

## Changes to Examination Regulations 2012

1213-23-LPR

### Medical Sciences Board

**Approved:** September 2013

**Title of Programme:** D.Phil. programmes in the Medical Sciences Division and the Medical Sciences Doctoral Training Centre

**Brief note about nature of change:** To amend the new requirements for Confirmation of Status for students for the Degree of Doctor of Philosophy.

**N.B.** All students on a D.Phil. programme in the Medical Sciences Division and the Medical Sciences Doctoral Training Centre, who confirm status from Michaelmas Term 2013 onwards, will be subject to this change in regulations.

**Effective date:** With effect from 1 October 2013

**Location of change:** *Examination Regulations 2012* as amended by *University Gazette*, Thursday 2 May 2013, No. 5023, Vol. 143, Examinations and Boards

#### Details of change:

In *Examination Regulations, 2012*, p. 898, after l. 32, as amended by *University Gazette*, Thursday 2 May 2013, No. 5023, Vol. 143, Examinations and Boards, Changes to Regulations, delete:

'Candidates shall normally apply for confirmation of status in the eighth term from their admission as a research student, and no later than the ninth term from their admission as a research student. The Board strongly advises candidates to apply for confirmation of status a minimum of one term before they intend to submit their thesis.

Candidates should submit the statement from the supervisor and the statement from the candidate's society as specified by the regulations governing the degree of Doctor of Philosophy. Candidates must include a statement detailing the skills training that they have undertaken. This paperwork should be accompanied by a full contents list for the thesis, and include the milestones of any remaining work to be undertaken, and dates for the submission of draft chapters to the supervisor(s) for comment.

Candidates shall be required to deliver a formal, oral presentation of their work. The presentation will be attended by two assessors who are deemed to have the appropriate expertise to comment on the content of the project. The assessors will be appointed by the candidate's department; at least one assessor will have had no direct supervisory involvement with the student.

The assessors will report to the Board on the candidate's suitability for confirmation of D.Phil. status. This report will be based on the information provided in the statement from the supervisor and the statement from the candidate's society as specified by the

regulations governing the degree of Doctor of Philosophy, and in the supplementary statement from the candidate in conjunction with their presentation. In cases where confirmation of status is not recommended the assessors will attach a short written report detailing where the work submitted falls below the standard required.'

and substitute:

'Candidates shall normally apply for confirmation of status in the eighth term from their admission as a research student, and no later than the ninth term from their admission as a research student. The Board strongly advises candidates to apply for confirmation of status a minimum of one term before they intend to submit their thesis.

Candidates should submit the statement from the supervisor and the statement from the candidate's society as specified by the regulations governing the degree of Doctor of Philosophy. Candidates must include a statement detailing the skills training that they have undertaken. This paperwork should be accompanied by a full contents list for the thesis, and include the milestones of any remaining work to be undertaken, and dates for the submission of draft chapters to the supervisor(s) for comment.

Candidates shall be required to deliver a formal, oral presentation of their work. The presentation will be attended by two assessors who are deemed to have the appropriate expertise to comment on the content of the project. The assessors will be appointed by the candidate's department; at least one assessor will have had no direct supervisory involvement with the student. Following the presentation the assessors will conduct an interview with the candidate.

The assessors will report to the Board on the candidate's suitability for confirmation of D.Phil. status. This report will be based on the information provided in the statement from the supervisor and the statement from the candidate's society as specified by the regulations governing the degree of Doctor of Philosophy, and in the supplementary statement from the candidate in conjunction with their presentation and interview. In cases where confirmation of status is not recommended the assessors will attach a short written report detailing where the work submitted falls below the standard required.'

### **Explanatory Notes**

These amendments are being made to correspond with the requirement in the Education Committee Policy and Guidance on Research Degrees that the process of assessment must always include an interview with the candidate if the assessors are unable to recommend confirmation of D.Phil. status.

## Changes to Examination Regulations 2012

1213-22-LPT

### Medical Sciences Board

**Approved:** 18<sup>th</sup> September 2013

**Title of Examination/s:** MSc in Integrated Immunology and Postgraduate Diploma in Integrated Immunology

**Brief note about nature of change:** To make changes to the assessment format of the Clinical Commentaries in the MSc and the Postgraduate Diploma; to remove the regulation that requires successful MSc dissertations to be deposited in the Radcliffe Science Library.

**Effective date:** With effect from 1 October 2013

**Location of change:** *Examination Regulations 2012*

#### Details of change:

1. In *Examination Regulations, 2012*, p. 718, l. 24, delete 'four clinical commentaries (printed) of 1,000-1,500 words' and substitute 'three clinical commentaries (printed) of 2,000 words'
2. Ibid., l. 33, delete 'three' and substitute 'two'
3. Ibid., p. 719, delete ll. 10-11.
4. Ibid., p. 1005, l. 2, delete 'four clinical commentaries (printed) of 1,000-1,500 words' and substitute 'three clinical commentaries (printed) of 2,000 words'

#### Explanatory Notes

In response to a recommendation of the External Examiner during 2012-13, the Examination Board and the majority of the Steering Committee for the MSc and PG Diploma in Integrated Immunology agreed that the format of assessment for the Clinical Commentaries should be adjusted, to allow candidates to demonstrate more creativity within each topic. It was agreed to reduce the number of commentaries from four to three, but to increase the length of each commentary from 1,500 to 2,000 words. Students will be asked to discuss the relevant immunology underlying each case and to critically review and appraise the relevant sources.

## Changes to Examination Regulations 2012

1213-20-LUG

### Medical Sciences Board

**Approved:** 18<sup>th</sup> September 2013

**Examination/s:** Honour School of Cell and Systems Biology and Honour School of Neuroscience

**Brief note about nature of change:** Clarification of the project allocation process and changes to align the dates with FHS Medical Sciences deadlines.

**Effective date:** With effect from 1 October 2013 (for first examination in 2015)

**Location of change:** *Examination Regulations 2012*

#### Details of change:

1. In *Examination Regulations*, 2012, p. 165, l. 40, delete 'done' and substitute 'carried out'
2. Ibid., delete ll. 43-50 and substitute:

'Each project shall be supervised, and the topic and supervisor shall be approved on behalf of the Medical Sciences Board by the Course Director, or a deputy. A list of approved project titles and their supervisors shall be published no later than Friday of Week 1 of Hilary Term in the academic year preceding the examination, and allocation of these projects to candidates shall be carried out through the Faculty of Physiological Sciences Undergraduate Studies Office no later than the end of Week 8 of that term.

As an alternative to the allocation process, a candidate may apply to undertake a project that is not on the approved list. Such application must be made no later than Friday of Week 4 of Hilary Term in the academic year preceding the examination. The candidate must submit the title of their proposed research project, provide a brief outline of the subject matter and supply details of supervision arrangements. The decision on the application shall be made by the Course Director, or a deputy, and shall be communicated to the candidate as soon as possible, and work should not start on the project until approval has been given. Candidates should allow at least one week for the process of approval, and should bear in mind that an application may be referred for clarification or may be refused.'

3. Ibid., p. 166, l. 3, delete 'Week 6' and substitute 'Week 8'
4. Ibid., l. 16, delete 'laboratory-based'

5. Ibid., l. 21, delete 'laboratory-based' and substitute 'research'
6. Ibid., l. 28, delete 'laboratory-based' and substitute 'research'
7. Ibid., l. 31, delete 'In all cases, the' and substitute 'The'
8. Ibid., p. 381, l. 29, delete 'done' and substitute 'carried out'
9. Ibid., delete ll. 32-39 and substitute:

'Each project shall be supervised, and the topic and supervisor shall be approved on behalf of the Medical Sciences Board by the Course Director, or a deputy. A list of approved project titles and their supervisors shall be published no later than Friday of Week 1 of Hilary Term in the academic year preceding the examination, and allocation of these projects to candidates shall be carried out through the Faculty of Physiological Sciences Undergraduate Studies Office no later than the end of Week 8 of that term.

