examiners of

no more than four years. If the term of office is not designated in standing orders, the default period for which an examiner is appointed shall be three years.

(2) An examiner shall serve for a maximum of two consecutive terms of office on the same examination board.

4.3. Examiners who have not held office for the full period may be reappointed either for a full period or for such period as together with the period of office they have in fact completed will constitute a full period.

4.4. If it is necessary for the due regulation of the succession among examiners in any University Examination that an examiner or examiners shall retire before the end of the normal period of service, then the junior shall retire.

4.5. The Pro-Vice-Chancellor (Education) or Proctors may dispense from any of the requirements of regulations 4.1–4.4 above if they consider it reasonable to do so.

4.6. An examiner may, on account of sickness or other urgent cause, obtain from the Proctors leave of absence for a period extending over not more than one University Examination, and a suitably qualified person shall be appointed to act as their substitute during that period in accordance with regulations 3.1 and 3.2 in Part 3 of these regulations.

4.7. If an examiner appears to the Pro-Vice-Chancellor (Education) or the Proctors to be acting in the conduct of the office in a manner which is inconsistent with proper standards of academic rigour, integrity, impartiality, or fairness, or may otherwise bring discredit upon the examination process or the University, the examiner shall (without prejudice to any other action which may be taken) be removed from office by the Pro-Vice-Chancellor (Education) or Proctors as the case may be.

4.8. If an examiner dies or resigns or is removed from office under this Part, the supervisory body or nominating committee shall submit a nomination to the Proctors for approval of a suitably qualified substitute for the remainder of the period of office.

4.9. If a person who is appointed an examiner by virtue of their office is for any reason unable to act they shall nominate a deputy who shall be subject to approval by the supervisory body, nominating committee or the Proctors as the case may be.

Regulations for the Conduct of University Examinations: Part 5 Chairs of Examiners

5.1. The supervisory body responsible for a University Examination, or the nominating committee acting on its behalf, shall, by 1 October each year, submit its nomination for a chair of examiners for approval by the Proctors, in accordance with its standing orders.

5.2. Standing orders shall designate the term of office for the chair of examiners as either one or two years. Chairs of examiners may be reappointed.

5.3. Except with the permission of the Pro-Vice-Chancellor (Education) or Proctors, an external examiner shall not be eligible to serve as chair.

5.4. Until a chair has been appointed the senior examiner who is a full member of a Faculty of the University shall fulfil the duties of the chair. Seniority shall be determined by reference to the rules for academic precedence and standing as made from time to time by Council.

5.5. As well as performing the specific duties laid down in these or any other regulations the chair shall be responsible generally for ensuring that the business of the Board of Examiners is properly conducted and that the requirements of these regulations are fulfilled by that Board.

5.6. It shall be the duty of each chair of examiners to ensure that account is taken of the *Policy and Guidance for Examiners and others involved in University Examinations* published periodically by the Proctors and by the Education Committee.

Regulations for the Conduct of University Examinations: Part 6: External Examiners

6.1. Each supervisory body or nominating committee acting on its behalf *must* nominate as an external examiner for each University Examination (except the First Public Examination) for which it is responsible a person to act as an external arbiter of standards and *may* nominate a person as an external examiner to provide academic expertise not otherwise obtainable from within the University.

6.2. Supervisory bodies or nominating committees must submit nominations for external examiners to the Proctors by 1 October, i.e. the beginning of the academic year in which the external examiners will serve. The Proctors are responsible for the approval of external examiners.

6.3. The term of office for an external examiner shall be three years. Exceptionally, this may be extended by one year. No external examiner may serve for more than four years.

6.4. An external examiner who fails to submit the annual report required by the University may continue in office only with the permission of the Pro-Vice-Chancellor (Education) or the Proctors.

6.5. A person holding a post in the University or any college or other Oxford institution associated with the University in the examination of candidates may not be approved or designated as an external examiner.

6.6. Unless they are appointed to examine separate subjects or in separate parts of a University Examination divided into formal parts, no two persons who are, or have been during the preceding two years, on the teaching staff of the same university or other institution shall normally be nominated to serve at the same time as external examiners in the same University Examination.

6.7. External examiners shall be entitled to a retaining fee up to but not exceeding an amount determined from time to time by the Planning and Resource Allocation Committee of Council.

6.8. The provisions of regulations 4.6, 4.7, and 4.8 in Part 4 of these regulations which concern leave of absence, death, resignation, and removal in the case of

examiners shall apply, with any necessary modifications, to external examiners.

Regulations for the Conduct of University Examinations: Part 7 Assessors

7.1. A Board of Examiners may in accordance with the provisions of this Part nominate as assessors other persons who are not examiners in the same University Examination to act with them in setting and/or marking any particular part of a University Examination.

7.2. Supervisory bodies, or nominating committees to which responsibilities are delegated under regulation 2.7 in Part 2 of these regulations, shall approve the appointment of assessors in the following cases:

- (1) Persons who are either full members of a Faculty of the University, or have examining duties included in their employment contract;
- (2) Persons who do not qualify under the provisions in (1), but whose first appointment as an assessor has previously been approved by the Proctors, provided the person is not a student.

7.3. The Proctors shall approve the appointment of assessors in the following cases:

- (1) Persons who are not full members of a Faculty of the University, have no examining duties in their contracts, and have never acted as an assessor at the University of Oxford before, on their first appointment as an assessor only;
- (2) Postgraduate research students, whose appointment must be approved by the Proctors for every examination and for every term in which they are nominated to act as an assessor.

7.4. A person who holds a post of lecturer in either the University or one of the colleges in the language concerned may be appointed, under regulation 7.2 or 7.3 as appropriate, to act as an assessor in an oral examination in any of the following Final Honour Schools:

Modern Languages

History and Modern Languages

Philosophy and Modern Languages

Classics and Modern Languages

English and Modern Languages

European and Middle Eastern Languages.

7.5. Where an examination forms part of more than one University Examination a person may be appointed to act as an assessor of that examination for all University Examinations of which it forms a part.

7.6. The relevant supervisory body, nominating committee, or Proctors shall inform Student Registry of the names of all persons appointed as assessors, as soon as

they have been appointed. Persons must not act as assessors until their appointment has been approved under regulations 7.2 or 7.3.

7.7. Persons acting as assessors shall make a report to the Board of Examiners on the parts of the University Examinations submitted to them, but shall have no right of voting on the place of any candidate in a Results List nor on the question of the candidate having satisfied the examiners or having been adjudged worthy of distinction.

7.8. An assessor shall if invited by the Board of Examiners take part in any *viva voce* examination.

7.9. The remuneration of assessors shall be according to a scale drawn up by the Planning and Resource Allocation Committee of Council.

7.10. The provisions of regulations 4.6, 4.7, and 4.8 in Part 4 of these regulations which concern leave of absence, death, resignation, and removal in the case of examiners shall apply, with any necessary modifications, to assessors.

7.11. The Pro-Vice-Chancellor (Education) or Proctors shall have power to give and vary directions necessary for the carrying out of the provisions of this Part.

Explanatory Notes

The former Examinations Panel of Education Committee took decisions at its Trinity term 2016 and Michaelmas term 2016 meetings regarding the approval of examiner and assessor appointments, following the outcomes of a consultation on this area, and agreed that these changes should be implemented from the 2017-18 academic year. The changes are designed to delegate many decisions on examiner and assessor appointments to the local level, and to streamline administrative processes.

