

MPLS Divisional Board

Approved at the meeting of:

MPLS Divisional approval Long Vacation 2023.

Honour School of Materials Science

Brief note about nature of change:

1. Removal of binary pronouns
2. Cosmetic changes to reflect current practice
3. Removal of specific web addresses
4. Removal of detailed arrangements for submission and signposting to Course Handbook.
5. Removal of deadlines for submission of coursework to the Course Handbook
6. Update of those within the department who are expected to supervise Part II projects.

Location of change

In *Examination Regulations 2021/22* [2021-22, Honour School of Materials Science \(ox.ac.uk\)](#)

Effective date

For students starting Part I in MT 2022-23 and Part II in MT 2023-24.

For first examination in TT 2023-24.

Detail of change

Amend citation reference 1.2-1.71 as follows (new text underlined, deleted text struck through):

^{1.2}2. No candidate shall be admitted to the examination in this school unless ~~he or she~~ has they have either passed or been exempted from the First Public Examination.

^{1.8}8. No candidate for the degree of Master of Engineering in Materials Science may present ~~him or herself~~ themselves for examination in Part II unless ~~he or she has~~ they have (a) been adjudged worthy of Honours by the Examiners in Part I and (b)

normally obtained a minimum mark of 50% averaged over all elements of assessment for the Part I Examination.

1.99. The name of a candidate for the degree of Master of Engineering in Materials Science shall not be published in a class list until ~~he or she has~~ they have completed all parts of the examination and ~~has~~ have been adjudged worthy of Honours by the Examiners in Part I and Part II of the examination in consecutive years. The Examiners shall give due consideration to the performance in all elements of the respective examinations.

1.1010. The name of a candidate for the degree of Bachelor of Arts in Materials Science shall not be published in a class list until ~~he or she has~~ they have completed the examination and have been adjudged worthy of Honours by the Examiners. The Examiners shall give due consideration to the performance in all elements of the examination.

1.1313. A candidate for the degree of Master of Engineering in Materials Science who obtains a mark of less than 50% averaged over all elements of assessment for the Part I Examination or who fails to satisfy the Examiners may enter again for the whole of Part I of the examination on one, but no more than one, subsequent occasion. Normally (i) this subsequent occasion shall be during the academic year immediately following the first decision of the Examiners and (ii) ~~the examination will be identical to that taken by the other Part I candidates in said academic year~~ the examination will cover the same syllabus as the original examination and will follow the same rubric. A candidate who is adjudged worthy of Honours and obtains a mark of 50% or more averaged over all elements of assessment on the occasion of this resit may progress to Part II in the academic year following that of the resit examination; such a candidate will carry forward a Part I mark of 50% only. Part II shall be entered on one occasion only.

1.1414. A candidate for the degree of Bachelor of Arts in Materials Science who obtains only a pass, or fails to satisfy the Examiners may enter again for the examination on one, but no more than one, subsequent occasion. Normally (i) this subsequent occasion shall be during the academic year immediately following the first decision of the Examiners and (ii) ~~the examination will be identical to that taken by the other candidates for the BA in Materials Science in said academic year~~ the examination will cover the same syllabus as the original examination and will follow the same rubric. The Examiners shall be entitled to award a 3rd class Honours classification to a candidate who is adjudged worthy of Honours and obtains a mark of 40% or more averaged over all elements of assessment on the occasion of this resit.

The Examiners shall be entitled to award a Pass to a candidate who has reached a standard considered adequate but who has not been adjudged worthy of Honours on the occasion of this resit.

- 1.191. In the following, ‘the Course Handbook’ refers to the Materials Science ~~and Materials, Economics & Management~~ Final Honours School Course Handbook, published annually at the start of Michaelmas Term by the Faculty of Materials and also posted on the website at:

<http://www.materials.ox.ac.uk/teaching/ug/ughandbooks.html> of the Department of Materials.

1.22(a) As an alternative to offering Engineering and Society Entrepreneurship coursework, candidates may either offer themselves for examination in a Supplementary Subject or complete an approved, assessed course of instruction in a foreign language, as permitted under clause 3.(c) of the regulations for Materials Science Part I. A candidate who wishes to offer a Supplementary Subject must have the proposal approved by the Chair of the Faculty of Materials or deputy. Where an approved course of instruction in a foreign language is available (including a Supplementary Subject in a foreign language), entry of candidates for such examinations shall require the approval of the Chair of the Faculty of Materials and the Director of the Language Centre or their deputies. Approval shall not be given to candidates who have, at the start of the course, already acquired demonstrable skills exceeding the target learning outcomes in the chosen language.