As an alternative to the allocation process, a candidate may apply to undertake a project that is not on the approved list. Such application must be made no later than Friday of Week 4 of Hilary Term in the academic year preceding the examination. The candidate must submit the title of their proposed research project, provide a brief outline of the subject matter and supply details of supervision arrangements. The decision on the application shall be made by the Course Director, or a deputy, and shall be communicated to the candidate as soon as possible, and work should not start on the project until approval has been given. Candidates should allow at least one week for the process of approval, and should bear in mind that an application may be referred for clarification or may be refused.'

10. Ibid., l. 42, delete 'Week 6' and substitute 'Week 8'
11. Ibid., p. 382, l. 2, delete 'laboratory-based'
12. Ibid., l. 7, delete 'laboratory-based' and substitute 'research'
13. Ibid., l. 14, delete 'laboratory-based' and substitute 'research'
14. Ibid., l. 17, delete 'In all cases, the' and substitute 'The'

### **Explanatory Notes**

Better alignment and harmonisation of dates with FHS Medical Sciences.

Change of terminology from 'laboratory-based' project to 'research' project to align with FHS Medical Sciences.

## Changes to Examination Regulations 2012

1213-21-LUG

### Medical Sciences Board

**Approved:** 18<sup>th</sup> September 2013

**Examination:** Honour School of Medical Sciences

**Brief note about nature of change:** All students are to be required to undertake laboratory-based research projects: library-based projects are no longer to be made available or to be carried out. Additionally, some minor changes in order to clarify the project allocation process and align the dates with deadlines for the Honour School of Cell & Systems Biology and the Honour School of Neuroscience.

**Effective date:** With effect from 1 October 2013 (for first examination in 2015)

**Location of change:** *Examination Regulations 2012*

#### Details of change:

1. In *Examination Regulations, 2012*, p. 343, delete ll. 34-51 and substitute:

‘(i) *Form, subject and approval of the project*

The project shall consist of original experiments and/or data analysis carried out by the candidate alone or in collaboration with others (where such collaboration is, for instance, needed to produce results in the time available).

Each project shall be supervised, and the topic and supervisor shall be approved on behalf of the Medical Sciences Board by the Director of Pre-Clinical Studies or his or her deputy. A list of approved project titles and their supervisors shall be published no later than Friday of Week 1 of Hilary Term in the academic year preceding the examination, and allocation of these projects to candidates shall be carried out through the Faculty of Physiological Sciences Undergraduate Studies Office no later than the end of Week 8 of that term.

As an alternative to the allocation process, a candidate may apply to undertake a project that is not on the approved list. Such application must be made no later than Friday of Week 4 of Hilary Term in the academic year preceding the examination. The candidate must submit the title of their proposed research project, provide a brief outline of the subject matter and supply details of supervision arrangements. The decision on the application shall be made by the Director of

2. *Ibid.*, p. 344, delete l. 15.

3. Ibid., delete ll. 19-23.
4. Ibid., l. 24, delete 'In the case of either type of project, each' and substitute 'Each'
5. Ibid., l. 29, delete 'Week 1 of Trinity Term' and substitute 'Week 8 of Hilary Term'
6. Ibid., ll. 36-37, delete 'In the case of laboratory-based projects, the' and substitute 'The'
7. Ibid., l. 38, delete 'In the case of laboratory-based work that' and substitute 'Where work'
8. Ibid., ll. 40-42, delete 'In the case of library-based projects, the certificate shall certify that the supervisor commented on no more than the first draft of the written submission. For both types of project, each' and substitute 'Each'
9. Ibid., l. 45, delete 'In all cases, the' and substitute 'The'
10. Ibid., l. 50, delete 'laboratory-based' and substitute 'research'
11. Ibid., p. 344, re-number existing sub-clauses (iii)-(v) as sub-clauses (ii)-(iv) respectively.
12. Ibid., p. 345, l. 5, delete 'laboratory-based' and substitute 'research'

### **Explanatory Notes**

Extract from the minutes of the FHS Committee, Trinity Term 2013:

The committee noted that very few library projects had been undertaken over the past 5 years (a total of 10 since 2009). On this basis, and to provide a more homogeneous assessment for students, it was agreed to eliminate the category of 'library project' and retain only the category of 'research project'. However, to accommodate any student who felt that they could not undertake a laboratory-based project, it was agreed to broaden the description of the research project with wording along the lines that it should be comprised of an original piece of work that involves the student gathering and processing their own data.

## Changes to Examination Regulations 2013

1314-01-HUG

### Medical Sciences Board

**Approved:** 19<sup>th</sup> December 2013

**Title of Examinations:** Honour School of Cell & Systems Biology; Honour School of Neuroscience

**Brief note about nature of change:** To permit students studying for the Part I examinations in these Honour Schools to take Supplementary Subjects (in addition to entering for them in the Part II examinations).

**Effective date:** With immediate effect (i.e. for first examination in 2014)

**Location of change:** *Examination Regulations 2013*

#### Details of change:

1. In *Examination Regulations*, 2013, p. 164, l. 34, after 'Candidates for' insert 'Part I and'
2. Ibid., p. 392, l. 31, after 'Candidates for' insert 'Part I and'

#### Explanatory Notes

It has always been the intention of the course organisers that students in the Honour School of Cell & Systems Biology and the Honour School of Neuroscience should be able to take Supplementary Subjects in Part I as well as in Part II. Students have been aware of this via the relevant course handbooks; however, this was not reflected in the regulations that were originally drafted and these amendments now redress the matter.

The relevant examination conventions reflect that: a student who achieves a pass in a Supplementary Subject will be awarded an extra 0.5% in their final FHS mark and a student who achieves a distinction will be awarded an extra 1%. These extra marks will only be available for one Supplementary Subject per student. This is consistent with practice in the Honour School of Medical Sciences.



## Changes to Examination Regulations 2013

1314-03-HPT

### Medical Sciences Board

**Approved:** 10th February 2014

**Title of Programme / Examination:** MSc Musculoskeletal Sciences (Year 1)

**Brief note about nature of change:** To move the deadline for submission of the first summative assessment (a literature review) from the Long Vacation of Year 1 to Michaelmas Term of Year 1.

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

**Location of change:** *Examination Regulations 2013*

#### Details of change:

In *Examination Regulations, 2013*, p. 754, l. 9, delete 'the Long Vacation' and substitute 'Week 2 of Michaelmas Term'

#### Explanatory Notes

The MSc in Musculoskeletal Sciences is a part-time course which runs according to the calendar year rather than an academic year i.e. Hilary Term through to Michaelmas Term.

In order to incorporate a formative written exercise on which students will receive feedback prior to undertaking any summative written assessment (as required by University policy), it is necessary to move the deadline for the first summative written assessment from the Long Vacation of Year 1 to Michaelmas Term of Year 1. This will allow sufficient time for these part-time students to learn from the formative written exercise in preparation for the first summative written assignment.

## Changes to Examination Regulations 2013

1314-02-HUG

### Medical Sciences Board

**Approved:** 10<sup>th</sup> February 2014

**Examination:** Honour School of Molecular and Cellular Biochemistry, Part II

**Brief note about nature of change:** To provide 15 minutes' reading time for written papers examining List B options.

**Effective date:** With immediate effect (i.e. for examination in 2014)

**Location of change:** *Examination Regulations 2013*

#### Details of change:

1. In *Examination Regulations*, 2013, p. 386, ll. 25-26, delete ' , each of three hours duration'
2. Ibid., p. 387, delete ll. 25-26 and substitute:

'One paper of three hours' duration will be set for each option from List A. One paper of three hours' duration plus 15 minutes' reading time will be set for each option from List B. Candidates will be required to take two papers (examining one option from each list).'

#### Explanatory Notes

Approval was granted during 2012-13 to adjust the examining format (to a critical analysis of a research paper) of the List B options for the Part II examination in 2013-14; this did not require amendment of the Examination Regulations as the affected options would still be examined by written paper. However, during Michaelmas Term 2013, student representatives asked for an additional 15 minutes of reading time for these List B options, and whether this could be implemented in the current (2013-14) examining round. Their request was fully supported by the Department and approved by the Division, following liaison with the Examination Schools about logistical arrangements / operational impact.