At its Hilary term 2017 meeting, the new Taught Degrees Panel (which has absorbed the responsibilities of the former Examinations Panel) approved revised regulations in order to implement the agreed changes. The opportunity has also been taken to simplify the regulations to reflect practice.

TDP HT17

Education Committee

Approved at the meeting of Taught Degrees Panel of Education Committee of 28 February 2017

Regulations for the Conduct of University Examinations

Brief note about nature of change: To provide that the Proctors alone may make decisions which were formerly the responsibility of both the Proctors and PVC (Education); to reflect current practice regarding the role of Student Registry and of the Student Disciplinary Panel and Academic Conduct Panel.

Effective date

With immediate effect

Location of change

In *Examination Regulations 2016*, Regulations for the Conduct of University Examinations, Parts 3 to 7, 9, 16-17

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p3qualofexam/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p4enomiandvaca/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p5epoo-cvresiandremo/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p6chaiofexam/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-part7asse/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p9tfhaeonameofcand/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p16markandasse/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p17publofresu/>

Detail of change

Inserted text has been underlined; deleted text has been struck through.

Regulations for the Conduct of University Examinations: Part 3 Qualifications of Examiners

3.1. Examiners, other than examiners appointed under regulation 2.4 above or external examiners appointed under Part 4 of these regulations, must be members of a Faculty or department of the University.

3.2. The Pro-Vice-Chancellor (Education) or ~~and~~ Proctors may for good cause dispense with the requirements of regulation 3.1 above.

3.3. Except in the cases referred to in regulation 3.4 below, no more than two persons who are, or have been during the two preceding years, on the teaching staff of the same college shall be nominated to serve at the same time:

- (1) as moderators in the same part of a First Public Examination; or
- (2) as public examiners in the same Final Honour School.

3.4. Regulation 3.3 above does not apply to persons who are appointed to examine in separate subjects or in the separate parts of a University Examination which is divided into separate formal parts.

3.5. The Pro-Vice-Chancellor (Education) or ~~and~~ Proctors may for good cause dispense with the requirements of regulation 3.3 above.

Regulations for the Conduct of University Examinations: Part 4 Examiners: Nominations and Vacancies

4.1. It is the duty of every supervisory body to establish and maintain standing orders for:

- (1) the number of examiners for any University Examination for which that supervisory body is responsible;
- (2) the examiners' period of office;
- (3) the appointment of a chair of examiners;
- (4) the composition and constitution (including the arrangements for appointment of the chair and rules as to quorum) of any nominating committee to whom responsibilities are delegated under regulations 4.4 or 4.5 below; and
- (5) the period of service of the members of that committee and the filling of vacancies.

4.2. The standing orders made under regulation 4.1 above shall be submitted:

(1) to the Proctors and the Registrar¹ before the beginning of each academic year; and

(2) the Education Committee with the examiners' report at the conclusion of the Examination.

4.3. Examiners must be nominated to the ~~Pro-Vice-Chancellor (Education)~~ and Proctors by the supervisory body in accordance with those standing orders.

4.4. Unless there is provision to the contrary in any regulation, the responsibility for making nominations in respect of any University Examination which is under the joint supervision of more than one supervisory body shall be delegated to a nominating committee appointed jointly for this purpose by the supervisory bodies concerned.

4.5. A single supervisory body responsible for making nominations in respect of any other University Examination may delegate its responsibility to a nominating committee consisting of not fewer than three persons appointed by it for this purpose.

4.6. The Proctors and the Registrar shall be informed annually of the membership of each nominating committee.

4.7.

(1) Every nomination shall be made by a majority of votes.

(2) When the votes are equal the chair of the relevant board or other body or nominating committee acting on its behalf shall have an additional, casting vote.

(3) Where the nomination is made by a casting vote and is forwarded to the ~~Pro-Vice-Chancellor (Education)~~ and Proctors for their approval, they shall be informed that it has been made by a casting vote.

Doctor of Clinical Psychology and Postgraduate Certificate in Supervision of Applied Psychological Practice

4.8.

(1) Nominations of examiners for the Degree of Doctor of Clinical Psychology and the Postgraduate Certificate in Supervision of Applied Psychological Practice shall be made by a committee comprising two persons elected by the Oxford Institute of Clinical Psychology Training and two persons elected by the Medical Sciences Board.

(2) Nominations made under this regulation must be made in writing by at

least three of the members of the nominating committee and shall be subject to the approval of the ~~Pro-Vice-Chancellor (Education)~~ and Proctors.

Notice of vacancies

4.9. By the Friday of the last week of each Full Term the Registrar shall send to each supervisory body, or its nominating committee acting on its behalf (as the case may be), the vacancies in examinerships to be filled in the following term.

Notice of nominations

4.10. Each supervisory body, or its nominating committee acting on its behalf (as the case may be), shall, unless regulation 4.11 below applies, submit to the Registrar, by 5 p.m. on the first Tuesday of the Full Term in which any vacancy has to be filled in accordance with Part 5 of these regulations, nominations of new examiners, signed by not fewer than two of the members of the board or other body or committee in question.

4.11. Nominations of new examiners for the Degree of Bachelor of Philosophy and Master of Philosophy in subjects other than Classical Archaeology shall be submitted by 5 p.m. on Friday in the sixth week of the Full Term in which a vacancy has to be filled in accordance with Part 5 of these regulations.

4.12. If notice of a vacancy in an examinership is not received by the Monday before the Full Term in which it is to be filled in accordance with regulation 4.9 above, the ~~Pro-Vice-Chancellor (Education)~~ Proctors shall fix the date by which nominations in writing must be received in accordance with those regulations, and the date for any meeting of the board or other body or nominating committee which may be necessary to make a nomination.

Submission of nominations

4.13. The chair of the board or other body or of the nominating committee acting on its behalf shall be responsible for the submission of nominations under regulations 4.10–4.12 above duly signed by the persons specified.

External examiners

4.14. Regulations 4.15-4.19 below apply to the appointment of external examiners.

4.15. Each supervisory body or nominating committee acting on its behalf *must* nominate as an external examiner for each University Examination for the Second Public Examination for which it is responsible a person to act as an external arbiter of standards and *may* nominate a person as an external examiner to provide academic expertise not otherwise obtainable from within the University.

4.16. A person nominated under regulation 4.15 above may be approved and

designated by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors as an external examiner. An external examiner who fails to submit the annual report required by the University may continue in office only with the permission of the Pro-Vice-Chancellor (Education) or ~~and~~ the Proctors.

4.17. A person holding a post in the University or any college or other Oxford institution associated with the University in the examination of candidates may not be approved or designated as an external examiner.

4.18. Unless they are appointed to examine separate subjects or in separate parts of a University Examination divided into formal parts, no two persons who are, or have been during the preceding two years, on the teaching staff of the same university or other institution shall normally be nominated to serve at the same time as external examiners in the same University Examination.

4.19. External examiners shall be entitled to a retaining fee up to but not exceeding an amount determined from time to time by the Planning and Resource Allocation Committee of Council.

