

CHAPTER VI

GRADUATE STUDENTS

GENERAL REGULATIONS FOR ADMISSION AS A GRADUATE STUDENT

1. Applications for admission as a Graduate Student shall be sent to the Secretary of the Board of Graduate Studies. Applications for admission.

2. Each application shall include:

- (a) a statement of the course of research or study which the applicant wishes to pursue, the date from which he or she wishes to begin the course, and the degree or other qualification, if any, for which he or she wishes to become a candidate;
- (b) such testimonials and other evidence of qualification, attainments, and previous study as the Board of Graduate Studies may require;
- (c) a statement of the applicant's date of birth;
- (d) subject to Regulation 3, an original certificate of graduation at a university or similar institution, or a photographic copy thereof.

3. Exceptionally, a person who is not a graduate of a university or similar institution may be admitted as a Graduate Student if he or she submits evidence of general educational qualification satisfactory to the Board.

4. The Secretary of the Board shall communicate each application for admission as a Graduate Student to the Secretary of the Degree Committee for the Faculty or other approved institution with which the proposed course of research or study appears to be most nearly connected, subject to the approval of the Board in cases coming under Regulation 3 and to the Secretary's being satisfied that appropriate accommodation, if required, is available in a laboratory or elsewhere. The Degree Committee shall consider the application and shall communicate their opinion thereon to the Secretary of the Board. If the Degree Committee agree to decline the application it shall fail, and the Secretary shall so inform the applicant. If the Degree Committee agree to recommend approval of the application, their recommendation shall be considered by the Board, who shall decide upon the application. If the Board approve an applicant for admission as a Graduate Student the applicant's name shall be entered on the Register of Graduate Students.

The Board shall not approve an applicant for admission as a Graduate Student unless

- (a) the Board are satisfied that the course of research or of study proposed by the applicant can conveniently be pursued within the University or such other place as the Board and the Degree Committee concerned shall determine; and
- (b) the Board are satisfied that the applicant is well qualified and well equipped for the particular course of research or study proposed.

Before declining an application recommended by a Degree Committee for approval the Board shall give a representative appointed by the Degree Committee an opportunity of explaining the Committee's reasons for their recommendation.

5. The Board shall determine the conditions of each applicant's admission as a Graduate Student, the term from which he or she is admitted, and the conditions of his or her registration as a candidate for a degree or other qualification, if any, after considering recommendations by the Degree Committee. Before declining a recommendation that a student be registered as a candidate for a particular degree or other qualification the Board shall give a representative appointed by the Degree Committee an opportunity of explaining the Committee's reasons for their recommendation. The Board shall have power after considering a recommendation by the Degree Committee:

- (a) to vary the conditions of a particular student's admission and of his or her registration as a candidate for a degree or other qualification;
- (b) to register as a candidate for the M.Sc. or M.Litt. Degree a candidate previously registered for the Ph.D. Degree;
- (c) to register as a candidate for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree, a candidate previously registered for the M.Phil. Degree (two-year course) who has not taken the examination for that degree, and to allow such a student to count towards his or her course of research as a candidate for such other degree not more than three terms of the period during

which he or she was a candidate for the M.Phil. Degree (two-year course) or up to five terms where the candidate registers for the part-time Ph.D., M.Sc., or M.Litt. Degree;

- (d) to register as a candidate for the M.Phil. Degree (two-year course) a candidate previously registered for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree, who has not submitted a dissertation in candidature for one of those degrees, and to allow such a student to count towards his or her course of study for the M.Phil. Degree (two-year course) not more than three terms during which he or she was a candidate for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree;
- (e) to register as a candidate for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree, a Graduate Student who has been approved for the M.Phil. Degree (one-year course), and who may have proceeded to that degree, and to allow such a student to count towards his or her course of research as a candidate for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree, not more than three terms of the period during which he or she was a candidate for the M.Phil. Degree (one-year course) or up to five terms where the candidate registers for the part-time Ph.D., M.Sc., or M.Litt. Degree;
- (f) to register as a candidate for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree, a Graduate Student who has been approved for the M.St. Degree or M.Ed. Degree, and who may have proceeded to that degree, and to allow such a student to count towards his or her course of research as a candidate for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree, not more than three terms of the period during which he or she was a candidate for the M.St. Degree or M.Ed. Degree or up to five terms where the candidate registers for the part-time Ph.D., M.Sc., or M.Litt. Degree;
- (g) to register a student for a course of research or of study as a candidate for a particular degree or other qualification from the term of his or her admission as a Graduate Student or from any subsequent term; and
- (h) to determine that any particular term of a student's course of research or of study shall not count towards the requirements for the Ph.D. Degree, or M.Sc. Degree, or M.Litt. Degree, or M.Phil. Degree (two-year course), or M.Phil. Degree (one-year course), or other qualification;