**Changes to Examination Regulations 2013**

**1314-04-HPT**

**Medical Sciences Board**

**Approved:** 10th February 2014

**Title of Programme / Examination:** PG Dip Musculoskeletal Sciences (Year 1)

**Brief note about nature of change:** To move the deadline for submission of the first summative assessment (a literature review) from the Long Vacation of Year 1 to Michaelmas Term of Year 1.

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

**Location of change:** *Examination Regulations 2013*

**Details of change:**

In *Examination Regulations*, 2013, p. 1024, ll. 25-26, delete 'the Long Vacation' and substitute 'Week 2 of Michaelmas Term'

**Explanatory Notes**

This amendment corresponds with a change to the regulations for Year 1 of the MSc Musculoskeletal Sciences. Please refer to the explanatory notes for the MSc regulation change [1314-03-HPT].

## Changes to Examination Regulations 2013

1314-07-HPT

### Medical Sciences Board

**Approved:** 19<sup>th</sup> March 2014

**Title of Programme / Examination:** MSc in Psychological Research

**Brief note about nature of change:** To introduce a new, compulsory module – MatLab Programming for Experimental Psychology; this necessitates the re-structuring of the programme into a core plus option(s) model.

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

**Location of change:** *Examination Regulations 2013*

#### Details of change:

In *Examination Regulations, 2013*, delete from l. 2 on p. 764 to l. 34 on p. 766 inclusive, and substitute:

1. The Divisional Board of Medical Sciences shall appoint for the supervision of the course an Organising Committee, which shall have the power to arrange lectures and other instruction.
2. The Organising Committee shall appoint an academic adviser for each candidate.
3. Each candidate shall follow a course of study in Psychological Research for at least three terms and for a substantial part of the three subsequent vacations, as determined by the course timetable, and shall, when entering for the examination, be required to produce a certificate from their academic adviser to this effect.
4. The examination shall consist of the following parts:

#### *A. Core Modules*

Candidates shall be examined in each of six core modules:

1. *Research Evaluation*

Each candidate shall be required to submit a 2,000 word review of a journal article assigned by the Organising Committee. The deadline for submission shall be notified to students at the start of the course.

2. *Statistical Theory and Methods*

- (a) Each candidate shall be required to submit a series of reports based on SPSS data analyses carried out during statistical workshops. Each of the reports will be assessed on a pass/fail basis. The deadline for each submission shall be notified to students at the start of the course.
- (b) Each candidate shall also be required to sit a two-hour written examination. The examination will be marked on a pass/fail basis and candidates failing to reach the required standard will have one further opportunity to enter for the examination before the end of the academic year.

### 3. *MatLab Programming for Experimental Psychology*

Each candidate shall be required to submit a piece of MatLab code that they have produced, which shall be accompanied by a report of no more than 2,000 words that explains the code. The deadline for submission shall be notified to students at the start of the course.

### 4. *Computer Modelling of Brain Function*

Each candidate shall be required to submit an essay of no more than 3,000 words. Essay topics must be approved by the Organising Committee. The deadline for submission shall be notified to students at the start of the course.

### 5. *Project Design*

Each candidate shall be required to submit a 3,000 word review of relevant literature and methods relating to their chosen research project. The deadline for submission shall be notified to students at the start of the course.

### 6. *Mini Project*

Each candidate shall be required to submit a written report of activities conducted in the mini-project. The deadline for submission shall be notified to students at the start of the course.

## *B. Optional Modules*

Candidates shall be assessed in each of three optional modules, selected from the following list:

1. *Philosophical Foundations of Psychology*
2. *Brain and Cognition*
3. *Emotion, Personality and Social Behaviour*
4. *Language and Development*

For each optional module undertaken, candidates shall be required to submit an essay of no more than 3,000 words. Essay topics must be approved by the Organising Committee. The deadlines for submission shall be notified to students at the start of the course.

## *C. Research Project*

Candidates shall be required to submit not later than noon on the first Monday in September, three copies of a typewritten or printed dissertation of not more than 10,000 words in length (excluding bibliography and any appendices) on his or her research project.

Candidates shall also be required to deliver a poster presentation based on their research project. However, this shall not contribute to the overall result for this module. The date on which candidates are required to deliver their presentations will be in the Long Vacation.

5. Candidates must achieve a pass in each of the modules in order to pass the examination overall. In the event that a candidate is deemed not to have achieved the required standard in an element of the examination, he or she will have the opportunity to re-submit or re-sit the relevant assessment on one further occasion before the end of the academic year.

6. Written submissions must be sent to the Chair of Examiners, M.Sc. in Psychological Research, c/o Examination Schools, High Street, Oxford:

- a) two copies of each of the required written submissions for the assessment of core and optional modules must be submitted by the times and dates specified at the start of the course.
- b) three copies of the dissertation on the research project must be submitted not later than noon on the first Monday in September.

Each written submission must be accompanied by a statement signed by the candidate confirming that it is his or her own work.

7. Candidates may be required to attend an oral examination at the discretion of the examiners and this may include questions on the candidate's dissertation, or on any other element of the examination.

8. The examiners may award a distinction for excellence in the whole examination.

### *Schedule*

#### *A. Core Modules*

1. *Research Evaluation* This module is delivered as a series of oral presentations collaboratively prepared by groups of students followed by group discussions. The focus is on research articles that illustrate the use of particular kinds of methodology and/or design.
2. *Statistical Theory and Methods* This module comprises a series of statistical lectures and complementary statistical workshops.
3. *MatLab Programming for Experimental Psychology* This module provides practical training in MatLab programming for psychologists. This will provide students with programming skills early on in the course, which can then be used in research projects.
4. *Computer Modelling of Brain Function* This module provides an introduction to the goals and methods of computational modelling in the context of cognitive neuroscience, covering the architecture, function, and properties of a number of basic prototypical classes of neural network. It also looks at how these basic neural networks provide building blocks for larger-scale models of brain function. Lectures will be supplemented by practical sessions providing hands-on experience of computational modelling.
5. *Project Design* This module provides practical instruction in research and presentation skills. Students will undertake detailed planning of the Research Project.

6. *Mini Project* Small groups of 2-4 students will be assigned to research teams within the Department of Experimental Psychology and guided through research tasks involving, for example, setting up equipment and procedures for a study, collection of pilot data, coding and processing of data, and statistical analysis.

### *B. Optional Modules*

1. *Philosophical Foundations of Psychology* This module begins with historical and foundational issues and progresses to philosophical issues arising from areas of contemporary research in psychology. Topics studied will include some of: the subject matter of psychology; levels of description; the epistemology of psychology; psychological understanding; cognitive science; the study of neuropsychological and psychiatric disorders; the scientific study of consciousness; and philosophical issues arising from areas of contemporary research.
2. *Brain and Cognition* This module covers methods used in research in cognitive psychology and neuropsychology. It presents foundational knowledge from neuroanatomy, neurological disorders, neurological and psychological assessment and the use of experimental methods, to familiarise students with the diverse methodologies which contribute to cognitive neuropsychology. Methodologies deployed in the investigation of perception and cognition are discussed and evaluated.
3. *Emotion, Personality, and Social Behaviour* This module provides a critical analysis of the range of methods and approaches used in social psychology and the study of individual differences.
4. *Language and Development* This module addresses methods used in selected areas of developmental psychology with a particular emphasis on language. Longitudinal designs, and observational and experimental methods are reviewed and evaluated with examples from recent research. Attention is also given to studies of brain function during development and to the uses of fMRI and EEG data. Particular issues arising from the study of infants lacking verbal skills are identified.

### *C. Research Project*

Each student shall carry out a project involving data collection and analysis under the supervision of a research supervisor, on a subject selected in consultation with the academic advisor and approved by the Organising Committee. The Organising Committee shall be responsible for the appointment of the research supervisor.