Additional examiners

4.20. A supervisory body may at any time, if it is necessary or desirable to do so, nominate additional examiners to serve on a Board of Examiners for one University Examination only, and the provisions of any standing orders shall not apply to the time of their nomination.

Final Honour Schools divided into Parts

4.21. If any Final Honour School is divided into Parts there shall be a separate Board of Examiners for each Part.

¹ References to the Registrar in this section should normally be taken to refer to the Head of Examinations and Assessments at the Examination Schools, who acts on behalf of the Registrar.

Regulations for the Conduct of University Examinations: Part 5 Examiners: Period of Office, Casual Vacancies, Resignation, and Removal

5.1.

(1) Examiners (except additional examiners) shall take up their office on the first day of the Full Term following the approval of their nomination by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors.

(2) Additional examiners shall take up their office immediately after that date.

5.2.

(1) Subject to the provisions of this Part examiners shall serve for the period designated in its standing orders by the supervisory body responsible for the University Examination for which they are appointed.

(2) Each supervisory body shall notify the Proctors and the Registrar before the beginning of each academic year of the number of examiners and the period of their office.

5.3. Examiners who have not held office for the full period may be renominated either for a full period or for such period as together with the period of office they have in fact completed will constitute a full period.

5.4. If it is necessary for the due regulation of the succession among examiners in any University Examination that an examiner or examiners shall retire before the end of the normal period of service, then the junior shall retire.

5.5. The Pro-Vice-Chancellor (Education) ~~or~~ and Proctors may dispense from any of the requirements of regulations 5.1–5.4 above if they consider it reasonable to do so.

5.6.

(1) An examiner may, on account of sickness or other urgent cause, obtain from the ~~Pro-Vice-Chancellor (Education)~~ and Proctors leave of absence for a period extending over not more than one University Examination, and a suitably qualified person shall be appointed to act as his or her substitute during that period.

(2) If leave of absence is granted before the first day of the Full Term in which or following which the University Examination in question is to begin, the substitute shall be nominated by the supervisory body or (as the case may be) the nominating committee concerned.

(3) If leave of absence is granted on or after that day the substitute shall be appointed by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors.

5.7. If an examiner appears to the Pro-Vice-Chancellor (Education) or the Proctors to be acting in the conduct of his or her office in a manner which is inconsistent with proper standards of academic rigour, integrity, impartiality, or fairness, or may otherwise bring discredit upon the examination process or the University, he or she shall (without prejudice to any other action which may be taken) be removed from office by the Pro-Vice-Chancellor (Education) or Proctors as the case may be.

5.8.

(1) If an examiner dies or resigns or is removed from office under this

Part a suitably qualified person shall be appointed to act as his or her substitute.

(2) Where death, resignation, or removal occurs before the first day of Full Term in which or following which the University Examination in question is to begin, the substitute shall be nominated in accordance with regulation 5.6 (2) above and shall serve for the residue of the period of office of the person whom he or she succeeds.

(3) Where death, resignation, or removal occurs after that date the substitute shall be appointed by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors and shall serve for the next University Examination only.

5.9. Examiners appointed under regulations 5.6 and 5.7 above shall:

(1) take up their office forthwith; and

(2) receive such remuneration (if any) as is determined from time to time by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors.

5.10. If a person who is appointed an examiner by virtue of his or her office is for any reason unable to act he or she shall nominate a deputy who shall be a member of a faculty to act in his or her place with the approval of the ~~Pro-Vice-Chancellor (Education)~~ and the Proctors.

Regulations for the Conduct of University Examinations: Part 6 Chairs of Examiners

6.1. The supervisory body responsible for a University Examination shall appoint 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.

6.2. Except with the permission of the Pro-Vice-Chancellor (Education) or Proctors, an external examiner shall not be eligible to serve as chair.

6.3. Until a chair has been appointed the senior examiner who is a member of a Faculty shall fulfil the duties of the chair. Seniority shall be determined by reference to the rules for academic precedence and standing as made from time to time by Council.

6.4. As well as performing the specific duties laid down in these or any other regulations the chair shall be responsible generally for ensuring that the business of his or her Board of Examiners is properly conducted and that the requirements of these regulations are fulfilled by that Board.

6.5. It shall be the duty of each chair of examiners to ensure that account is taken of the *Policy and Guidance for Examiners and others involved in University Examinations* published periodically by the Proctors and by the Education

Committee so far as it is applicable to the University Examination for which his or her Board of Examiners is responsible.

6.6.

(1) The chair shall convene at least one meeting of the examiners before each University Examination for which they are responsible and by this and other means ensure that all arrangements for its proper conduct have been made and understood.

(2) An external examiner shall not be required to attend such a meeting but shall be informed by the chair of its proceedings and decisions.

6.7. The chair of the Board of Examiners for each single Final Honour School shall designate the examiners required for any joint Final Honour School in which any of the examinations correspond with an examination in the single School.

Regulations for the Conduct of University Examinations: Part 7 Assessors

7.1. A Board of Examiners may in accordance with the provisions of this Part appoint as assessors other persons who are not examiners in the same University Examination to act with them in setting and/or marking any particular part of a University Examination.

7.2.

(1) Unless paragraph (3) below applies an assessor must hold the same qualifications as an examiner as provided in regulation 3.1 above.

(2) The Pro-Vice-Chancellor (Education) or ~~and~~ Proctors may for good cause dispense with the requirements of regulation 7.2 (1) above.

(3) A person who holds a post of lecturer in either the University or one of the colleges in the language concerned may be appointed to act as an assessor in an oral examination in any of the following Final Honour Schools:

Modern Languages

History and Modern Languages

Philosophy and Modern Languages

Classics and Modern Languages

English and Modern Languages

European and Middle Eastern Languages.

7.3. Where an examination forms part of more than one University Examination a

person may be appointed to act as an assessor of that examination for all University Examinations of which it forms a part.

7.4. The chair of the Board of Examiners concerned must apply to the ~~Pro-Vice-Chancellor (Education) and Proctors~~ for their approval of the appointment of any assessor, and an appointment shall not be effective until that approval is given.

7.5. The Proctors shall inform the Registrar of the names of all persons appointed as assessors.

7.6. Persons acting as assessors shall make a report to the Board of Examiners on the parts of the University Examinations submitted to them, but shall have no right of voting on the place of any candidate in a Results List nor on the question of his or her having satisfied the examiners or having been adjudged worthy of distinction.

7.7. An assessor shall if invited by the Board of Examiners take part in any *viva voce* examination.

7.8. The remuneration of assessors shall be according to a scale drawn up by the Planning and Resource Allocation Committee of Council.

7.9. The provisions of regulations 5.6, 5.7, and 5.8 above which concern leave of absence, death, resignation, and removal in the case of examiners shall apply, with any necessary modifications, to assessors.

7.10. The Pro-Vice-Chancellor (Education) or ~~and~~ Proctors shall have power to give and vary directions necessary for the carrying out of the provisions of this Part.

Regulations for the Conduct of University Examinations: Part 9 Times for Holding Examinations and Entry of Names of Candidates

Times for holding Examinations

9.1. Student Registry ~~The Registrar~~ and the Education Committee shall, after consultation with the ~~Pro-Vice-Chancellor (Education) and Proctors~~, fix the days on which each University Examination shall begin and shall give public notice of such days.

