

# NOTES OF GUIDANCE FOR RESEARCH EXAMINATIONS

(D.Phil., M.Litt., MPhil/MSt in Law, M.Sc. by Research)

These notes provide guidance on the preparation and submission of theses for examination. Section A (below) describes the submission and examination process. Section B provides specific advice on the preparation of theses and abstracts for examination.

## A. THE SUBMISSION AND EXAMINATION PROCESS

The procedures for the submission and examination of theses are laid down in the *Examination Regulations*. The following notes are for guidance only, and they are intended to supplement, not to replace, the accompanying regulations. *The Examination Regulations* remain the final authority. [Please substitute divisional board for faculty board where appropriate.]

### 1. **Appointment of examiners (GSO.3)**

Please complete your part of form GSO.3 and ensure that the relevant sections are completed by an officer of your college (consult the college office if in any doubt about whom this should be) and by your supervisor. If you are a student in the Medical Sciences Division you will also need to collect the signature of your department's Director of Graduate Studies in Section 6 of the form.

In relation to the form, please note in particular:

**General** Any separate sheet enclosed with your application should clearly display your name, college and thesis title.

**Section 1** Please ensure you note all of your contact details, especially if you are likely to be away from Oxford during the period before your oral examination. If necessary, indicate a number of addresses with appropriate dates. It is important to inform both the Research Degrees Team at the Examination Schools ([researchdegrees@admin.ox.ac.uk](mailto:researchdegrees@admin.ox.ac.uk)) and the relevant Graduate Studies Assistant (see [www.ox.ac.uk/students/academic/guidance/graduates/contacts/](http://www.ox.ac.uk/students/academic/guidance/graduates/contacts/) for contact details) of any changes. Correspondence regarding the examination and outcome of your examination will be sent to your email address recorded in eVision – please ensure that that your current email address is recorded via student self-service.

The title of your thesis must be approved by the faculty board. If you wish to change your title, you should indicate this clearly on your application form.

It is important that the title on your submitted thesis exactly matches the title approved by the faculty board and the title written on your GSO.3 form.

**Section 2.1** This section relates to any parts of a thesis which have been submitted previously for a degree of the University or elsewhere. This would apply in most cases to the development of an M.Phil. dissertation into a thesis for the D.Phil. or M.Litt., but may refer also to the development of a dissertation submitted for the M.Sc. by Research, or the M.Litt., (where a candidate is submitting a thesis for the D.Phil.) and to the development of a dissertation originally submitted for the BCL.

**Section 2.2** This section primarily relates to the submission of material which has been co-authored. Candidates in the sciences and related disciplines should pay particular attention to any regulations of the faculty concerned dealing with the inclusion of articles, and especially those of joint authorship.

**Section 2.3** This section relates to content in the thesis that is of a sensitive nature, or where copyright is held by a third party. If this is the case, you must take the appropriate steps before depositing the thesis in the Bodleian Library and ORA. For advice and guidance on third party/copyright issues, refer to the ORA website: [http://www.bodleian.ox.ac.uk/ora/oxford\\_theses/copyright\\_and\\_other\\_legal\\_issues](http://www.bodleian.ox.ac.uk/ora/oxford_theses/copyright_and_other_legal_issues).

**Section 2.4** This section requires you to indicate the number of words or pages contained in your thesis, and to check the regulation of the relevant faculty board concerning word or page limits (please give an approximation if the exact number is not known when submitting your GSO.3 form).

You are advised that word or page limits should not be treated lightly. Unless you have applied to the relevant faculty board for exemption from the word or page limit, a thesis which exceeds the stated limit may be refused by the examiners, or the faculty board, or may be returned by the examiners or the faculty board to you for reduction to the required word or page limit.