provided that, before exercising any of the powers conferred by clauses (a)–(h) above in a manner contrary to the Degree Committee's recommendation, the Board shall give a representative appointed by the Degree Committee an opportunity of explaining the Committee's reasons for their recommendation.

Matriculation.

6. Admission as a Graduate Student shall not have effect in respect of any period before the term in which the student was admitted to a College and was matriculated, except as provided in Regulations 1(d) and 2 of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, and Regulations 3(c) and 4 of the regulations for the M.Phil. Degree (two-year course).

Prizes or Scholarships.

7. A Graduate Student shall not be admitted as a candidate for any University Studentship, Scholarship, Exhibition, Prize, Medal, or other such emolument, which is open only to undergraduates. For the purpose of any regulation respecting the standing of candidates for any other emolument, the term from which a student not a graduate of the University is admitted as a Graduate Student shall be counted as his or her tenth term, and an allowance of terms made by the Council under Regulation 2 of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, or under Regulation 4 of the regulations for the M.Phil. Degree (two-year course), shall count in calculating such a student's standing for the purpose of this regulation. Any term during which a student had leave to intermit his or her course of research or study under Regulation 1(c) of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, or Regulation 3(b) of the regulations for the M.Phil. Degree (two-year course), or Regulation 5 of the regulations for the M.Phil. Degree (one-year course) shall not count unless the Board shall have decided otherwise.

Conditions for pursuing course.

8. Each Graduate Student shall pursue *either*

- (a) a course of research approved by the Board and by the Degree Committee who recommended his or her admission, or, with the consent of the Board and the Degree Committees concerned, by some other Degree Committee, under the direction of a Supervisor appointed by the Degree Committee concerned, and shall comply with any special conditions that the Degree Committee or the Board may lay down in his or her case, *or*
- (b) a course of advanced study, or a course of further study and training in research, as prescribed in the appropriate special regulations for the M.Phil. Degree (two-year course) and the M.Phil. Degree (one-year course), and approved by the Board and the Degree Committee concerned,

under the direction of a Supervisor appointed by the Degree Committee concerned, and shall comply with any special conditions that the Degree Committee or the Board may lay down in his or her case, *or*

- (c) a course of study or of research as prescribed in the regulations for a University Diploma or Certificate, or in partial fulfilment of the requirements for a degree or other qualification of another university or similar institution.

A Degree Committee shall be responsible to the Board for the general supervision of the work of each Graduate Student under their care. All appointments of Supervisors shall be communicated by the Degree Committee to the Secretary of the Board and to the Supervisor, and the Board shall have power to make representations to the Degree Committee about any particular appointment.

Each Supervisor shall send to the Secretary of the Board at least once in each year, for communication to the Degree Committee concerned, a written report on the work of each Graduate Student under his or her charge. Such a report shall be sent

- (i) during the Easter Term, in the case of every Graduate Student;
- and* (ii) during the Michaelmas and Lent Terms, in the case of a Graduate Student registered as a candidate for the M.Phil. Degree (two-year or one-year course) or for a Diploma for which a candidate must have been admitted as a Graduate Student;
- and* (iii) at any time when in the Supervisor's opinion a Graduate Student is not making satisfactory progress in his or her work, is otherwise not fulfilling the conditions that have been laid down in his or her case, or appears unlikely to reach the standard of the degree or other qualification for which he or she is registered as a candidate.

9. The Degree Committee concerned shall have power to require a Graduate Student to take a progress examination approved by them. Any such examination shall be held not later than the end of the vacation following the second term after the term of the student's admission as a Graduate Student or at a time to be determined by the Board. For Graduate Students registered for the part-time Ph.D., M.Litt., or M.Sc. Degrees the progress examination shall be not later than the fourth term after the term of the student's admission. The Board, after considering a recommendation by the Degree Committee, shall determine how many, if any, of the terms previous to an examination under this regulation shall be counted for the purpose of Regulation 1 of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, and Regulation 3 of the regulations for the M.Phil. Degree (two-year course).