9.2. The chair of examiners in each University Examination shall, on the advice of Student Registry ~~the Registrar~~, state and give public notice of the date time and place of the beginning of each examination, and shall afterwards give such notice as ~~they he or she~~ shall deem necessary of the further attendance required of candidates.

Entry of names of candidates

9.3.

(1) Student Registry ~~The Registrar~~ shall be given the names of all candidates for all University Examinations except those referred to in paragraph (2) of this regulation.

(2) For the Examination for the Postgraduate Certificate in Education names shall be given in the manner prescribed by the regulations governing that Examination.

9.4. 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) declare their intention of abiding by all University Regulations governing the conduct of examinations; and

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

9.5. Student Registry ~~The Registrar~~ shall fix the days for entering names after consultation with the Education Committee, and ~~he or she~~ shall give public notice of the place and hour at which ~~he or she will receive~~ names will be received.

Late entries

9.6. Where a candidate whose name has not been entered for an examination by the date fixed by Student Registry ~~the Registrar~~ under the provisions of regulation 9.5 above wishes their ~~his or her~~ name to be entered after that date, the procedure shall be as follows:

(1) the candidate shall apply in writing through the Senior Tutor to Student Registry ~~the Registrar~~ for their ~~his or her~~ name to be so entered;

(2) Student Registry ~~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 9.3-9.5 above and whether any other change in the conduct of the examination, as already arranged, would be involved;

(3) if no change in the conduct of the examination as referred to in paragraph (2) would be involved, Student Registry ~~the Registrar~~ shall, subject to the payment by the candidate of a late-entry fee, grant

permission for the candidate to be admitted to the examination;

(4) if some such change would be involved, Student Registry ~~the Registrar~~ shall ask the chair of examiners whether they are ~~he or she is~~, nevertheless, willing to consent to the candidate being admitted to the examination, and if the chair consents Student Registry ~~the Registrar~~ shall, subject to the payment by the candidate of a late-entry fee, grant permission for the candidate to be admitted to the examination;

(5) if the chair of examiners refuses to give the consent referred to in paragraph (4), Student Registry ~~the Registrar~~ shall refer the matter to the Proctors for a review of the decision, and, if they give permission, this shall be subject to the payment by the candidate of a late-entry fee;

(6) the late-entry fee payable under paragraphs (3), (4), and (5) shall be such sum as the Education Committee shall from time to time determine, and different sums may be specified in respect of permission given under different paragraphs.

9.7.

(1) Notwithstanding the provisions of regulation 9.6 above, the Divisional Board of Social Sciences may make provision for late entry, as appropriate, in the regulations for the Postgraduate Certificate in Education.

(2) Candidates permitted to enter late for these examinations shall pay such sum as the Education Committee shall from time to time determine.

Late alteration of options

9.8. Where the regulations for a University Examination permit the offering of options and a candidate wishes to alter their ~~his or her~~ choice of options, the procedure shall be as follows:

(1) The candidate shall apply in writing through the Senior Tutor to Student Registry ~~the Registrar~~ for the alteration to be made.

(2) Student Registry ~~The Registrar~~ shall determine whether the candidate proposes to offer a part of the examination which has not already been offered by some other candidate whose name has been entered under the provisions of regulations 9.3-9.5 above and whether any other change in the conduct of the examination, as already arranged, would be involved.

(3) If no change in the conduct of the examination as referred to in paragraph (2) would be involved, Student Registry ~~the Registrar~~ shall,

subject to the payment by the candidate of a late-alteration fee, grant permission for the alteration to be made.

(4) If some such change would be involved, Student Registry~~the Registrar~~ shall ask the chair of examiners whether he or she is, nevertheless, willing to consent to the alteration, and, if the chair consents, Student Registry~~the Registrar~~ shall, subject to the payment by the candidate of a late alteration fee, grant permission for the alteration to be made.

(5) If the chair of examiners refuses to give the consent referred to in paragraph (4), Student Registry~~the Registrar~~ shall refer the matter to the Proctors for a review of the decision, and, if they give permission, this shall be subject to the payment by the candidate of a late-alteration fee.

(6) The late-alteration fee payable under paragraphs (3), (4), and (5) above shall be such sum as the Education Committee shall from time to time determine, and different sums may be specified in respect of permission given under different paragraphs.

Waiver of fees

9.9. The Proctors may waive the payment of any fee payable under regulations 9.6 and 9.8 above if it appears to them to be reasonable to do so.

Processing of entries

9.10. Student Registry~~The Registrar~~ shall acknowledge to the candidates the receipt of all completed 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.

9.11. Candidates must notify Student Registry~~the Registrar~~ of any subsequent changes in the information given on their form.

9.12. If, through change of name, migration or otherwise Student Registry~~the Registrar~~ entertains any reasonable doubt about the identity of a candidate offering themselves ~~himself or herself~~ for any University Examination, ~~he or she~~ may require such further evidence of identity may be required as ~~he or she~~ may be deemed necessary.

Transmission of names of candidates and their options to the examiners

9.13. Student Registry~~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.

Examination for the Degree of Doctor of Clinical Psychology validated by the University

9.14. Notwithstanding any provision of regulations in this Part to the contrary, the entry of names, late entries, late alterations of names and candidates, and transmission of names of candidates and lists of subjects to the examiners for the examination for the Degree of Doctor of Clinical Psychology shall be governed by regulations laid down from time to time by the Directorate of the Oxford Doctoral Course in Clinical Psychology and lodged annually with the Proctors.

Regulations for the Conduct of University Examinations: Part 16 Marking and Assessment

Adjudication on the merits of candidates

16.1.

(1) Every examiner who takes part in adjudicating on the merits of a candidate shall give careful attention to the examination of such candidates.

(2) No examiner adjudicating on the merits of any candidate shall take account of any circumstances, not forming part of, or directly resulting from, the examination itself, except as provided in Parts 12 or 13 of these regulations.

(3) The work of any candidate to whom Parts 12 or 13 of these regulations applies shall be assessed with due and careful regard to the circumstances of that candidate and any relevant code of practice or guidelines adopted by the University in relation to such candidates.

(4) If the Student Disciplinary Panel or Academic Conduct Panel has imposed a penalty and/or given any direction to the examiners in relation to a candidate's examination, under section 10 or section 19 of Statute XI, the examiners shall apply the penalty to the candidate's work and act as directed. ~~In the case of a candidate against whom an order has been made by a University Court under section 11 (3) or section 21 (1)(e) of Statute XI or by the Appeal Court in similar terms (intentional or reckless breach of examination regulations), the examiners shall give effect to that order.~~

(5) ~~Where the Proctors have a recommendation to the examiners in respect of a candidate under section 32 (3) of Statute XI (breach of examination regulations which is neither intentional nor reckless) the~~

~~examiners shall give due weight to the recommendation in assessing the candidate's work.~~

Examination conventions

16.2.

(1) In adjudicating on the merits of candidates the examiners shall follow and apply the conventions approved under regulation 8.1 ~~above~~ subject to the right of the Board of Examiners in exceptional circumstances to make minor adjustments to the conventions during any particular Examination.

(2) In cases of doubt or difficulty arising under (1), the examiners shall consult the Proctors.