If you have been granted permission to exceed the word or page limit you must attach a copy of the approval letter to the GSO.3 form, which will then be communicated to your examiners

**Section 2.5** Please indicate the term in which you transferred status (if applicable).

**Section 2.6** Candidates for the D.Phil. must certify that they have had their status confirmed.

**Section 3** The practical requirements for the submission of the thesis are set out in detail in Section B of these notes. A thesis which fails to meet these requirements may not be accepted by the Research Degrees Team.

It is strongly recommended that you hand in the GSO.3 form four to six weeks **prior** to submitting your thesis, since the names of your examiners have to be approved and their *formal* acceptance received before your thesis can be provided to them. If therefore you submit your form and thesis together, your thesis will not be provided to the examiners until these preliminaries have been completed.

The submission of the thesis may not be made later than the last day of the vacation immediately following the term in which the form is submitted. This works to your advantage in that a submission is regarded as taking place in the term concerned up to this final date. For example, a thesis submitted on the last Friday of the vacation preceding Michaelmas Term is counted as a Trinity Term submission. This is of course important in terms of the need for extensions, as well as whether you are required to submit 2 print copies to examiners (first submission before Michaelmas Term 2019, and any resubmission thereafter) or submit only digital copies (first submission from Michaelmas term 2019)

**If you are still paying fees, the exact date of your submission may be critical. For all circumstances connected to the date of submission it is your responsibility to check.** Students funded by Research Councils should check if there are any additional requirements linked to their funding, e.g. submission by 30 September instead of the end of term.

**Section 4** While your supervisor may contact your suggested examiners informally to see if they would be prepared to act if invited, the choice of examiners belongs to the faculty board and they must be invited formally on behalf of the faculty board.

Examiners must be formally invited by the Research Degrees Team. Examiners have to be approved and their formal acceptance received before your thesis can be sent out.

**Section 7** In a number of faculties, candidates may apply for restriction of access to an oral examination to prevent any loss of patent rights on material contained in the thesis. Similar applications can be made by the supervisor, department or by the University.

## 2. **Date of submission of examiners' copies**

Candidates are encouraged to apply for the appointment of examiners (using form GSO.3) prior to submitting the examiners' copies of their thesis. Candidates will be required to state, at the time of their application for appointment of examiners, the date by which they will submit. This should be within four to six weeks of the date of application and may in no case be later than the last working day of the vacation immediately following the term in which application for the appointment of examiners has been made. Candidates may also submit the examiners' copies of their thesis at the same time as applying for the appointment of examiners.

## 3. **The oral examination or viva**

It is the responsibility of the internal examiner to make all the arrangements for the viva examination. Your internal examiner should normally contact you to arrange a date for your *viva* within a month of receiving your thesis. If the Research Degrees Team do not receive a date for your *viva* within a month of sending out your thesis, they will contact your examiners. **On no account should you contact the examiners yourself except where you have to agree a date for the *viva*.**

The average length of time between submission and a *viva* is approximately eight weeks. Please remember that you have probably asked to be examined by a national or international authority on your subject, and their time-table is likely to be a crowded one.

If you wish to ask for an early *viva*, please complete the 'request for time specific viva' section of the appointment of examiners form (GSO.3). If the faculty board concerned accepts your request, your examiners will be invited on the basis that they can conduct the *viva* within a period you specify. **You should bear in mind when specifying this date that you should allow your examiners at least four weeks to examine your thesis before the date of the *viva*, and the submission dates of your application form and thesis should reflect this.** Examiners cannot be expected to meet a request for an early *viva* if a thesis is not submitted by the date promised by the candidate. If the examiners concerned cannot meet your request, then the faculty board will decide how to proceed, but it is your responsibility to be available for oral examination at the time arranged by the examiners, and not vice-versa.

For the *viva* itself, which is a formal examination of the University, you will be expected to wear academic dress – *subfusc* and a gown. This includes the appropriate gown (your college can advise), a mortar board or soft-cap, and the preferred *subfusc* from the following list: one of dark suit with dark socks, or dark skirt with black tights or stockings, or dark trousers with dark socks; dark coat if required; black shoes; plain white collared shirt or blouse; white bow tie, black bow tie, black full-length tie, or black ribbon.