It shall be the duty of the Examiners for the examination so approved to report in writing to the Degree Committee. The Degree Committee shall forward such reports to the Secretary of the Board.

The payment to any Examiner who is not a University officer (other than an Associate Lecturer who receives no stipend from the University) shall be fixed by the Board after considering a recommendation by the Degree Committee.

10. The Board shall have power to deprive any person of the status of Graduate Student:

- (a) if he or she is no longer a member of a College;
- (b) if he or she has failed to pay the fees due from a Graduate Student;
- (c) if, in the opinion of the Degree Committee and the Board, the report on the examination prescribed under Regulation 9 is such as to show that the candidate is not qualified to continue in his or her course;
- (d) if, after completing three terms (if registered for a full-time course) or five terms (if registered for a part-time course) he or she is not registered as a candidate for any degree, provided that in such a case the Board shall have obtained the concurrence of the Degree Committee in the deprivation;
- (e) if the Degree Committee have satisfied the Board
 - (i) that the student has not been working to their satisfaction; *or*
 - (ii) that the student has not complied with the conditions laid down in his or her case; *or*
 - (iii) that, in their opinion, the student is not likely to reach the standard of the M.Sc. or M.Litt. Degree, or M.Phil. Degree (two-year course), or M.Phil. Degree (one-year course), or of any other qualification for which he or she might be registered as a candidate.

11. (a) A Graduate Student who is resident not more than ten miles from the University Church, or who, not being so resident, is working in the University, or working under conditions prescribed under either Regulations 4 and 5 of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, or Regulation 20 of the regulations for the M.Phil. Degree (two-year course), shall pay the University Composition Fee as determined by Regulation 11 of the regulations for University Composition Fees for each term

up to and including the term in which he or she submits a dissertation or a revised dissertation for the Ph.D., or M.Litt., or M.Sc. Degree, or takes the examination for the M.Phil. Degree (two-year course), or completes the requirements for the M.Phil. Degree (one-year course), or such other qualification for which he or she may be registered as a candidate.

(b) A Graduate Student shall pay the same total fee whether registered for a part-time course or for a full-time course leading to the same qualification.¹

(c) Notwithstanding clause (a) or (b) of this regulation the Board, in exceptional circumstances and on the recommendation of the Degree Committee concerned, may determine that any particular Graduate Student who has completed the minimum number of terms of research or study and residence required for the degree or other qualification for which he or she is registered as a candidate, and who is neither working in the University nor resident within ten miles of the University Church, shall pay a fee of £50 a term up to and including the term in which he or she submits a dissertation or a revised dissertation, or takes the examination for the M.Phil. Degree (two-year course), or completes the requirements for the M.Phil. Degree (one-year course) or any other qualification for which the student is registered as a candidate.

(d) The Board, in cases of hardship or for any other cause which they may deem sufficient and on the recommendation of the Degree Committee concerned, may remit or reduce the fee payable under clause (a) or clause (c) in respect of a particular Graduate Student.

(e) In the case of a Graduate Student following a course of study that requires a period of instruction abroad in an approved institution, the Board may, on the recommendation of the Degree Committee concerned, remit or reduce payments under clause (a) of this regulation.

Allowances for
illness, etc.

12. If the Tutor of a candidate for the M.Phil. Degree (one-year course), for the M.Phil. Degree (two-year course), or for any Diploma or Certificate for which candidates are required to be Graduate Students, supplies the Board of Graduate Studies with satisfactory evidence that the candidate has been hindered by illness or other grave cause in preparing for or taking the examination or any part of the examination for the degree or other qualification concerned, the Board shall have power, notwithstanding any provision to the contrary in the relevant regulations,

either (a) to approve the candidate for the degree or other qualification without further examination, provided that no candidate shall be so approved unless the Degree Committee concerned judge him or her to have performed with credit in a substantial part of the examination,
or (b) to allow the candidate to be examined or re-examined under such conditions and at such time as may be determined by the Board after consultation with the Degree Committee concerned.

Certificates.

13. A Graduate Student who wishes to be a candidate for a degree or other qualification at some other university or similar institution, shall receive, on application to the Secretary of the Board, for any period of study in the University of not less than two terms, a certificate that he or she has pursued his or her studies during that period with regularity and industry, if, in the opinion of the Supervisor concerned, a course record statement can properly be given. The certificate shall be signed by the Secretary of the Board. A fee of £7 shall be charged for each such certificate and for any similar certificate, letter, statement, or document that may be issued by the Secretary of the Board on application by a Graduate Student.