(3) Nothing in this regulation shall affect the authority of the examiners in the making of academic judgements on the performance of each candidate.

Viva voce Examination

16.3. In any University Examination in which candidates are examined viva voce the examiners shall determine the order in which they are to be examined.

16.4. Only one candidate at a time shall be examined viva voce in any one University Examination, but in cases approved by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors the examiners in any University Examination may be permitted to divide themselves into groups which may examine candidates simultaneously.

16.5.

(1) Except in the circumstances referred to in paragraph (2) below no examiner, other than an examiner in the Preliminary Examination in Medicine or in the Second Examination for the Degree of Bachelor of Medicine, or in the Honour School of Oriental Studies shall examine viva voce any candidate who belongs to any college in which they are ~~he or she is~~ tutor or in which they have ~~he or she has~~ been tutor during the previous two years or who has been instructed by them ~~him or her~~ (otherwise than at a lecture or class open to all members of the University) within the previous two years.

(2) The ~~Pro-Vice-Chancellor (Education)~~ and Proctors may relieve any Board of Examiners of the restriction imposed by this regulation if it would cause difficulty in the conduct of the Examination in question.

Submission of theses or other exercises: exceeding word limits and departure

from title or subject-matter

16.6.

(1) Where a candidate for any University Examination in which a thesis (or other exercise) may be, or is required to be, submitted as part of that Examination presents a thesis (or other exercise) which exceeds the word limit prescribed by the relevant statute, or regulation, the examiners, if they agree to proceed with the examination of the work, may reduce the mark by up to one class (or its equivalent).¹

(2) Where a candidate submits such a thesis (or other exercise), the title or subject matter of which differs from that which was approved by the supervisory body concerned, the examiners (if they agree to proceed with the examination of the work) may similarly reduce the mark by up to one class (or its equivalent).¹

Illegible scripts

16.7.

(1) If a chair of examiners considers that a script of a candidate in an examination is illegible (whether the whole script or any part thereof as identified by the chair), ~~they he or she~~ shall inform the Senior Tutor of that candidate's college.

(2) Should the Senior Tutor dispute the illegibility of any such script (or part thereof as identified by the chair of examiners), the question shall be referred to the Proctors, whose ruling on the question shall be conclusive.

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

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

or

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

(4) It shall be the responsibility of Student Registry ~~the Registrar~~ or the

Senior Tutor, as the case may be, to ensure that the transcription exercise is conducted in accordance with the arrangements approved by the Proctors.

(5) During the transcription exercise the candidate shall dictate their ~~his or her~~ script (or each required part thereof) to the typist in the presence of the invigilator, with the exception (unless otherwise identified by the chair of examiners) of work which constitutes rough notes. The candidate shall ensure that the typescript is in every respect identical in form and content to the original script. The use of any recording device is not permitted. Only one fair copy shall be made of each dictated script (or required part thereof), for submission to the examiners.

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

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

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

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

16.8.

(1) If in voting upon the place to be assigned to a candidate in any Results List the examiners shall be equally divided, the chair of the examiners in that Examination shall (unless paragraph (2) below applies) have a second or casting vote.

(2) If the candidate in question shall be of the same college as the chair of the examiners or of any college in which they are ~~he or she is~~ tutor or in which they have ~~he or she has~~ been tutor during the previous two years, or shall have been privately taught by them ~~him or her~~ during the past two years, then the casting vote shall be with the senior of the examiners who is not disqualified on that ground.

16.9. Candidates whose performance is not sufficient for the award of Honours but have satisfied the examiners at 'pass' standard shall be awarded a pass.

¹ 'Reduction by one class' means a reduction from a II(i) to a II(ii) in the case of a mark

which would otherwise have led to classification as a II(i).

Regulations for the Conduct of University Examinations: Part 17 Publication of Results

Honours Examinations

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

- (1) distribute candidates (identified only by their examination numbers) judged to have shown merit into three classes according to merit;
- (2) except in the case of Honour Moderations (other than Classics) distribute the candidates in the second class into two divisions;
- (3) forthwith provide the information determined under (1) and (2) above to Student Registry ~~the Registrar~~ using the ~~Registrar's~~ Results Lists.

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

- (1) the examiners shall determine the candidates (identified only by their examination numbers) who have shown sufficient merit to obtain Honours in each Part; and
- (2) forthwith provide the information determined under paragraph (1) above to Student Registry ~~the Registrar~~; and
- (3) the respective chairs of the examiners shall deposit the candidates' exercises with Student Registry ~~the Registrar~~ for the use of the examiners in any succeeding Examination.

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

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

17.5.

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

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

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

Other Examinations

17.7. The examiners in any Preliminary or Qualifying Examination or in any examination for 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 Student Registry ~~the Registrar~~ using the ~~Registrar's~~ Results Lists.

17.8. In an Examination where a candidate is not required to pass in all subjects at one and the same Examination the examiners shall provide a Results List with the agreed results to date.

Approved musical exercises for the Degree of Bachelor of Music

17.9. At the close of the Examination of the Musical Exercises for the Degree of Bachelor of Music submitted to them in any term, the examiners shall notify Student Registry ~~the Registrar~~ of the candidates whose exercises have been

approved by them.

Candidates who have failed

17.10.

If a candidate in any University Examination has been judged by the examiners to have failed the examination the examiners shall give notice of that fact, at the close of the examination to Student Registry ~~the Registrar~~ by inclusion on the ~~Registrar's~~ Results List.

Notification of results

17.11. All notifications submitted to Student Registry ~~the Registrar~~ under this Part shall be made in a form of Results List as provided by Student Registry ~~the Registrar~~, unless any other agreement has been made ~~he or she otherwise agrees~~.

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

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

17.14.

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

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

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

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

Custody of records

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

Forms of Certificates

17.16.

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

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

Explanatory Notes

Certain provisions within the Regulations for the Conduct of University Examinations were suspended from 1 September 2016 until the new Pro Vice-Chancellor (Education) took up post, to allow the regulations to operate with the approval of the Proctors alone. It has now been decided that the Proctors alone can provide the necessary central oversight of the appointment of examiner process, on a permanent basis.

At its Hilary term 2017 meeting, Taught Degrees Panel therefore approved changes to the regulations with immediate effect to permit this. The opportunity has also been taken to make minor revisions to reflect current practice regarding the role of Student Registry and of the Student Disciplinary Panel and Academic Conduct Panel.

Education Committee

Approved at the meeting of Education Committee of 27 May 2016

Regulations for the Matriculation of Student Members

Brief note about nature of change: to provide for matriculation in absence

Effective date

From MT16

Location of change

In *Examination Regulations* 2016, <http://www.admin.ox.ac.uk/examregs/2016-17/rfmofstudmemb/>

Detail of change

1. After clause 12 (cit. ref. 1.22) insert the following:

'Matriculation in absence

13. Students who have not previously matriculated or incorporated, and who begin a programme of study that has been granted permission to matriculate *in absentia* by Education Committee, will be matriculated at the next matriculation ceremony.'