Please do not forget to take a copy of your thesis with you to the examination.

## 4. **Minor corrections**

The recommendations open to examiners are set out in detail in the *Examination Regulations*. If your examiners are satisfied that they can recommend that the degree should be awarded, but minor corrections need to be made before the thesis can be deposited in the Bodleian, then these minor corrections must be completed and approved, usually by the internal examiner, before the examiners make their report to the faculty board. In that case, your examiners will provide you with a list of the required corrections. If you have not received the list of corrections within two weeks of the *viva*, then you should contact the Research Degrees Team ([researchdegrees@admin.ox.ac.uk](mailto:researchdegrees@admin.ox.ac.uk)) or the relevant Graduate Studies Assistant (see [www.ox.ac.uk/students/academic/guidance/graduates/contacts/](http://www.ox.ac.uk/students/academic/guidance/graduates/contacts/) for contact details).

The University expects that these minor corrections will be completed to the satisfaction of your internal examiner within one month of being issued. If, for exceptional reasons, additional time is needed you may apply for an additional one month by submitting a copy of form GSO.18 '(Extension of Time for Minor Corrections)'. If you fail to complete your corrections within the time allowed your name will be removed from the Graduate Register and a reinstatement application will be required.

## 5. **Major corrections**

If your examiners are satisfied that they can recommend that the degree should be awarded subject to the completion and review of major corrections, and the Examining Board endorses this recommendation, then these major corrections must be completed and reviewed by both examiners, who will produce a second report for the faculty board. Your examiners may wish to hold a second *viva* examination before producing that report. A copy of the Examiners' Report with the required corrections will be sent to you by the Research Degrees Examinations Team, following approval by the relevant Board.

The University expects that these major corrections will be completed to the satisfaction of your examiners within six months of being issued. If you fail to complete your corrections within the time allowed your name will be removed from the Graduate Register and a reinstatement application will be required.

## 6. **Re-submitting a thesis**

If you are re-submitting a thesis you should follow the same procedures detailed in Section B, except that you will need to pay the required re-submission fee (see <https://www.ox.ac.uk/students/academic/exams/research>) when you apply for the appointment of examiners. Your resubmission fee should be paid via the Research Degrees section of the University's [online shop](#).

Candidates resubmitting a thesis must also include a separate report indicating the specific changes made to the thesis for resubmission. For students in the Humanities, Medical Sciences and Social Sciences Divisions and the Department for Continuing Education, the word limit for the accompanying report is 1000 words; for students in the Mathematical, Physical and Life Sciences Division, the word limit is 2000 words.

It is possible for you and your supervisor to propose new examiners at the time of re-submission, but it is usual for the previous examiners to be proposed since of course it is according to their guidelines that you have been revising your thesis.

Technically, a re-submission is a fresh examination, and you should remember that the oral examination is not necessarily restricted to points noted in the original examination. Examiners are still required to satisfy themselves that the revised thesis *as a whole* is of sufficient merit to qualify for the degree, and that you possess a good general knowledge of the particular field of learning within which the subject of your thesis lies.

The report on the first examination will automatically be sent to the examiners of the re-submitted thesis. This is to ensure that the examiners are aware of the background to the revision which you have made. If you wish to make a case for this not happening, permission must be sought from the Proctors. You will need to apply in writing via the relevant Graduate Studies Assistant (see [www.ox.ac.uk/students/academic/guidance/graduates/contacts/](http://www.ox.ac.uk/students/academic/guidance/graduates/contacts/) for contact details), stating the reasons for so doing, before or at the same time as re-applying for the appointment of examiners.

In the case of a re-submission a faculty board can exempt a candidate from a *viva only* where the examiners certify that they can recommend the degree without examining the candidate orally. However, this does not always happen even where a thesis goes on to be awarded the degree.