## Changes to Examination Regulations 2013

1314-05-HUG

### Medical Sciences Board

**Approved:** 19<sup>th</sup> March 2014

**Title of Examination:** First Examination for the Degree of Bachelor of Medicine

**Brief note about nature of change:** The number of assessed components in the First BM Examination will be increased, by introducing separately assessed components for practical work for each Subject of the Examination. This is designed to make the procedures and assessment of the practical element of the course more robust.

**Effective date:** With effect from 1 October 2014 (for first examination in 2015)

**Location of change:** *Examination Regulations 2013*

#### Details of change:

1. In *Examination Regulations*, 2013, p. 969, ll. 29-30, delete from 'The Board shall have power' to the end of l. 5 on p. 970.
2. Ibid., p. 970, ll.19-20, delete 'two Parts, A and B' and substitute 'three Parts: A, B and C'
3. Ibid., l. 21, delete 'both Parts A and B' and substitute 'Parts A, B and C'
4. Ibid., l. 24, delete 'both' and substitute 'all three'
5. Ibid., l. 25, delete 'both' and substitute 'all three'
6. Ibid., l. 27, delete 'one Part of a subject subsequently passes the remaining Part' and substitute 'one or two Part(s) of a subject subsequently passes the remaining Part(s)'
7. Ibid., l. 40, delete 'one Part only' and substitute 'one or two Part(s) only'
8. Ibid., p. 971, l. 8, delete 'one Part only' and substitute 'one or two Part(s) only'
9. Ibid., ll. 36-37, delete 'Part A' and substitute 'Parts A and C'
10. Ibid., p. 972, after l.19, insert:

*'Regulations for Part C of subjects 1,2,3,5,6 and 7*

For each subject, the Director of Pre-Clinical Studies or his or her deputy will make available to the examiners evidence (in the form of a list of names, signed by the



Director or his or her deputy) showing the extent to which each candidate has a satisfactory attendance record at practical classes in that subject and the extent to which each candidate has a satisfactory record of practical work in that subject. The examiners may request practical notebooks from any candidate; such candidates will be named in a list posted in the foyer of the Medical Sciences Teaching Centre one week before the day of the first examination paper. Each notebook submitted shall be accompanied by a statement signed by the candidate indicating that the notebook is the candidate's own work.

The practical course for subject 2 includes the course in elementary statistics defined in the Composite Syllabus for Part I.

Candidates whose attendance record and/or record of practical work is unsatisfactory will normally be required by the examiners to submit to further examination. Failure to satisfy the examiners that the candidate has a satisfactory knowledge and understanding of the practical course shall result in the candidate being failed in Part C of the relevant subject of the examination.

Evidence of satisfactory practical work and of attendance at a practical course is normally admissible by the examiners for a period extending no longer than to the end of the academic year following the year in which the course was pursued.

Candidates may be required to undergo oral examination.'

11. Ibid, p. 972, delete ll. 34-47 inclusive.

12. Ibid., p. 973, delete ll.1-11 inclusive.

13. Ibid, after l. 11, insert:

*'Regulations for the Patient and Doctor Course'*

14. Ibid., l. 12, delete 'is required to' and substitute 'will'

15. Ibid, delete l. 16.

### **Explanatory Notes**

The Steering Committee for Pre-Clinical Medicine has agreed that the current procedures for dealing with candidates whose attendance and/or performance in the practical element of the course is deemed unsatisfactory need to be reviewed; therefore, it has been agreed that the number of assessed components in the First BM Parts I and II be increased, to accommodate a practical component – Part C – for each Subject of the examination.

## Changes to Examination Regulations 2013

1314-08-HUG

### Medical Sciences Board

**Approved:** 19<sup>th</sup> March 2014

**Title of Examination/s:** Honour School of Cell and Systems Biology and Honour School of Neuroscience

**Brief note about nature of change:** Clarification of the regulations for entry to Part II and to require the submission of Part I practical notebooks.

**Effective date:** With effect from 1 October 2014 (for first examination in 2015)

**Location of change:** *Examination Regulations 2013*

#### Details of change:

1. In *Examination Regulations*, 2013, p. 164, l. 17, delete 'passed' and substitute 'completed'
2. Ibid., p. 165, ll. 24-26, delete 'Candidates will be required to undertake practical work as specified in the course handbook which will constitute part of the examination. The Course Director' and substitute 'Candidates will be required to undertake practical work and submit written reports as specified in the course handbook which will constitute part of the examination. On the basis of attendance records and the submitted reports, the Course Director'
3. Ibid., p. 392, l. 15, delete 'passed' and substitute 'completed'
4. Ibid., p. 393, ll. 20-22, delete 'Candidates will be required to undertake practical work as specified in the course handbook which will constitute part of the examination. The Course Director' and substitute 'Candidates will be required to undertake practical work and submit written reports as specified in the course handbook which will constitute part of the examination. On the basis of attendance records and the submitted reports, the Course Director'

#### Explanatory Notes

Amendments 1 & 3:

The regulations currently state that no candidate shall be admitted to the Part II examination in this school unless he or she has **passed** the Part I examination in this

school. As the Part I examination is not a Pass/Fail examination, but the marks are carried forward to Part II, it is not possible to fail the examination. The regulation should state that no candidate shall be admitted to the Part II examination in this school unless he or she has **completed** the Part I examination in this school.

Amendments 2 & 4:

As the regulations currently stand, there is no explicit requirement for candidates to **submit** the written reports arising from / related to practical classes. As long as attendance has been satisfactory and the demonstrator has indicated satisfactory performance in the class, there is no requirement to submit the notebooks. This change to the regulations clarifies the requirement for reports to be submitted by all candidates before the written papers in week 0 of Trinity Term.

## Changes to Examination Regulations 2013

1314-06-HUG

### Medical Sciences Board

**Approved:** 19<sup>th</sup> March 2014

**Title of Examination:** Preliminary Examination in Biomedical Sciences

**Brief note about nature of change:** For each of subjects 1 and 2, separating the 3-hour written paper into two papers of 1h30m duration. Additional amendments will make the arrangements for dealing with unsatisfactory practical work more robust.

**Effective date:** With effect from 1 October 2014 (for first examination in 2015)

**Location of change:** *Examination Regulations 2013*

#### Details of change:

1. In *Examination Regulations*, 2013, p. 90, l. 40, after 'Behaviour' insert ': Papers 1A and 1B'
2. Ibid., l. 41, after 'Genes' insert ': Papers 2A and 2B'
3. Ibid., p. 91, l. 3, delete 'subject' and substitute 'or two of the five papers comprising subjects 1-3'
4. Ibid., l. 4, delete 'this failed subject' and substitute 'the failed paper or papers'
5. Ibid., l. 5, delete 'two or three subjects' and substitute 'three or more of the five papers comprising subjects 1-3'
6. Ibid., delete ll. 12-13 and substitute 'For each of subjects 1 and 2, two written papers will be set, each of one hour and thirty minutes' duration. For subject 3, one written paper of two hours' duration will be set.'
7. Ibid., l. 24, delete 'evidence' and substitute 'records'
8. Ibid., l. 25, after 'coursework.' insert ' The Moderators may request practical notebooks from any candidate; such candidates will be named in a list posted in the foyer of the Medical Sciences Teaching Centre one week before the day of the first written paper. Each notebook submitted shall be accompanied by a statement signed by the candidate indicating that the notebook is the candidate's own work.'
9. Ibid., delete ll. 26-30 and substitute:

‘(b) Failure to complete the coursework to the satisfaction of the Moderators, in the absence of appropriate extenuating documentary evidence, will normally result in the candidate being required by the Moderators to submit to further examination. Failure of that examination will normally constitute failure of the Preliminary Examination. Coursework cannot normally be re-taken.’

### **Explanatory Notes**

The Biomedical Sciences Steering Committee has accepted a recommendation from the Moderators for the Preliminary Examination that for each of subjects 1 and 2, the 3-hour written paper should be separated into two papers of 1h30m duration.

The Biomedical Sciences Steering Committee also agreed that a more robust mechanism was needed for dealing with candidates with unsatisfactory practical coursework.