2. Renumber clauses 13-17 as 14-18.

Explanatory Notes

Education Committee has approved a change in regulations to permit certain students to matriculate *in absentia*. The change provides for applications to be made to Education Committee to permit students on specified courses to matriculate without being required to attend a matriculation ceremony. It is expected that this permission will only be granted to students on part-time courses where attendance at a matriculation ceremony is difficult to incorporate into the time the students are present in Oxford.

This regulation change is being brought forward following the change in Council Regulations announced in the *Gazette* of 22 September 2016 (<http://www.ox.ac.uk/gazette/2016-2017/22september2016-no5142/congregation/>) and confirmed in the *Gazette* of 13 October 2016.

Education Committee**Approved at the meeting of 10 March 2017****Title of Programme/ Name of Regulation***Regulations for the Conduct of University Examinations: Part 1 Introduction***Brief note about nature of change:**

Addition to formalise existing arrangements by which the Proctors delegate certain decisions to other individuals.

Location of change

In *Examination Regulations 2016*

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-part1intr/>

Effective date

With immediate effect.

Detail of change

Add new item (8) after citation reference 1.12 to the list of definitions in section 1.2 and renumber existing item (8) as a consequence:

1.2. In these regulations unless the context otherwise requires:

- (1) 'college' means any college, society, or Permanent Private Hall or any other institution designated by Council by regulation as being permitted to present candidates for matriculation;
- (2) 'examiners' includes all persons approved to examine candidates for University Examinations to which these regulations apply;
- (3) 'examination' includes the submission and assessment of a thesis,

dissertation, essay, practical work, or other coursework and any other exercise which is not undertaken in formal examination conditions but counts towards or constitutes the work for a degree or other academic award;

(4) 'University Examination' means a group or number of examinations which a candidate must pass to obtain a degree or other award or to qualify as a candidate for a degree or other award of the University;

(5) 'supervisory body' means a Board of the Division or Faculty or other university body which has supervision over a University Examination;

(6) 'Board of Examiners' means the body of examiners, including external examiners, who are appointed to conduct a University Examination but does not include assessors.

(7) 'Senior Tutor' means the Senior Tutor or other proper officer of a candidate's college.

(8) 'Proctors' means the Proctors or their nominee.

~~(8)~~ (9) words and expressions in the singular include the plural and those in the plural include the singular.

Explanatory Notes

Change recommended by the 2016-17 Proctors in the report to Education Committee at the end of their term of office, to formalise existing practice.



Education Committee

Approved by officers on behalf of Education Committee on 4th April 2017

Name of Regulation

General Regulations Governing Research Degrees

Brief note about nature of change: Specifying that a board may only reinstate a PRS student in exceptional circumstances.

Location of change

In *Examination Regulations 2016* <http://www.admin.ox.ac.uk/examregs/2016-17/grgoveresedegr/>

Effective date

With immediate effect

Detail of change

Amend text in §2.7 starting at citation 1.15 (new text underlined, deleted text struck through):

^{1.15}7. A board may grant a student suspension from the Register or deprive a student of his or her status; and in such cases it shall at all times follow procedures determined by the Education Committee by regulation. A Exceptionally a board may also reinstate a student to the Register, provided that the total number of terms a student has spent as a Probationer Research Student has not exceeded five terms in the case of a full-time student, or ten terms in the case of a part-time student.

Explanatory Notes

The current regulations do not accurately reflect the expectation of the University that a PRS student once lapsed and withdrawn would be expected to reapply for study rather than reinstate onto the register. This oversight is being rectified.

[your ref # - optional]

Education Committee

Approved at the meeting of the Examinations Panel of Education Committee on 18 November 2016

Regulations for the Conduct of University Examinations: Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations

Brief note about nature of change: revisions to consequences of non-submission of assessment or non-attendance at an examination

Location of change

In *Examination Regulations 2016*, <http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p14ls-n-snowfromexam/>

Effective date

For all students on course from MT 2017

For first examination from 2017-18

Detail of change

Amend citation references 1.1-1.45 as indicated, next text underlined, deleted text struck through:

'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.~~

(1) For any University Examination in which Honours may be awarded (except Honour Moderations), if a candidate fails to appear for any part of a University Examination (including a viva voce examination other than as specified in (3) below) or fails to submit a thesis (or other exercise), the candidate 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) For any University Examination in which Honours are not awarded, if a candidate fails to appear for any part of a University Examination (including a viva voce examination other than as specified in (3) below) or fails to submit a thesis (or other exercise), the candidate will be deemed to have failed the paper as defined in 14.3(1) unless a successful submission under Part 14 has been made.

(3) 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.

14.3

(1) For the purposes of this Part, a paper is the assessment unit and may comprise a single assessment item (for example, a timed examination, a dissertation, a project, a practical work requirement) or multiple assessment items. In special subject regulations it may be described as a subject, an option, a course, an elective, a project, a unit rather than as a paper. Each individual paper may be compulsory or optional; however, all special subject regulations define the required number of papers that must be completed in order to complete the Examination.

(2) Where a candidate is deemed to have failed a paper under this Part and the Examination is one in which Honours may be awarded (except Honour Moderations), for any further attempt at that paper that is permitted by regulation the examiners shall assess the paper on its merits;

(3) Where a candidate is deemed to have failed a paper under this Part and the Examination is one in which Honours are not awarded or for Honour Moderations, for any further attempt at that paper that is permitted by regulation the examiners shall award a mark no higher than the pass mark (as defined for the Examination) for the paper. Where a paper has more than one assessment item, the marks of those assessment items that were successfully completed will be carried forward and the candidate will only be required to retake the assessment item(s) that was/were not successfully completed. All assessment items repeated under this Part shall be awarded a mark no higher than the pass mark in addition to the capping of the paper mark. The candidate

will not be eligible for a distinction where the award of distinction is otherwise permitted.

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

~~14.3.~~14.4. 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.~~ 14.5.

(1) A request under ~~14.3.~~ 14.4. 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.~~ 14.6. 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.~~ 14.4. 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.~~14.7.

(1) If the Proctors accept a submission under ~~14.3.~~ 14.4. 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.~~14.8. If the Proctors accept a submission under ~~14.3.~~ 14.4., they may authorise the examiners either:

(1) to accept a submission at a later date as provided for under ~~14.5.~~14.6. 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.

14.8-14.9.

(1) Where it is decided under ~~14.7-14.8~~(2) above or ~~14.16-14.18~~(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 Education Committee for consideration of his or her standing for Honours at a future examination.

(3) Where it is decided under ~~14.7-14.8~~(2) above or ~~14.16-14.18~~(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.

14.9-14.10. If a candidate fails to submit a thesis (or other exercise) 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.~~ 14.11 If a candidate fails to submit a thesis (or other exercise) on time without prior permission, but submits after the prescribed date of submission and within 14 calendar days of the notification of the non-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.

14.12 If a candidate fails to submit a thesis (or other exercise) on time without prior permission and does not submit it within 14 calendar days of the notification of non-submission, the consequence shall be as defined under 14.2.

~~14.11.~~ 14.13. 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.~~ 14.14. The Proctors may waive the payment of any fee payable under ~~14.9. or 14.10.~~ 14.10. or 14.11. if it appears to them to be reasonable to do so.

Non-appearance at an examination

~~14.13.~~ 14.15.

(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.~~ 14.16.

(1) A request under regulation ~~14.13.~~ 14.15. 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.~~14.17.