## 7. **Deposit and consultation of thesis**

In order to have your degree conferred at a graduation ceremony you must submit one hard-bound copy of the final version of your thesis (including any approved minor corrections) for deposit in the Bodleian Library. You must submit forms GSO.3a and GSO.26 to the Research Degrees Team at the Examination Schools with your Bodleian copy. This rule is adhered to rigorously since the availability of your thesis for consultation is an indispensable element in the University's contribution to scholarship.

Candidates for the degrees of D.Phil., M.Litt. & M.Sc. by Research who began their course on or after 1st October 2007 are also required to deposit a copy of their thesis with the Oxford Research Archive (ORA). Information regarding this process can be found at <http://www.bodleian.ox.ac.uk/ora> and will be sent with your result letter. Deposit of a copy with

the Archive is optional for candidates for the degrees of D.Clin.Psych, M.Phil., Master of Studies in Legal Research (M.St.) or Bachelor of Philosophy (B.Phil.) in Philosophy.

*Applying for dispensation from consultation of thesis:*

Form GSO.3c allows a candidate to apply for a dispensation from the usual requirements to make the thesis (lodged with the Bodleian or ORA) or any part of it available for consultation or to be photocopied. To apply for such a dispensation, use form GSO.3c to apply to the relevant Graduate Studies Assistant (see [www.ox.ac.uk/students/academic/guidance/graduates/contacts/](http://www.ox.ac.uk/students/academic/guidance/graduates/contacts/) for contact details). You will need to set out the reasons for your application, and the length of time for which you are seeking a dispensation. This application should be made as early as possible, and at the latest, by the time you put in your form for the appointment of examiners.

**IF YOU HAVE ANY CONCERNS ABOUT THESE PROCEDURES OR THERE APPEARS TO BE AN EXCESSIVE DELAY IN THE PROCESSES INVOLVED PLEASE CONTACT THE RESEARCH DEGREES TEAM AT THE EXAMINATION SCHOOLS TO ENQUIRE ([researchdegrees@admin.ox.ac.uk](mailto:researchdegrees@admin.ox.ac.uk))**

## B. THE PREPARATION OF THESES AND ABSTRACTS

Please be aware that some of the sections below are excerpts from the University's *Examination Regulations*: candidates for examination are advised to pay careful attention to the detailed requirements set out in full in the *Examination Regulations* themselves.

Please note that subject-specific excerpts from the *Examination Regulations* are listed in Appendix A.

### 1. **Miscellaneous points relating to the presentation of your thesis**

Please ensure that you read the formal regulations relating to presentation in this section. Their purpose is to ensure that the examiners may examine your thesis on its merits, and not be distracted by poor presentation or spacing (or printing for examiners copies for first submissions due before Michaelmas Term 2019 and any resubmissions thereafter). It is wholly in your interest to ensure that your text is readily understood by the examiners. A thesis may not be accepted which fails to meet these requirements. If you are in any doubt, please bring a sample to the Research Degrees Team and seek advice.

#### **Proof Reading**

It is your responsibility to ensure your thesis has been adequately proof-read before it is submitted. Your supervisor may alert you if they feel further proof-reading is needed, but it is not their job to do the proof-reading for you. You should proof-read your own work, as this is an essential skill in the academic writing process. However, for longer pieces of work it is considered acceptable for students to seek the help of a third party for proof-reading. Such third parties can be professional proof-readers, fellow students, friends or family members (students should bear in mind the terms of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis). Your college may be able to assist with proof-reading support. Proof-reading assistance may also be provided as a reasonable adjustment for disability.

The University's Policy on the Use of Third Party Proof-readers may be found here: <https://academic.admin.ox.ac.uk/policies/third-party-proof-readers>

### 2. **Text and footnotes** (taken from the 'General Regulations of the Education Committee' in the Examination Regulations)

Candidates should note that the purpose of these regulations is not only to ease the task of the examiners (which is obviously in candidates' interests), but also to ensure that the copy finally deposited in the Bodleian or other university library is of a standard of legibility which will allow it (subject to applicable copyright rules) to be photocopied or microfilmed if required in future years.