14. Fees shall be payable to Supervisors of Graduate Students as follows:

- (a) No fee shall be payable to the holder of a University office specified in Schedule J of the Statutes or in the Schedule of offices whose holders may apply for study leave on the same conditions as are laid down in Statute D, II, 5 for University officers specified in Schedule J.
- (b) Subject to the provisions of clause (a),
 - (i) a fee of £55 a term shall be paid to a Supervisor for each Graduate Student under his or her supervision who falls under Regulation 11(a) or (c);
 - (ii) at the request of the Degree Committee concerned, the Board may pay a fee of £55 a term to the Supervisor of a Graduate Student who has leave under either Regulation 1(b) of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, or Regulation 3(a) of the regulations for the M.Phil. Degree (two-year course) to work outside the University;
 - (iii) when a remission or reduction is made under Regulation 11(d) in respect of a Graduate Student who has not completed the requirements for the degree or other qualification for

¹ For a Graduate Student who completes the part-time course leading to a Ph.D. Degree in five years or an M.Litt. or M.Sc. Degree in ten terms the fee will be 60% of the full-time fee each term.

which he or she is registered or has applied to become registered, the Supervisor shall be paid a fee of £55 a term;

- (iv) when a remission or reduction is made under Regulation 11(d) in respect of a Graduate Student who has completed the number of terms of research or study and residence required for the degree or other qualification for which he or she is registered, the Board shall decide whether the Supervisor is to be paid a fee in respect of that student.

REVIEW OF THE RESULTS OF EXAMINATIONS FOR POSTGRADUATE QUALIFICATIONS

1. The following regulations shall apply to any University examination listed in the Schedule to these regulations, and shall be limited to those cases where the candidate has failed to be approved for the qualification for which he or she was examined.

2. The Board of Graduate Studies shall have power, in connection with any examination for a degree or other qualification, to remit a recommendation or resolution received from a Degree Committee concerning a particular candidate to the Degree Committee for further consideration.

3. The Board shall consider any representations made by or on behalf of a candidate which constitute a complaint about the conduct of the examination in that candidate's case, provided that such representations shall not be considered unless they are received by the Secretary of the Board not later than six months after the date on which the result of the examination was communicated by the Secretary to the candidate. The Board shall consult the Degree Committee concerned about any representations made under this regulation.

4. If after considering any representations made by or on behalf of a candidate under Regulation 3 the Board are satisfied that the examination of that candidate was properly conducted and that the complaint is unjustified, the Board shall so inform the candidate. If they are not so satisfied, they shall have power, after consulting the Degree Committee concerned, to refer the representations to a Review Committee constituted in accordance with Regulation 6.

5. The Board of Graduate Studies shall refer to a Review Committee constituted in accordance with Regulation 6 any representations which may be made by or on behalf of a candidate after the candidate has been informed of a decision taken by the Board under Regulation 4 above, provided that such representations shall not be considered unless they are received by the Secretary of the Board within six months of the date on which the Board's decision was communicated by the Secretary to the candidate.

Review
Committee.

6. A Review Committee appointed under these regulations shall consist of

Membership.

(a) the Vice-Chancellor, or a duly appointed deputy, as Chairman;

(b) two persons appointed by the General Board.

The General Board shall maintain a panel of members of the Regent House who are willing to serve as members of a Review Committee, and shall appoint twelve persons to the panel, four persons being appointed in the Michaelmas Term of each year to serve for three years from 1 January following their appointment. When any representations are to be referred by the Board of Graduate Studies to a Review Committee, the General Board shall appoint two members of the panel to serve as members of the Review Committee for the particular case. In selecting members of the panel for appointment as members of a Review Committee, the Board shall exclude any person who has been involved in the particular case at an earlier stage. A person appointed a member of a Review Committee shall serve until the conclusion of the particular case for which he or she was appointed.

7. The Secretary General of the Faculties, or a deputy appointed by the Secretary General, shall act as Secretary to a Review Committee.

8. For the purpose of these regulations the term 'complainant' shall mean the student making a complaint, or on whose behalf a complaint is made.