(1) If the Proctors accept a submission under regulation ~~14.13.~~ 14.15. 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;

(3) If the Proctors decide not to accept the submission and the candidate does not attend the assessment or assessments, the consequences will be as defined under 14.2.

~~14.16.~~ 14.18. If the Proctors accept a submission under ~~14.13.~~ 14.15. 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.~~ 14.9. above.'

Explanatory Notes

Examinations Panel considered the consequences of non-submission of an assessment or non-attendance at an examination at its meeting in Michaelmas term 2016. It agreed that the current consequence of failure of the whole Examinations (e.g. MSc, FPE) was disproportionate in most cases. It agreed to change the consequence of non-submission/non-attendance for all Examinations except FHS from failure of the whole Examination to failure of the paper (assessment unit) with any available resit capped at a pass. The consequence of non-submission/non-attendance for the FHS remains failure of the whole FHS or Part of the FHS with no capping of resit marks.

The current regulations make provisions for submissions made after a published deadline to be examined but do not specify a time limit after which no submissions will be accepted. Examinations Panel agreed that no assessments should be accepted for examination more than 14 calendar days after the notification of non-submission of the assessment item.

Education Committee

Approved on behalf of the committee on 5 April 2017; reflecting agreement by the committee of paper EdC(TT16)054 at the meeting on 6 May 2016

Title of Programme/ Name of Regulation

Regulations for the Conduct of University Examinations: Part 17 Publication of results

Brief note about nature of change:

To allow for the provision of a certificate showing a deceased candidate's academic achievement in restricted circumstances.

Location of change

In *Examination Regulations 2016*

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p17publofresu/>

Effective date

With immediate effect.

Detail of change

Add new item 17.17

'17.17 If the death of a candidate takes place between the completion of all the elements required for the award of a degree or other qualification and its conferral, a posthumous certificate recognising the candidate's academic achievement may be presented at the request of the candidate's family on behalf of the University. Such posthumous recognition of achievement shall be permitted in cases where application is made for recognition within five years of completion of the course. Requests for recognition will only normally be considered where the student dies within three years of completing their course.'

Explanatory Notes

This change, to allow for the provision of a certificate recognising a candidate's academic achievement in instances where the death of a candidate takes place between the

completion of all the elements required for the award of a degree or other qualification and its conferral, has been approved by Education Committee, General Purposes Committee and Council (on 31 October 2016).

The change does not permit examination boards any discretion to recognise the achievement of candidates who have completed most but not all of the elements required for an award, beyond that already afforded under Parts 13 and 14 of the *Regulations for the Conduct of University Examinations*.



Education Committee

Approved by officers on behalf of Education Committee on 28th April 2017

Name of Regulation
Regulations Concerning the Status of Graduate Taught Students

Brief note about nature of change: Specifying limits to student status for Postgraduate Diploma in Theology, Postgraduate Diploma in Musculoskeletal Sciences and Postgraduate Certification in Supervision of Applied Psychological Practice

Location of change
In *Examination Regulations 2016* <http://www.admin.ox.ac.uk/examregs/2016-17/rctsogradtaugstud/>

Effective date
For all students on course from MT 2016
For first examination from 2016-17

Detail of change

Amend table starting at citation reference 1.6 as follows, replace existing table starting at citation reference 1.10 with new table provided below:

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

MSc in Major Programme Management	24 months	48 months	24 months
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
Postgraduate Diplomas (12-14 months) at the Saïd Business School	12 months	14 months	12 months
Postgraduate Diplomas (24-26 months) at the Saïd Business School	24 months	26 months	12 months
Postgraduate Diploma in Theology	3 terms	6 terms	3 terms
Postgraduate Diploma in Theology (part time)	6 terms	12 terms	6 terms
Postgraduate Diploma in Musculoskeletal Sciences (part time)	6 terms	12 terms	6 terms
Postgraduate Certificate in Education	3 terms	6 terms	3 terms
Postgraduate Certificate in Supervision of Applied Psychological Practice (part-time)	3 terms	6 terms	3 terms
Professional Graduate Certificate in Education	3 terms	6 terms	3 terms
Explanatory Notes			

The current regulations do not explicitly state the length of time a number of Postgraduate Taught Students may hold status. This omission is being rectified. The order of programmes has been amended to follow the order presented in the Examination Regulations



Education Committee

Approved on behalf of Education Committee on 14 June 2017

Title of Programme/ Name of Regulation

Regulations for the Matriculation of Student Members

Brief note about nature of change:

Alterations to reflect agreement during 2016-17 between the University and Ripon College, Cuddesdon about arrangements for Ripon students to matriculate at the University.

Location of change

In *Examination Regulations 2016*

<http://www.admin.ox.ac.uk/examregs/2016-17/rfmofstudmemb/>

Effective date

For students starting from Michaelmas term 2017.

Detail of change

Amend citation reference 1.25 onwards as follows (new text underlined, deleted text struck through):

**Matriculation for Theological Courses of members of ~~certain institutions in Oxford~~
Ripon College, Cuddesdon**

- ^{1.25}15. In each academic year, subject to the approval of Council, Ripon College, Cuddesdon, shall be permitted, subject to the conditions laid down in regulations 16-18 below, to present for matriculation by the University:
 - ^{1.26}(1) not more than twenty-two full-time-equivalent qualified candidates offering themselves for the qualifications listed in regulation 18 below other than the M.Th. in Applied Theology or the Diploma in Applied Theology; and

- 1.27(2) not more than fourteen qualified candidates offering themselves for the M.Th. in Applied Theology or the Diploma in Applied Theology.
- 1.2816. No person may be matriculated under the authority of these regulations unless ~~the institution presenting that person for matriculation~~ Ripon College, Cuddesdon can certify that ~~he or she is~~ they are a minister of religion or a genuine candidate for the ministry.
- 1.2917. Before presenting any candidate for matriculation under the authority of these regulations, Ripon College, Cuddesdon shall consult the Board of the Faculty of Theology and Religion or such nominee or nominees as the board may appoint to act for it.
- 1.3018. Persons matriculated under the authority of regulations 15-17 above shall have in relation to the University the same privileges and obligations as if they had been matriculated through a college, except that they may not (unless they migrate to a college listed in Statute V) offer themselves for any degree, diploma, or certificate examinations of the University other than those for:
 - 1.31(1) the Honour School of Theology and Religion or any joint Honour School which includes Theology;
 - ~~1.32(2) the Diploma in Theology or a Certificate in Theology or the Degree of Bachelor of Theology;~~
 - 1.33(~~2~~3) the Degree of Master of Studies or Master of Philosophy in Theology, or Postgraduate Diploma in Theology and Religion ~~Master of Studies or Master of Philosophy in Philosophical Theology~~, or Master of Theology in Applied Theology, or the Postgraduate Diploma in Applied Theology;
 - (3) the Degree of Master of Letters in the Faculty of Theology and Religion or the Degree of Doctor of Philosophy in the Faculty of Theology and Religion
 - ~~1.34(4) the Degree of Bachelor of Divinity or Doctor of Divinity.~~

Explanatory Notes

Changes to reflect agreement during 2016-17 between the University and Ripon College, Cuddesdon about arrangements for Ripon students to matriculate at the University. The amendments ensure the Examination Regulations match the legal agreement between Ripon and the University.