## Changes to Examination Regulations 2013

1314-09-TPT

### Medical Sciences Board

**Approved:** 3<sup>rd</sup> June 2014

**Title of Programme / Examination:** Postgraduate Diploma in Integrated Immunology

**Brief note about nature of change:** Removal of this degree from the regulations, as it has become redundant.

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

**Location of change:** *Examination Regulations 2013*

#### **Details of change:**

In *Examination Regulations*, 2013, delete from l. 1 on p. 1022 to l. 37 on p. 1023 inclusive.

#### **Explanatory Notes**

The Postgraduate Diploma in Integrated Immunology was originally set up to allow DPhil students who had already secured a place at Oxford to follow the first two terms of the MSc in Integrated Immunology course and then have an early start for their DPhil in Trinity Term. To date only one student has taken this option, in 2004/5. The MSc Steering Committee support the proposal to remove the Postgraduate Diploma from the Examination Regulations, with effect from 2014-15. The Graduate School Committee of the Medical Sciences Division also approved the proposal.

## Changes to Examination Regulations 2013

1314-12-LPT

**Proctors; Education Committee; Medical Sciences Board**

**Approved:** 2<sup>nd</sup> July 2014

**Title of Examination/s:** Doctor of Clinical Psychology and Postgraduate Certificate in Supervision of Applied Psychological Practice

**Brief note about nature of change:** To incorporate the new, validated Postgraduate Certificate in Supervision of Applied Psychological Practice within the Regulations for the Conduct of University Examinations.

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

**Location of change:** *Examination Regulations 2013*

### **Details of change:**

1. In *Examination Regulations*, 2013, p. 17, delete l. 8 and substitute:

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

2. Ibid., l. 11, after 'Psychology' insert 'and the Postgraduate Certificate in Supervision of Applied Psychological Practice'

3. Ibid., ll. 11-12, delete 'Directorate of the Oxford Doctoral Course in Clinical Psychology' and substitute 'Oxford Institute of Clinical Psychology Training'

4. Ibid., l. 13, delete 'The Course Director' and substitute 'The Course Directors'

5. Ibid., l. 16, after 'Board of Examiners' insert 'for each of these awards'

6. Ibid., p. 19, delete l. 9 and substitute:

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

7. Ibid., l. 11, after 'Psychology' insert ' and the Postgraduate Certificate in Supervision of Applied Psychological Practice'

8. Ibid., ll. 12-13, delete 'Directorate of the Oxford Doctoral Course in Clinical Psychology' and substitute 'Oxford Institute of Clinical Psychology Training'

**Explanatory Notes**

These changes to regulations incorporate the new, validated Postgraduate Certificate in Supervision of Applied Psychological Practice within the Regulations for the Conduct of University Examinations, alongside the existing, validated Doctor of Clinical Psychology. Both programmes are delivered by the Oxford Institute of Clinical Psychology Training. See also: changes to regulations 1314-10-LPT and 1314-11-LPT.



## Changes to Examination Regulations 2013

1314-10-LPT

**Proctors; Education Committee; Medical Sciences Board**

**Approved:** 2<sup>nd</sup> July 2014

**Degree:** Doctor of Clinical Psychology

**Brief note about nature of change:** To update references as well as the arrangements between the University and the Oxford Institute of Clinical Psychology Training, concerning the validated Degree of Doctor of Clinical Psychology.

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

**Location of change:** *Examination Regulations 2013*

### **Details of change:**

1. In *Examination Regulations*, 2013, p. 1113, delete ll. 4-7 inclusive and substitute:

‘1. The Oxford Institute of Clinical Psychology Training shall have power, on behalf of the Medical Sciences Board, to admit Students for the Degree of Doctor of Clinical Psychology.’

2. Ibid., l. 8, delete ‘Directorate of the Oxford Doctoral Course’ and substitute ‘Oxford Institute of Clinical Psychology Training’

3. Ibid., l. 10, delete ‘nominated’ and substitute ‘admitted’

4. Ibid., ll. 13-14, delete ‘advice of the Directorate of the Oxford Doctoral Course’ and substitute ‘recommendation of the Oxford Institute of Clinical Psychology Training’

5. Ibid., delete from l. 30 on p. 1113 to l. 5 on p. 1114 inclusive and substitute:

‘6. The Proctors shall be responsible for overseeing the proper conduct of the examinations for the Degree in Clinical Psychology. They shall have power to investigate any concern regarding the conduct of any candidate for the examination and to impose any penalty equivalent to that which may be imposed upon a member of the University in similar circumstances.

7. An appeal against a decision of the Board of Examiners for the Doctorate in Clinical Psychology must be made to the Complaints & Academic Appeals Panel of the Oxford Institute of Clinical Psychology Training in the first instance, through procedures laid down in the course handbook. A candidate who is dissatisfied with the decision of the Institute’s Complaints & Academic Appeals Panel may submit an appeal through the

University's Procedures for Handling Complaints (including Academic Appeals) laid down and published by the Proctors under section 22 of Statute IX. No procedures arising from a candidate's status as employee or former employee of the Oxford Health NHS Foundation Trust may affect a decision of the examiners.'

6. Ibid., p. 1114, l. 8, delete 'decrees,'
7. Ibid., l. 11, delete 'decrees,'
8. Ibid., p. 1115, l. 1, delete 'Course Directorate' and substitute 'Institute'
9. Ibid., ll. 14-15, delete 'Course Directorate' and substitute 'Institute'
10. Ibid., l. 22, delete 'Directorate' and substitute 'Institute'
11. Ibid., ll. 23-24, delete 'lodged with the Proctors, and'
12. Ibid., l. 26, delete 'of' and substitute 'for'

### **Explanatory Notes**

The University has agreed to validate a new Postgraduate Certificate in Supervision of Applied Psychological Practice, to be delivered by the Oxford Institute of Clinical Psychology Training. The Institute is already the course provider for the Degree of Doctor of Clinical Psychology. These amendments to the regulations both update and clarify the arrangements between the Institute and the University concerning the Doctorate, particularly with regard to nomenclature, admissions, and the procedures for dealing with complaints and academic appeals. These amendments also align with the arrangements agreed for the new Postgraduate Certificate to be delivered by the Institute.

The reference for the changes to regulations to introduce the Postgraduate Certificate in Supervision of Applied Psychological Practice is 1314-11-LPT.

The reference for the changes to the Regulations for the Conduct of University Examinations, concerning the appointment of examiners for both validated programmes, is 1314-12-LPT.

## Changes to Examination Regulations 2013

1314-13-LPT

### Education Committee; Medical Sciences Board

**Approved:** 16<sup>th</sup> July 2014

**Title of Examination:** MSc in Global Health Science

**Brief note about nature of change:** To make substantial changes to the MSc in Global Health Science, following the creation of the Nuffield Department of Population Health.

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

**Location of change:** *Examination Regulations 2013*

#### Details of change:

In *Examination Regulations*, 2013, delete from l. 1 on p. 729 to l. 16 on p. 730 inclusive and substitute:

#### 'Global Health Science

1. The Divisional Board of Medical Sciences will appoint for the supervision of the course an Organising Committee, which will have the power to arrange lectures and other instruction.
2. The Organising Committee will appoint for each candidate an academic adviser.
3. Each candidate must follow a course of study in Global Health Science for at least three terms and for a substantial part of the three subsequent vacations, as determined by the course timetable.
4. Candidates shall be examined in all of the following ways:
  - (i) A printed report of not more than 1,000 words (excluding bibliography) on an analysis of a dataset based on a research question approved by the Organising Committee. Additionally, candidates must submit an annotated copy of the STATA code used for their analysis.
  - (ii) A printed essay of 3,000-4,000 words (excluding bibliography) selected from a choice of essay titles approved by the Organising Committee and based on the modules studied as set out in the Schedule.
  - (iii) A written examination paper relating to the Principles of Epidemiology, and the Principles of Statistics.
  - (iv) A written examination paper relating to all of the modules set out in the Schedule, with the exception of Principles of Epidemiology, and Principles of Statistics.
  - (v) A printed dissertation of not more than 10,000 words (excluding bibliography and appendices) on the research project as set out in the Schedule below. The research project and the subject of the dissertation must have been approved by the Organising Committee.
5. Candidates may be examined viva voce and this examination will take place on dates to be determined by the examiners.