- 1.283. In addition to the written papers, the Examiners shall require evidence of satisfactory completion, over a period of five terms subsequent to the sitting of the First Public Examination, of each *element* of coursework in Materials, as detailed below. The deadlines for the submission of each *element* of coursework are defined in the Course Handbook. In the assessment of the Materials coursework, the Examiners shall take into consideration the requirement for a candidate to complete satisfactorily the coursework to a level prescribed from time to time by the Faculty of Materials and published in the Course Handbook. Normally, failure to complete satisfactorily all six elements of Materials Coursework will constitute failure of Part I of the Second Public Examination. The coursework *elements* shall be:

- 1.29(a) *Materials Practical Classes*

1.30 Candidates shall be required to submit ~~the three summatively assessed Reports of Practical Work in Materials and their Practical Class Notebook(s) based on practical work normally undertaken over a period of three terms subsequent to the sitting of the First Public Examination.~~ The required number of submissions and the details of their assessment shall be specified in the Course Handbook. ~~completed over a period of three terms subsequent to the sitting of the First Public Examination. Such reports should be uploaded to the University approved online assessment platform, not later than noon on Tuesday of the second week of Michaelmas Full Term in the year of Part I of the Second Public Examination.~~ The Examiners shall have the power to require a practical examination of any candidate or to require further evidence, of any kind that they deem appropriate, of a candidate's practical work and ability.

- 1.31(b) *Reports on Industrial Visits and Industrial Talks*

1.32 Candidates shall be required to ~~upload to the University approved online assessment platform~~ submit reports on a number of industrial visits and industrial talks normally undertaken over a period of five terms subsequent to the sitting of the First Public Examination. The required number of visits, types of visits allowed, the nature of the reports, and deadlines for submission shall be specified in the Course Handbook.

- 1.33(c) *Entrepreneurship Coursework*

- 1.34 Candidates shall be required to submit one piece of Entrepreneurship Coursework, the details of and deadline for which

shall be stated in the Course Handbook. ~~Candidates will be required to upload the coursework to the University approved online assessment platform, not later than noon on the Monday following the end of Hilary Full Term in the year preceding the Part I examination. Each submission must be accompanied by a declaration indicating that it is the candidate's own work.~~ As an alternative to offering Entrepreneurship coursework, candidates may either offer themselves for examination in a Supplementary Subject or complete an approved, assessed course of instruction in a foreign language.

- 1.35(d) *Team Design Project*

1.36 Candidates shall be required to complete a team design project ~~in the first two weeks of Michaelmas Full Term~~ in the year of the Second Public Examination, and subsequently (i) to upload to the University approved online assessment platform a report on the project and (ii) to deliver to the Examiners an oral presentation on the project, both as detailed in the Course Handbook. The work must be the candidate's own and the candidate shall include with the written report a certificate to that effect.

- 1.37(e) *Introduction to Modelling in Materials Coursework*

1.38 Candidates shall be required to complete an Introduction to Modelling in Materials course in the ~~sixth week of Michaelmas Full Term~~ in the year of the Second Public Examination, ~~upload a and to submit a portfolio of work from the course,~~ as detailed in the Course Handbook, ~~to the University approved online assessment platform not later than 12 noon on Tuesday of the week following the Michaelmas Full Term. Each submission must be accompanied by a declaration indicating that it is the candidate's own work.~~

- 1.39(f) *Characterisation of Materials Coursework or Atomistic Modelling Coursework*

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- 1.40 Candidates shall be required to complete either a Characterisation of Materials course or an Atomistic Modelling course in the ~~fourth and fifth weeks of Hilary Full Term~~ in the year of the Second Public Examination, and ~~subsequently to upload~~ submit a portfolio of work ~~from the course,~~ as detailed in the Course Handbook, ~~to the University approved online assessment platform not later than 12 noon on Tuesday of the sixth week of Hilary Full Term. Each submission must be accompanied by a declaration indicating that it is the candidate's own work.~~

- 1.41 All elements of coursework must be submitted to the University approved online assessment platform, accompanied by a declaration indicating that it is the candidate's own work. Elements of coursework previously submitted for the Honour School of Materials Science may be resubmitted. No essay or report will be accepted if it has already been submitted wholly or substantially for another honour school or degree of this University, or for a degree at any other institution. Resubmitted work must be ~~physically~~ presented at the time and in the manner prescribed for submission.

- 1.47 Candidates shall be required to complete an extended essay, as detailed in the Course Handbook, in the year of the Second Public

Examination, under the guidance of an advisor appointed by the Chair of Faculty or his/her deputy. The Examiners shall obtain a report on the work of each candidate from the advisor concerned. ~~The essay shall also include an abstract and should be accompanied by a declaration indicating that it is the candidate's own work.~~ The essay should be ~~uploaded~~ submitted to the University approved online assessment platform, not later than ~~noon on the third Monday following the end of Hilary Full Term~~ the deadline specified in the Course Handbook. The essay ~~shall~~ should be uploaded to the University Approved online assessment platform and should be accompanied by a declaration indicating that it is the candidate's own work. ~~word processed on A4 paper (within a page area of 247 mm x 160 mm, using double line spaced type of at least 11pt font size, with a left hand margin of at least 30mm). The essay should not exceed 4,000 words. This word count excludes references, title page, acknowledgements and table of contents. All other text is included in the word count, including the abstract, tables and the figure captions.~~

- ^{1.48} Elements of coursework submitted for the Honour School of Materials Science may be resubmitted. No essay or report will be accepted if it has already been submitted wholly or substantially for another honour school or degree of this University, or for a degree at any other institution. Resubmitted work must be ~~physically~~ presented at the time and in the manner prescribed for submission.