9. The Secretary to the Review Committee shall notify the complainant of the persons appointed to be members of the Committee. The complainant shall be entitled to object for good cause to any member so appointed. The Vice-Chancellor shall rule on any such objection, and his or her decision shall be final. If the Vice-Chancellor allows such an objection, the General Board shall appoint another member of the panel to serve as a member of the Committee.

10. A Review Committee shall consider any representations referred to them under Regulation 4 or Regulation 5 which in the judgement of the Committee constitute a complaint on one or more of the following grounds:

Grounds for
complaint.

- (a) that there existed material circumstances relating directly to the examination (excluding circumstances relating to the candidate's course of research or course of study) of which the Examiners were not aware;
- (b) that procedural irregularities occurred in the conduct of the examination, which were of such a nature as to cause reasonable doubt as to whether the Examiners would have reached the same conclusion had the irregularities not occurred;
- (c) that there is demonstrable evidence of prejudice, bias, or inadequate assessment in the examination process.

If the Committee are of the view that a complaint does not fall within any of the grounds specified above, they shall dismiss the complaint and shall inform the complainant and the Board of Graduate Studies accordingly.

11. When a representation is to be considered by a Review Committee the complainant shall furnish a full statement of the complaint and of the grounds on which the complaint is based, which shall be submitted to the Review Committee not later than a date to be determined by them. The Committee shall appoint a day and time for a hearing at which the complainant shall be entitled to be present and to be accompanied by not more than two advisers, each of whom shall be either an officer of the Graduate Union or a member of the Regent House; one of these advisers shall be permitted to act as the complainant's representative and to speak on his or her behalf.

12. Any statement of a complaint received by the Review Committee under Regulation 11 shall be made available to each of the following:

- (a) the Board of Graduate Studies;
- (b) the Degree Committee concerned;
- (c) the Examiners concerned;
- (d) any other person or body specified by the Review Committee.

Each of these parties shall be given an opportunity to submit a written statement to the Committee in response to the complaint. Such a statement may include the reports of the Examiners or extracts from those reports. The Committee shall have power to seek statements from other persons or bodies, as they think fit.

13. Any statement submitted to the Review Committee under Regulation 12 shall be made available to the complainant and to the other parties specified in that regulation, each of whom shall be afforded an opportunity to comment on it.

14. A Review Committee shall consider any complaint or any representations referred to them under Regulation 4 or Regulation 5 and shall have power to dismiss the complaint or, if they consider it justified:

- (a) to require the Board of Graduate Studies or the Degree Committee concerned to reconsider their earlier decisions on the particular case;
- (b) to require the Examiners to re-examine the candidate;
- (c) if the candidate has not been examined orally, to require the Examiners to hold an oral examination;
- (d) if the candidate has been examined orally, to require the Examiners to hold a further oral examination;
- (e) to permit the candidate to submit a revised dissertation, thesis, or other exercise, to be examined by the same Examiners;
- (f) to require the Degree Committee to appoint one or more additional Examiners to make an independent report or reports on the work submitted by the candidate;
- (g) to require the Degree Committee to appoint new Examiners to replace the Examiners previously appointed, and to permit the candidate
 - either* (i) to be re-examined by the new Examiners,
 - or* (ii) to submit a revised dissertation, thesis, or other exercise, to be examined by the new Examiners;
- (h) to require the Examiners (either the Examiners previously appointed or new Examiners appointed under sub-paragraph (g), as the case may be) to set fresh examination papers or other exercises, as appropriate, to be taken by the candidate under arrangements specified by the Review Committee.

15. The Secretary to the Review Committee shall send written notification of the Committee's decision and the reasons for it to the complainant and to the other parties specified in Regulation 12.

16. The decision of a Review Committee on any particular case shall be final.

TEMPORARY REGULATION

17. These regulations shall apply to all examinations held on or after 1 October 1994. For the purpose of this regulation an examination shall be deemed to be held (a) if the examination includes written papers, on the day on which the first written paper is held, or (b) in the case of any other examination, on the day on which the candidate's dissertation or other submitted work is received by the appropriate authority.

SCHEDULE

Schedule of examinations for which the foregoing regulations apply.

B.D. Degree	M.St. Degree
Vet.M.D. Degree	Certificate of Postgraduate Study
Ph.D. Degree	Diplomas in:
Ph.D. Degree by special regulations	Economics
M.Sc. Degree	Legal Studies
M.Litt. Degree	International Law
M.Phil. Degree	