Education Committee**Approved at the meeting of Taught Degrees Panel on 6 June 2017****Regulations for the Conduct of University Examinations: Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations****Brief note about nature of change:** (i) changes to allow for the suspension of the examination process when a student suspends studies (ii) removal of binary gender references**Location of change**

In *Examination Regulations 2016* <http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p14ls-n-snowfromexam/> as amended by *Gazette* of 27 April 2017 (<https://www.ox.ac.uk/gazette/2016-2017/27april2017-no5166/examinationsandboards/#251425>)

Effective date**With effect from MT 2017****For first examination from 2017-18****Detail of change**

Amend the regulation as follows (new text underlined, deleted text struck through):

14.1. This Part provides for candidates who wish to withdraw from or suspend 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) For any University Examination in which Honours may be awarded (except Honour Moderations), if a candidate fails to appear for any part of a University Examination (including a viva voce examination other than as specified in (3)

below) or fails to submit a thesis (or other exercise), the candidate 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) For any University Examination in which Honours are not awarded or for Honour Moderations, if a candidate fails to appear for any part of a University Examination (including a viva voce examination other than as specified in (3) below) or fails to submit a thesis (or other exercise), the candidate will be deemed to have failed the paper as defined in 14.3(1) unless a successful submission under Part 14 has been made.

(3) 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.

14.3

(1) For the purposes of this Part, a paper is the assessment unit and may comprise a single assessment item (for example, a timed examination, a dissertation, a project, a practical work requirement) or multiple assessment items. In special subject regulations it may be described as a subject, an option, a course, an elective, a project, a unit rather than as a paper. Each individual paper may be compulsory or optional; however, all special subject regulations define the required number of papers that must be completed in order to complete the Examination.

(2) Where a candidate is deemed to have failed a paper under this Part and the Examination is one in which Honours may be awarded (except Honour Moderations), for any further attempt at that paper that is permitted by regulation the examiners shall assess the paper on its merits;

(3) Where a candidate is deemed to have failed a paper under this Part and the Examination is one in which Honours are not awarded or for Honour Moderations, for any further attempt at that paper that is permitted by regulation the examiners shall award a mark no higher than the pass mark (as defined for the Examination) for the paper. Where a paper has more than one assessment item, the marks of those assessment items that were successfully completed will be carried forward and the candidate will only be required to retake the assessment item(s) that was/were not successfully completed. All assessment items repeated under this Part shall be awarded a mark no higher than the pass mark in addition to the capping of the paper mark. The candidate will not be eligible for a distinction where the award of distinction is otherwise permitted.

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

14.4. A candidate in any University Examination may, through ~~his or her~~ their 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.

14.5.

(1) A request under 14.4. 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).

14.6. 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 14.4. 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.

14.7.

(1) If the Proctors accept a submission under 14.4. 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.

14.8. If the Proctors accept a submission under 14.4., they may authorise the examiners either:

(1) to accept a submission at a later date as provided for under 14.6. 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~~ they had completed the part of the University Examination which ~~he or she was~~ they were unable to attend.

14.9.

(1) Where it is decided under 14.8.(2) above or 14.18.(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~~ the candidate's proper class, they may award the candidate the class ~~his or her~~ their 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~~ they would have obtained classified Honours, they may deem the candidate to have obtained Honours and publish ~~his or her~~ the candidate's 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 Education Committee for consideration of ~~his or her~~ their standing for Honours at a future examination.

(3) Where it is decided under 14.8.(2) above or 14.18.(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.

14.10. If a candidate fails to submit a thesis (or other exercise) 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~~ their 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.

14.11 If a candidate fails to submit a thesis (or other exercise) on time without prior permission, but submits after the prescribed date of submission and within 14 calendar days of the notification of the non-submission, the Proctors shall enquire into the circumstances. 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.

14.12 If a candidate fails to submit a thesis (or other exercise) on time without prior permission and does not submit it within 14 calendar days of the notification of non-submission, the consequence shall be as defined under 14.2.

14.13. 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.

14.14. The Proctors may waive the payment of any fee payable under 14.10. or 14.11. if it appears to them to be reasonable to do so.

Non-appearance at an examination

14.15.

(1) A candidate in any University Examination may, through ~~his or her~~ their 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~~ attending 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~~ attended a written paper if ~~he or she was~~ they were present in the place designated for that examination and had the opportunity to see the question paper there.

14.16.

(1) A request under regulation 14.15. 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.

14.17.

(1) If the Proctors accept a submission under regulation 14.15. 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;

(3) If the Proctors decide not to accept the submission and the candidate does not attend the assessment or assessments, the consequences will be as defined under 14.2.

14.18. If the Proctors accept a submission under 14.15. 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~~ they had completed the part of the University Examination which ~~he or she was~~ they were unable to attend, in accordance with 14.9. above.

Withdrawal before the Examination begins

14.19. 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 assessed exercise in the Examination.

Withdrawal after the Examination has started

14.20. A candidate may not withdraw once all parts of an Examination have been completed.

Suspension of the Examination

14.21. A candidate who has been given permission for good reason to suspend their studies after the start or date for submission of the first paper or other exercise for the Examination will have their Examination suspended for all assessments that are due to be submitted or sat according to the following provisions:

14.21. Where a candidate has been given permission to suspend their studies by the relevant body after the start of the Examination, or date for submission of the first paper or other exercise belonging to it, their Examination will be suspended according to the following provisions:

(1) for candidates suspending during Full Term, the candidate will be withdrawn from all assessments that are due to be submitted or sat from Monday of week 1 of that Full Term until Friday of week 0 of the Full Term in which the candidate resumes their studies;

(2) for candidates suspending outside Full Term, the candidate will be withdrawn from all assessments that are due to be submitted or sat during the approved suspension period;

(3) where candidates are permitted to suspend for periods other than terms, candidates will be withdrawn from all assessments that are due to be submitted or sat during the approved suspension period.

14.22. Candidates will be required to confirm their entry according to the provisions of Part 9 for all outstanding assessments in the academic year of their return to study.

14.23. Assessments that were completed before the suspension of the Examination as defined in 14.21 will be carried forward to the resumption of studies.

14.24. A candidate who through acute illness or other urgent cause is unable to complete the Examination but who does not suspend may make an application to the Proctors for non-submission of assessments under 14.4-14.14 and/or for non-appearance at an examination under 14.15-14.18 as the case may be.

~~14.21. 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 his or her college as soon as possible.~~

~~14.22.~~

~~(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

~~14.23-14.25.~~ A candidate or ~~his or her~~ their 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.

Explanatory Notes

The current regulations governing withdrawal from taught degree examinations are no longer fit for purpose with the increase in the variety of assessment, the number of submissions, and the spreading of summative assessment over a whole course. Taught Degrees Panel (TDP) has agreed that the examination process could be suspended within certain limits, thereby providing clarity to students on their Examination requirements, bringing regulations into line with established practice, and reducing administrative complexity.

The changes make clearer that students who are unable to sit an exam or submit an assessment through urgent cause but who do not suspend their studies should use the non-attendance at an examination/non-submission of an assessment procedures not the withdrawal from the Examination procedures.

The opportunity has been taken to remove binary gender references.