6. The arrangements for approval of written work for submission will be notified to candidates not later than the start of the Michaelmas Term of the academic year in which the examination is taken.
7. Three copies of each of the required written submissions must be sent to the Chair of Examiners, M.Sc. in Global Health Science, c/o Examination Schools, High Street, Oxford, by dates to be specified by the Organising Committee and published in the *University Gazette* not later than the start of Michaelmas Term of the academic year in which the examination is taken. Each submission must be accompanied by a declaration of the candidate's authorship.
8. The examiners may award a distinction for excellence in the whole examination.
9. The examiners will retain one copy of each dissertation of each successful candidate for deposit in the Radcliffe Science library.

#### *Schedule*

1. Introduction to Global Health Science
2. Principles of Epidemiology
3. Principles of Statistics
4. Non-Communicable Diseases
5. Communicable Diseases
6. Maternal and Child Health
7. Health Economics
8. Clinical Trials and Meta-Analyses
9. Nutritional Epidemiology
10. Implementation Strategies
11. Record Linkage and Bio-Informatics
12. Genetic Epidemiology
13. International Research Ethics

*Research Project:* A research project under the supervision of a research supervisor. Students will undertake reading and research in relation to their research project during Trinity Term. Following the written examinations students may elect to go on an overseas research placement during Trinity Term and the Long Vacation, though this is not a requirement of the course. The subject of each student's dissertation, an overseas placement, and the supervision arrangements for each student must be approved by the Organising Committee.'

## Changes to Examination Regulations 2013

1314-17-LUG

### Medical Sciences Board

**Approved:** 15<sup>th</sup> July 2014

**Title of Examination:** Second Examination for the Degree of Bachelor of Medicine

#### **Brief note about nature of change:**

- To incorporate details of extended terms.
- Amendment to the personnel approved to make progression decisions.
- Clarification of the arrangements for oversight of Vocational Skills in Year 3, which affects results list signatories, and also for oversight of Year 1.
- Integration of assessments for specialties in Year 2 under 'Community-based Subjects', including Geratology, Dermatology, Palliative Care, Primary Care, Population Health 2: Public Health.

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

**Location of change:** *Examination Regulations 2013*

#### **Details of change:**

1. In *Examination Regulations*, 2013, p. 981, after l. 9, insert a new clause:  
  
'2. Candidates for the Second Examination for the Degree of Bachelor of Medicine are required to pursue their studies during a period of:  
  
normally 38 weeks in Year 1;  
normally 45 weeks in Year 2;  
normally 46 weeks in Year 3;  
  
provided that the Medical Sciences Board shall have power to permit candidates to vary the dates of their studies so long as the overall programme requirement is met.'
2. Ibid., ll. 29-31, delete 'Director of Clinical Studies, at his or her discretion and in exceptional circumstances, decides' and substitute 'Director of Clinical Studies and the Associate Director of Clinical Studies, at their discretion and in exceptional circumstances, decide'
3. Ibid., p. 981-982, re-number existing cll. '2.' to '8.' as cll. '3.' to '9.' respectively.
4. Ibid., p. 982, l. 35, delete 'Director of Clinical Studies or his or her deputy' and substitute

'Director of Clinical Studies and the Associate Director of Clinical Studies'

5. Ibid., p. 983, l. 2, delete 'Director of Clinical Studies at his or her discretion' and substitute 'Director of Clinical Studies and the Associate Director of Clinical Studies at their discretion'
6. Ibid., p. 983, delete l. 12 and substitute:  
  
'(e) Community-based Subjects (encompassing Geratology, Dermatology, Palliative Care, Primary Care and Population Health 2: Public Health);'
7. Ibid., delete ll. 20-23 inclusive and substitute:  
  
'(a) Ophthalmology;  
(b) Otolaryngology.'
8. Ibid., l. 25, delete 'Director of Clinical Studies at his or her discretion' and substitute 'Director of Clinical Studies and the Associate Director of Clinical Studies at their discretion'
9. Ibid., ll. 30-31, delete 'In Year 3, students are required to satisfy examiners in General Clinical Studies and Vocational Skills.' and substitute 'In Year 3, students are required to satisfy: (a) the examiners in General Clinical Studies; and (b) the Director of Clinical Studies and the Associate Director of Clinical Studies in Vocational Skills.'
10. Ibid., ll. 39-40, delete 'Clinical Geratology, Dermatology, Ophthalmology, and Otolaryngology' and substitute 'Ophthalmology and Otolaryngology'
11. Ibid., l. 41, delete 'Director of Clinical Studies' and substitute 'Director of Clinical Studies and the Associate Director of Clinical Studies'
12. Ibid., l. 45, delete 'Director of Clinical Studies or his or her deputy' and substitute 'Director of Clinical Studies and the Associate Director of Clinical Studies'
13. Ibid., p. 986, l. 12, delete 'examiners' and substitute 'Director of Clinical Studies and the Associate Director of Clinical Studies'
14. Ibid., l. 14, delete 'examiners' and substitute 'Director of Clinical Studies and the Associate Director of Clinical Studies'

### **Explanatory Notes**

- (a) The University has asked the Divisions to make clear where extended terms are in use within the regulations for individual programmes.
- (b) The Associate Director of Clinical Studies as well as the Director of Clinical Studies will be required to make decisions about candidates' progression from one year of the course to the next.
- (c) The relevant regulation changes clarify the arrangements endorsed by the Junior Proctor, such that the Director and the Associate Director of Clinical Studies have oversight of Vocational Skills for Year 3 of the Second BM and responsibility for determining candidates' results. This means that both the Director and Associate

Director of Clinical Studies are required to sign off the results for this element of the course, prior to the results being released to students.

- (d) The Associate Director of Clinical Studies as well as the Director of Clinical Studies will have oversight of Year 1 of the Second BM, including responsibility for signing off candidates' results.
- (e) As per the revised assessment strategy for Year 2, the list of examined specialties is being amended to enable the integration of assessments for community-based subjects. There is a relatively minor, knock-on effect on subjects in the General Clinical Studies section of the syllabus for Year 3.

## Changes to Examination Regulations 2013

1314-14-LUG

### Medical Sciences Board

**Approved:** 14<sup>th</sup> July 2014

**Title of Examination:** First Examination for the Degree of Bachelor of Medicine, Part II

**Brief note about nature of change:** To change the format of the examination for Subject 8, Psychology for Medicine, following significant revision of the syllabus.

**Effective date:** With effect from 1 October 2014 (for first examination in 2015)

**Location of change:** *Examination Regulations 2013*

#### Details of change:

1. In *Examination Regulations*, 2013, p. 972, l. 7, delete 'Core Syllabus and a'
2. Ibid., l. 9, delete 'The syllabuses' and substitute 'Each syllabus'
3. Ibid., after l. 19, insert on a new line:

'In subject 4, one one-and-a-half-hour paper will be set, assessing knowledge and understanding of the Composite Syllabus.'

In subject 8, one one-and-a-half hour paper will be set. The paper shall consist of two sections: (1) multiple-choice questions (45 minutes), assessing breadth of knowledge and understanding of the Core Syllabus; (2) essay questions (45 minutes), examining deeper knowledge and understanding of a choice of topics included in or closely related to the Composite Syllabus.'

4. Ibid., delete ll. 25-26 inclusive.
5. Ibid., delete ll. 32-33 inclusive.

#### Explanatory Notes

Amendments (1)-(2): clarify the structure of the syllabus within the regulations.

Amendments (3)-(5): the regulations for Subject 4 – Population Health 1: Medical Sociology – have been clarified within Part I of the First Examination for the Degree of Bachelor of Medicine. In Part II, Subject 8 – Psychology for Medicine – has undergone significant revision following changes in personnel in the Department of Experimental Psychology and



the greater involvement of the Department of Psychiatry. The course committee has restructured the syllabus and produced a specimen examination paper in a new format. The examination paper will now consist of 30 multiple-choice questions (45 minutes) and one essay question (45 minutes). The original paper was two hours in length and the reduction to 90 minutes' duration results from a more efficient sampling of the syllabus by changing the format to multiple-choice-questions.