- ^{1.54} As for a candidate under clause (4) of Part A of the special regulations for the Honour School of Materials Science excepting that, as specified in the Course Handbook, (i) candidates shall be required to complete the extended essay during the Long Vacation immediately following the year of the Second Public Examination and (ii) ~~submission via the University approved online assessment platform~~, shall be no later than noon on a day to be specified by the Chair of Faculty or his/her deputy and in any case shall be no later than the last Friday of the Long Vacation immediately following the year of the Second Public Examination.

^{1.62} The subjects for these papers will be published annually in the ~~Course Handbook~~ Lecture Synopses available on the website of the Department of Materials.

^{1.63} Candidates offering Part II of the examination will be expected to carry out investigations in Materials Science or in related subjects under the supervision of one of the following:

^{1.64} (i) any professor, reader or associate professor in who is a member of one of the Faculties in the Physical Sciences;

^{1.65} ~~(ii) a reader or university lecturer or senior research officer who is a member of one of the Faculties of Physical Sciences;~~

~~1.66(iii) a tutor or lecturer in any society who is a member of one of the Faculties of Physical Sciences;~~

- 1.67(iv) any other person listed in a Register of Part II Supervisors to be maintained by the Faculty of Materials.

1.68 Each candidate shall be examined viva voce, and, if the Examiners think fit, in writing, on the subject of ~~his or her~~ their work and on matters relevant thereto. The Examiners shall obtain a report on the work of each candidate from the supervisor concerned.

1.70 Every candidate for Part II is required to submit a report on the investigations which ~~he or she has~~ they have carried out under the direction of ~~his or her~~ their supervisor. The report on the investigations shall also include an abstract, a literature survey, a description of the engineering context of the investigation, and a special chapter to cover reflective accounts of project management, ethical and sustainability considerations, and health, safety and risk assessment. The report should be accompanied by a declaration confirming that it is the candidate's own work. Candidates will be required to ~~upload~~ submit the coursework in the format and length specified in the Course Handbook and to the University approved online assessment platform not later than 4pm on the Monday of the seventh week of Trinity Full Term. ~~The report shall be word-processed on A4 paper (within a page area of 247 mm x 160 mm, using double line-spaced type of at least 11pt font size, with a left hand margin of at least 30mm). The main report should not normally exceed 12,000 words together with a maximum of a further 3,000 words for the final chapter covering reflective accounts of project management (max 1,500 words), health, safety and risk assessment processes (max 500 words), and the ethical and sustainability considerations relevant to your project and its outcomes (max 1,000 words). These word counts exclude references, title page, acknowledgements, table of contents and the three Project Management Forms. All other text is included in the word count, including the abstract, tables and the figure captions. Additionally, the main report should not normally exceed 100 pages in length. This page limit excludes references, title page, acknowledgements, table of contents and appendices. Every other part of the main report is included in the page limit. All pages of the report should be numbered sequentially. Each submission~~ The report must be accompanied by a declaration indicating that it is the candidate's own work, and that the work is within the allowed word and page limits. Candidates seeking permission to exceed the word and/or page limits should apply to the Chair of Examiners at an early stage. ~~Further detailed data, computer programs and similar material may be included in one or more appendices at the end of the main report, but a~~ Appendices are not included within the limits of the word or page counts of the thesis and, entirely at the discretion of the Examiners for each report, may or may not be read.

1.71 Candidates for Part II will be required to keep statutory residence and pursue their investigations at Oxford during the extended terms (a period of thirty-seven weeks between the dates specified below), except that the Divisional Board of Mathematical, Physical and Life Sciences shall have power to permit candidates to vary the period of their residence so long as the overall programme requirement is met. The Divisional Board may, on the recommendation of the Department of Materials, permit candidates to carry out their investigations for the required period at an approved institution outside Oxford; the Board shall determine the conditions upon which applications for such permission may be approved and will require to be satisfied in each case (a) that adequate arrangements are made for the candidate's supervision and (b) that the proposals for the

investigations are agreed in advance between the Department of Materials and the host institution.

Explanatory Notes

These minor changes follow a review of current examination regulations recently undertaken by the Department. The change in supervision requirements is being made to reflect those that are responsible for supervising Part II projects within the department.