For all thesis submissions where the first submission is on or after 14 October 2019, the thesis must be word-processed with a margin of 3 to 3.5 cm on the left-hand edge of each page. The main text should be double spaced with quotations and footnotes in single spacing. Double spacing should be taken to mean a distance of about 0.33 inch or 8 mm between successive lines of text. Text should be typed using in an easily readable font, with a minimum font size of 11 pt. Footnotes should be font size 10 pt.

Footnotes should normally be placed at the bottom of each page. Where they are given at the end of each chapter or at the end of the thesis, a separate pdf of footnotes should be uploaded to the Research Digital Thesis Submissions (RTDS) application under "Additional Materials", for the convenience of the examiners.

*For first submissions made before 14 October 2019 and any subsequent resubmissions, the Thesis must be printed or typed with a margin of 3 to 3.5cms on the left hand edge of each page (or on the inner edge, whether left-hand or right-hand, in the case of a thesis which is printed on both sides of the paper) Theses in typescript should present the main text in double-spacing with quotations and footnotes in single spacing. In the case of word-processed or printed theses where the output resembles that of a typewriter, double spacing should be taken to mean a distance of about 0.33inch or 8mm between successive lines of text. Candidates are advised that it is their responsibility to ensure that the print of their thesis is of an adequate definition and standard of legibility.*

*Footnotes should normally be placed at the bottom of each page. Where they are given at the end of each chapter or at the end of the thesis, two separate, unbound copies of footnotes should also be presented, for the convenience of the examiners.*

**Candidates should carefully note the regulations concerning word or page limits which individual boards have made. In such cases, candidates should state the approximate number of words or pages in their theses.**

Theses must be submitted in English unless for exceptional reasons a board otherwise determines in the term in which the candidate is first admitted as a research student.

The pages of the thesis must be numbered and have an abstract included (see below).

- Your thesis must be submitted in English, apart from quotations and recognised technical formulae, or where the divisional or faculty board has determined otherwise.
- The pages of the thesis must be numbered.
- Please include an abstract in your thesis (generally after the Table of Contents).
- Please include a title page with each copy of your thesis, giving your name, college, thesis title and degree.
- The main body of your thesis should be double-spaced, with quotations and footnotes in single spacing.
- *For first submissions made before 14 October 2019 and any subsequent resubmissions only - , - Your thesis should be typescript on A4 paper, using a heavier grain of paper if your thesis is double sided.*
- Normally page orientation would be expected to be 'portrait' (with the exception of figures and tables, etc), but 'landscape' may be exceptionally permitted by agreement with the relevant board.
- You should select an easily readable font, such as Arial.
- A 12 pt font size is preferred. A minimum font size of 11 pt is recommended for text and 10 pt for footnotes.
- You should allow a margin of 3 to 3.5 cms on the left-hand/inner edge of each page.
- For submissions made after 14<sup>th</sup> October 2019, footnotes should normally be placed at the bottom of each page. Where they are given at the end of each chapter or at the end of the thesis, two separate, copies of footnotes should also be uploaded to RTDS under 'Additional Materials' for the convenience of the examiners.
- *For first submissions made before 14 October 2019 and any subsequent resubmissions, - Footnotes should normally be placed at the bottom of each page. Where they are given at the end of each chapter or at the end of the thesis, two separate, unbound, copies should also be presented, for the convenience of the examiners.*

### 3. **Abstracts** (taken from the 'General Regulations of the Education Committee' in the Examination Regulations)

The abstract of the thesis should concisely summarize its scope and principal arguments, in about 300 words. It should be noted that some boards have made regulations requiring the submission of more detailed abstracts in addition to the general requirement of an abstract not normally exceeding 300 words.