## Changes to Examination Regulations 2013

1314-15-LUG

### Medical Sciences Board

**Approved:** 14th July 2014

**Title of Examination:** Qualifying Examination in the Principles of Clinical Anatomy

**Brief note about nature of change:** To incorporate details of the extended term associated with completion of the Principles of Clinical Anatomy course and the relevant examination.

**Effective date:** With effect from 1 October 2014 (for first examination in 2015)

**Location of change:** *Examination Regulations 2013*

#### Details of change:

1. In *Examination Regulations*, 2013, p. 973, after l. 32, insert on a new line:

(c) Candidates for the Qualifying Examination in the Principles of Clinical Anatomy are required to keep statutory residence and pursue their studies at Oxford, extending to no more than two weeks beyond the end of Trinity Full Term, provided that the divisional board shall have power to permit candidates to vary the dates of their residence so long as the overall programme requirement is met.'

2. Ibid., l. 33, re-designate existing clause (c) as clause (d).

#### Explanatory Notes

The University has asked the Divisions to make clear where extended terms are in use within the regulations for individual programmes / examinations.

## Changes to Examination Regulations 2012

1314-19-LUG

### Medical Sciences Board

**Approved:** 14<sup>th</sup> July 2014

**Examination:** Honour School of Medical Sciences

**Brief note about nature of change:** To incorporate an amendment that was accidentally omitted from changes to regulations that were originally published on 26<sup>th</sup> September 2013 (reference 1213-21-LUG).

**Effective date:** *This is a correction.* The original effective date was 1 October 2013 (for first examination in 2015).

**Location of change:** *Examination Regulations 2012* as amended by *University Gazette*, Thursday 26<sup>th</sup> September 2013, No. 5034, Vol. 144, Examinations and Boards, Changes to Examination Regulations, Medical Sciences Board

#### Details of change:

In *Examination Regulations, 2012*, p. 344, as amended by *University Gazette*, Thursday 26<sup>th</sup> September 2013, No. 5034, Vol. 144, Examinations and Boards, Changes to Examination Regulations, Medical Sciences Board, Honour School of Medical Sciences, Details of Change, insert an additional amendment under '2.', to read:

'3. *Ibid.*, l. 17, delete 'Week 1 of Trinity Term' and substitute 'Week 8 of Hilary Term'

and re-number amendments '3.' to '12.' as amendments '4.' to '13.' respectively.

## Changes to Examination Regulations 2013

1314-18-LUG

### Medical Sciences Board

**Approved:** 16<sup>th</sup> July 2014

**Title of Examination:** Honour School of Molecular and Cellular Biochemistry

**Brief note about nature of change:** To introduce changes to the assessment of Part II options.

**Effective date:** With effect from 1 October 2014 (for first examination in 2015)

**Location of change:** *Examination Regulations 2013*

#### Details of change:

1. In *Examination Regulations*, 2013, p. 386, I. 5, delete 'Heads of laboratories, or their deputies' and substitute 'The Director of Teaching, or a deputy'

2. Ibid., delete II. 25-26 and substitute:

'Part II will consist of project work and assessments based on two options. Each candidate may be examined viva voce on the Part II examination.'

3. Ibid., I. 34, delete 'Candidates will be required to do project work under the supervision of any person' and substitute 'Candidates will be required to undertake project work under the supervision of a person'

4. Ibid., p. 387, II. 7-8, delete 'to a group of two examiners (or examiner(s) and assessor appointed to ensure an adequate representation of expertise)'

5. Ibid., II. 13-14, delete 'Dissertations previously submitted for the Honour School of Molecular and Cellular Biochemistry may be resubmitted.'

6. Ibid., I. 15, insert 'either ' before 'wholly or substantially'

7. Ibid., delete II. 18-27 inclusive and substitute:

'Options: Each candidate will undertake and be assessed in two areas of Biochemistry, each selected from options approved by the Biochemistry Steering Committee, and published by the Department of Biochemistry. Two lists, each consisting of three options, will be published and one option must be chosen from each list. The lists of options will be posted in the Department of Biochemistry and sent to Senior Tutors of all

colleges not later than noon on Friday of the eighth week of Trinity Term in the year preceding that in which the examination is taken.

The form of assessment for each option will consist of at least one, and at most two, of the following:

- A. an unseen written paper.
- B. an oral assessment in the second half of Trinity Full Term, involving a presentation and/or questions.
- C. a submitted assignment, based on course work undertaken during the option.
- D. an essay, selected from a list of titles provided.

Assessment method B will not be used in isolation; it will always be combined with one of assessment methods A, C or D.

The detailed specifications for each assessment method will be published not later than noon on Friday of the eighth week of Michaelmas Full Term in the year of the examination. These specifications will have been approved by the Biochemistry Steering Committee, prior to publication by the Department of Biochemistry.

For assessment methods C and D, two hard copies and one electronic copy (ideally on CD) of the work are to be submitted to the Chair of Examiners, Honour School of Molecular and Cellular Biochemistry, Part II, c/o the Examinations Schools, High Street, Oxford by noon on Friday of the seventh week of Trinity Full Term in the year of the examination, together with a statement certifying that the work is the candidate's own work or indicating where the work of others has been used. No work will be accepted if it has already been submitted, either wholly or substantially, for an Honour School other than Molecular and Cellular Biochemistry, or for another degree of this University, or for a degree of any other institution.'

### **Explanatory Notes**

Amendments (1)-(3), and (6): minor changes for clarity / consistency, or to update the regulations as per current practice.

Amendment (4): this content is more appropriately included in the examination conventions / guidance to examiners instead of within the regulations.

Amendment (5): this clause has been removed with the endorsement of Education Committee officers. Circumstances in which re-submission may need to be considered are more appropriately handled through dispensation procedures, rather than within standard regulations that could result in misleading interpretation.

Amendment (7): introduces changes to permit greater flexibility in the methods used for the assessment of Part II options.

## Changes to Examination Regulations 2013

1314-16-LUG

### Medical Sciences Board

**Approved:** 15<sup>th</sup> July 2014

**Title of Examination/s:** Preliminary Examination in Medicine, Parts I and II

#### **Brief note about nature of change:**

- (a) To incorporate details of extended terms for each of Years 1 and 2 of the programme.
- (b) To change the format of core Paper 1, Part I, from a written paper to an on-line examination.

**Effective date:** With effect from 1 October 2014 (for first examination in 2015)

**Location of change:** *Examination Regulations 2013*

#### **Details of change:**

1. In *Examination Regulations*, 2013, p. 974, after I. 21, insert on a new line:  
  
‘2. Candidates for the Preliminary Examination in Medicine are required to pursue their studies during a period of:  
  
normally 30 weeks in Year 1;  
normally 39 weeks in Year 2;  
  
provided that the Medical Sciences Board shall have power to permit candidates to vary the dates of their studies so long as the overall programme requirement is met.’
2. *Ibid.*, p. 974, re-number existing clauses (2)-(5) as clauses (3)-(6) respectively.
3. *Ibid.*, p. 975, II. 9-10, delete ‘consist of questions requiring short answers, and may require candidates to select answers from a list of options’ and substitute ‘be a computer-based assessment consisting of multiple-choice questions’

#### **Explanatory Notes**

- (a) The University has asked the Divisions to make clear where extended terms are in use within the regulations for individual programmes.
- (b) Part I of the Preliminary Examination contains two core papers (Papers 1 and 2), as well as extension papers. The format of Paper 1 has previously been changed from

short notes to multiple-choice questions (MCQ). From 2014-15, this MCQ paper will be delivered as an on-line examination. This will make the assessment consistent with the examination of core Part A papers in the First Examination for the Degree of Bachelor of Medicine.

**Changes to Examination Regulations 2013**

1314-11-LPT

**Proctors; Planning & Resource Allocation Committee; Education Committee;  
Medical Sciences Board**

**Approved:** 15<sup>th</sup> July 2014

**Title of Programme:** Postgraduate Certificate in Supervision of Applied Psychological Practice

**Brief note about nature of change:** To introduce a new, validated, part-time, postgraduate taught programme, provided by the Oxford Institute of Clinical Psychology Training.

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

**Location of change:** *Examination Regulations 2013*

**Details of change:**

1. In *Examination Regulations, 2013*, after p. 1115, insert on a new page:

**'POSTGRADUATE CERTIFICATE IN SUPERVISION OF APPLIED  
PSYCHOLOGICAL PRACTICE**

**GENERAL REGULATIONS**

1. The Oxford Institute of Clinical Psychology Training shall have power, on behalf of the Medical Sciences Board, to admit students for the Postgraduate Certificate in Supervision of Applied Psychological Practice.
2. The Oxford Institute of Clinical Psychology Training shall make a return to the Registrar by the end of the first week of Michaelmas Full Term, showing the names of all persons admitted in that term as students for the Postgraduate Certificate in Supervision of Applied Psychological Practice, and the Registrar shall keep a register of such students.
3. The Medical Sciences Board shall have power, on the recommendation of the Oxford Institute of Clinical Psychology Training, to remove temporarily or permanently the name of a student from the register. This power shall include cases where students have been found under the procedures of the course guilty of gross misconduct or in breach of relevant regulations, codes or standards of their associated professional or registration body.
4. Students will hold a professional postgraduate qualification as an applied psychologist, or as a qualified psychotherapist or counsellor with an Honours degree, or another relevant professional qualification in health and social care or



education, and will be registered with a professional body as deemed appropriate by the Oxford Institute for Clinical Psychology Training. Students will have been professionally qualified for at least one year and will have experience of providing clinical supervision, or exceptionally will be at the point of taking on clinical supervisory responsibilities.

5. The Oxford Institute of Clinical Psychology Training shall have power, on behalf of the Medical Sciences Board, to elect for the supervision of the programme a Steering Committee to arrange teaching, assessments and other instruction.
6. Every student must follow a one year course of study on a part-time basis, and attend teaching days which will normally take place monthly, as determined by the programme timetable. The programme commences in October and runs until September of the following year.
7. Students shall normally be required to attend a minimum of 10 of the 13 teaching days across the programme.
8. Students will be required to undertake a minimum of 40 hours of clinical supervision of their own supervisees (on an individual, group or peer basis) during the duration of the programme, and arrangement of this prior to joining the programme shall be the responsibility of each student.
9. Students will be required to receive regular supervision themselves for their own professional practice, and arrangement of this prior to joining the programme shall be the responsibility of each student.
10. Students who are unable to attend the minimum number of teaching days, or to complete the minimum number of clinical supervision hours will be able to defer completion of the course until the following year, until the programme requirements have been satisfied. Subject to the provisions of clauses 3, 6, 7 and 8 above, Students for the Postgraduate Certificate in Supervision of Applied Psychological Practice may hold that status for a maximum of two years.
11. The Proctors shall be responsible for overseeing the proper conduct of the examinations for the Postgraduate Certificate in Supervision of Applied Psychological Practice. They shall have power to investigate any concern regarding the conduct of any candidate for the examination and to impose any penalty equivalent to that which may be imposed upon a member of the University in similar circumstances.
12. An appeal against a decision of the Board of Examiners for the Postgraduate Certificate in Supervision of Applied Psychological Practice must be made to the Complaints & Academic Appeals Panel of the Oxford Institute of Clinical Psychology Training in the first instance, through procedures laid down in the course handbook. A candidate who is dissatisfied with the decision of the Institute's Complaints & Academic Appeals Panel may submit an appeal through the University's Procedures for Handling Complaints (including Academic Appeals) laid down and published by the Proctors under section 22 of Statute IX.
13. Should any Students for the Postgraduate Certificate in Supervision of Applied Psychological Practice have access to University services and facilities, they will be required to observe the appropriate statutes, regulations, and/or rules governing the use of such services and facilities. The Proctors shall have power

to investigate any alleged breaches of those statutes, regulations, and/or rules and to deal with the matter and impose any penalty equivalent to that which they would have been empowered to impose upon a member of the University in similar circumstances.

### **SPECIAL REGULATIONS**

1. Students shall follow a course of training in the supervision of applied psychological practice. This training is designed to provide a thorough grounding in the understanding and application of supervision theory, drawing on the evidence base, and to provide opportunities to develop key supervision skills. A number of theories, models and frameworks will be covered, as well as a critical review of the evidence base for supervision. Key concepts and principles will be reviewed including effective supervisory relationships, ethical issues, power and difference in supervision. There will be opportunities to practice important supervision skills such as developing supervision contracts, assessing competence and giving feedback, as well as promoting learning and reflective practice. There will be opportunities for students to learn from programme staff and from one another. Methods of learning will incorporate a combination of didactic lectures, small and large group discussion, experiential exercises (including role play and personal reflection), self-assessment and facilitated supervision groups. The details and format of the training will be notified to students by the Course Director, prior to the commencement of the course.
2. Candidates shall be examined in all of the following ways:
  - a) One 4,000 word essay on an aspect of supervision covered in the curriculum. The essay must be submitted in March on a date to be specified in the programme Handbook.
  - b) Recording of supervision (video or audio) with a 2,000 word critical commentary and completed outcome measure of the supervisory relationship. The recording and accompanying material must be submitted in July on a date to be specified in the programme Handbook.
  - c) Reflective log (3,000 words) of supervision practice and learning and development as a supervisor, including a record of the number of supervisory hours undertaken as a supervisor and as a supervisee. The log must be submitted in September on a date to be specified in the programme Handbook.
3. Guidelines for the preparation and submission of all assessed work will be included in the programme Handbook.
4. Candidates must pass all of the examined components in order to pass overall.
5. Should they fail to reach the required standard candidates will be permitted one opportunity to re-take each of the required examined components, normally within 3 months of the original failure. Candidates failing to pass any examined component at the second attempt will normally be judged to have failed to reach the required standard for the award of the Postgraduate Certificate and will not be permitted to continue.
6. Candidates shall be required to satisfy the examiners in all of the examined components within 2 years of registering for the Postgraduate Certificate.

7. The required submissions must be:

- a) sent to the Chair of Examiners for the Postgraduate Certificate in Supervision of Applied Psychological Practice, c/o the Programme Administrator, Isis Education Centre, Warneford Hospital, Headington, Oxford OX3 7JX by the required date.
- b) accompanied by a declaration of authorship signed by the candidate, and for assignment 2(c), must be countersigned by the candidate's practice supervisor.
- c) accompanied by a declaration that no clinical or supervisory material has been included, without ensuring that it: (i) has been fully anonymised, (ii) does not enable identification, and (iii) has been obtained and used with consent.

Declarations must be submitted separately in a sealed envelope addressed to the Chair of Examiners for the Postgraduate Certificate in Supervision of Applied Psychological Practice.

8. The Board of Examiners will meet three times a year, will decide upon the outcome of the examined components, and will recommend to the University the award of the Postgraduate Certificate for successful candidates.
9. There is no alternative award for candidates who fail to meet the required standard or who do not complete the programme.'

2. Ibid., p. 1121, after l. 28, as amended by *University Gazette*, Vol. 144, No. 5056, 27<sup>th</sup> March 2014, insert wording as underlined below:

**§8. Fees payable by candidates on registration for courses validated by the University**

A registration fee is payable for the degree of Doctor of Clinical Psychology and for the Postgraduate Certificate in Supervision of Applied Psychological Practice. The fee for the current academic year is available from [www.ox.ac.uk/feesandfunding/fees/information/maxlib/otherfees](http://www.ox.ac.uk/feesandfunding/fees/information/maxlib/otherfees) or from the Planning and Resource Allocation Section.

**Explanatory Notes**

See also: changes to regulations 1314-12-LPT, which incorporate this new programme within the Regulations for the Conduct of University Examinations.