*For first submissions made before 14 October 2019 and any subsequent resubmissions, – The Abstract should be printed or typewritten, on one side only, of a4 sized paper. Each copy of the abstract should be headed with the title of the thesis, the name of the college, of the candidate, the degree for which it is submitted, and the term and year of submission.*

### 4. **Examiners' copies:**(taken from the 'General Regulations of the Education Committee' in the Examination Regulations)

At the time of their examination, candidates must submit a digital pdf copy of their thesis via RTDS. Additional materials (footnotes, appendices, image files etc) should be saved within a single zip file and uploaded at the same time. The thesis may be subject to scanning by text matching software.

*For first submissions made before 14 October 2019 and any subsequent resubmissions, 2019 - At the time of their examination, candidates must submit two copies of their thesis, which must be securely and firmly bound in either hard or*

*soft covers. Loose-leaf binding is not acceptable. **Candidates are responsible for ensuring that examiners' copies are securely bound and should note that theses which do not meet this requirement will not be accepted.***

Fine Art candidates offering studio practice as part of their submission must submit, together with the written portion of their thesis, documentation in appropriate form of the exhibition or portfolio of works to be examined. Wherever possible, this documentation should be contained within the written portion of the thesis but can be uploaded as a separate file under "Additional Materials" if necessary. Where this is not possible, two copies of additional items should be submitted to the Research Degrees Team, Examination Schools, High Street, Oxford OX1 4BG.

*For first submissions made before 14 October 2019 and any subsequent resubmissions, - Fine Art candidates offering studio practice as part of their submission must submit, together with the written portion of their thesis, documentation in appropriate form of the exhibition or portfolio of works to be examined. Wherever possible, this documentation should be bound with the written portion of the thesis.*

Candidates are responsible for ensuring that their examiners have no difficulty in communicating with them. Any change in address or contact details since submission of the GSO3 form must be immediately notified to the Submissions and Research Degrees Team ([researchdegrees@admin.ox.ac.uk](mailto:researchdegrees@admin.ox.ac.uk)).

Examiners may still request a soft-bound copy of the thesis from the Research Degrees Team and this will be arranged and paid for by the University. The minimum time between both examiners receiving the official copy of the thesis via RTDS and a viva date remains at 4 weeks.

*For first submissions made before 14 October 2019 and any subsequent resubmissions, - Candidates should pack each copy of the thesis intended for the examiners into a separate but unsealed parcel or padded envelope, ready in all respects, except the address, to be posted to the examiners when appointed. Each parcel should bear the candidate's name and society and the words 'M.LITT./M.SC./D.PHIL. (as appropriate) THESIS AND ABSTRACT' in BLOCK CAPITALS in the bottom left-hand corner. A slip giving the address to which the examiners should write in order to contact the candidate about arrangements for the oral examination should be enclosed with each copy of the thesis. **Candidates are responsible for ensuring that their examiners have no difficulty in communicating with them.** The separate copies thus packed should be submitted to the Examination Schools, High Street, Oxford. If sent or posted they should be enclosed in one covering parcel.*

*The theses of candidates who fail to follow this advice are liable to delay in being forwarded to the examiners.*

5. **Library Copies: Binding and Presentation** (taken from the 'General Regulations of the Education Committee' in the Examination Regulations)

Once the board has granted a candidate leave to supplicate, he or she must submit a finalised copy of the thesis, as approved by the examiners, to the Examination Schools for deposit in the relevant university library.

The candidate must also submit an electronic copy to the Oxford Research Archive. These should incorporate any corrections or amendments which the examiners may have requested of the candidate. The examiners must confirm in writing in their report to the board that any corrections required have been made.

The library copy of the thesis must be in a permanently fixed binding, drilled and sewn, in a stiff board case in library buckram, in a dark colour, and lettered on the spine with the candidate's name and initials, the degree, and the year of submission.

Fine Art candidates offering studio practice as part of their submission must submit the written portion of their thesis together with documentation in appropriate form of their exhibition or portfolio of works. Wherever possible, this documentation should be bound with the written portion of the thesis.

Candidates should note that leave to supplicate is conditional upon receipt by Student Registry of the library copy of the thesis and receipt by the Oxford Research Archive of the electronic copy of this finalised thesis no later than by the end of the fifth day before the date of the degree ceremony booked by the candidate for conferral of their degree. Candidates may not proceed to take their degree until they have fulfilled this requirement.

## 6. **Examiners' copies of the thesis**

After your **viva** the examiners' any soft bound copies of your thesis that Examiners requested to be provided may be returned to you, either directly or via the Research Degrees Team at the Examination Schools. Research Degrees will contact you, using the most recent email address that you provided, to enquire whether you would like to collect your returned copies. If the Research Degrees Team has not heard from you within six months of contacting you, the examiners' copies will be destroyed.

## 7. **Graduation**

Formal ceremonies for the conferring of degrees are held in the Sheldonian Theatre (or should the Sheldonian Theatre not be available then at the Examination Schools). You can graduate, in person by attending a ceremony, or in absence.

Academic dress must be worn for the ceremony. If it is inconvenient for you to attend in person to receive your degree, you may request that it be conferred in your absence.

Once you have been granted leave to supplicate, you will receive an email invitation with information about booking a degree ceremony. The days available will depend on when your [college is presenting](#).

If you have any debts or dues outstanding to your college or the University you will not be permitted to graduate.

Further information about Degree Ceremonies can be found at <http://www.ox.ac.uk/students/graduation/ceremonies/>

**Please note that you will not be able to book onto a ceremony until you have been granted leave to supplicate.**

## **APPENDIX A: EXCERPTS FROM THE SPECIAL REGULATIONS OF DIVISIONAL AND FACULTY BOARDS**

*(taken from the Examination Regulations)*

Specific requirements for particular subject areas are set out below:

### **RESEARCH DEGREES IN HUMANITIES DIVISION:**

#### *(i) Classics*

All candidates when they submit their theses must state the approximate number of words therein both (a) including citations and, if they have been granted permission to count citations separately, (b) excluding citations. Theses exceeding the limit are liable to be returned unexamined for reduction to the proper length. Candidates who have submitted in their final term may be allowed a maximum period of two terms to effect the necessary reduction.

Theses submitted for the Degree of M.Litt. in *Ancient History and Archaeology* should not exceed 50,000 words, and those submitted for the Degree of D.Phil. should not exceed 100,000 words, excluding the bibliography, any text that is being edited or annotated, and any descriptive catalogue, but including footnotes and appendices. Leave to exceed these limits will only be given in exceptional cases, and upon the presentation of a detailed explanation by the candidate, together with a statement of the excess length required and the written support of the supervisor. Such applications should be made immediately it becomes clear that authorisation to exceed the limit will be required, and in any case not later than the Friday of the fifth week of the term before that in which application is made for appointment of examiners. Every candidate submitting a thesis must state the number of words therein.

A thesis submitted for the Degree of M.Litt. in Classical Languages and Literature should not exceed 60,000 words. There is no minimum word limit but approximately 50,000 words would be accepted as a guideline. A thesis submitted for the Degree of D.Phil. should not exceed 100,000 words. There is no minimum word limit but approximately 80,000 words would be accepted as a guideline. The word limit excludes the bibliography, any text that is being edited or annotated, translations of Greek or Latin quoted, and any descriptive catalogue, but includes Greek or Latin quoted, footnotes and appendices.

#### *(ii) English Language and Literature*

Theses submitted to the Board of the Faculty of English Language and Literature for the Degree of M.Litt. should normally be around 40,000 words in length and should in no case exceed 50,000 words, exclusive of the bibliography and of any text that is being edited but including notes, glossary, appendices, etc. Theses submitted for the Degree of D.Phil. should normally be around 80,000 words in length and should in no case exceed 100,000 words, exclusive of the bibliography and of any text being edited, but including notes, glossary, appendices, etc. Leave to exceed these limits will be given only in exceptional cases (e.g. when the subject of the thesis requires extensive quotation from unpublished or inaccessible material, or where substantial and supplementary bibliographical or biographical listings are essential or helpful for an understanding of the arguments of the thesis) and on the recommendation of the supervisor. Applications to exceed the limit of 50,000 words for the M.Litt. or 100,000 words for the D.Phil. must be made in writing to the English Graduate Studies Committee in advance of the application for appointment of examiners. Each application should include a detailed explanation, a statement of the excess length requested, and a covering letter from the supervisor.

#### *(iii) History*

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words and those submitted for the Degree of D.Phil. should not exceed 100,000 words, including all notes, appendices, any source material being edited, and all other parts of the thesis whatsoever, excluding only the bibliography [From MT 2018: and abstract]; any thesis exceeding these limits is liable to be rejected on that ground. Any application for permission to exceed the limit should be submitted with a detailed explanation and statement of the amount of excess length requested, and with a covering letter from the supervisor. Applications should be made as soon as possible and may not be made later than the last day of the fifth week of the term before that in which application is made for appointment of examiners. The presentation and footnotes should comply with the requirements specified in the Regulations of the Education Committee for the degrees of M.Litt. and D.Phil. and follow the Conventions for the presentation of essays, dissertations and theses of the Faculty of History.

All candidates must submit with their thesis an abstract of the thesis, which shall not normally exceed 1,500 words for the M.Litt. or 2,500 words for the D. Phil., prepared by the student. This is in addition to the requirement to submit an abstract of not more than 300 words in length required by the Education Committee's regulations. Copies of both abstracts shall be bound into the copy of the thesis which shall be deposited in the Bodleian Library.

#### *(iv) Linguistics, Philology & Phonetics*

Theses submitted for the Degree of M.Litt. in Comparative Philology and General Linguistics should not exceed 50,000 words. The word limit excludes the bibliography, appendices consisting of a catalogue of data, any extensive text which is specifically the object of a commentary or linguistic analysis, and any translation of that text, but includes quotations and footnotes.

## GSO.20a

Theses submitted for the Degree of D.Phil. in Comparative Philology and General Linguistics should not exceed 100,000 words. The word limit excludes the bibliography, appendices consisting of a catalogue of data, any extensive text which is specifically the object of a commentary or linguistic analysis, and any translation of that text, but includes quotations and footnotes.

### (v) *Medieval and Modern Languages*

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words and those submitted for the Degree of D.Phil. should not exceed 80,000 words, excluding the bibliography and any text that is being edited but including notes, glossary, appendices, etc. Leave to exceed these limits will be given only in exceptional cases. Any application for permission to exceed the limit should be submitted with a detailed explanation and statement of the amount of excess length requested, and with a covering letter from the supervisor. Application must be made immediately it seems clear that authorisation to exceed the limit will be sought and normally not later than six months before the intended date of submission of the thesis.

Every candidate who is editing a text must also state the length of the text being edited.

In addition to the arrangements for an abstract of the thesis set out in the Education Committee's regulations above, a fuller abstract of the thesis (which shall not normally exceed 1,500 words for the M.Litt. and 2,500 words for the D.Phil.) prepared by the student is required. A copy of the fuller abstract must be bound into the copy of the thesis which, if the application for leave to supplicate for the degree is successful, will be deposited in the Bodleian Library.

### (vi) *Music*

M.Litt.  
EITHER (A) or (B)

(A) For those offering compositions as part of the final submission: a portfolio of between three and six musical compositions, totalling approximately 45 minutes' duration, and a dissertation of not more than 15,000 words either on the candidate's own music or on some aspect of music related to the candidate's compositional concerns.

(B) For all other candidates: a thesis of not more than 50,000 words.

D.Phil.  
EITHER (A) or (B)

(A) For those offering compositions as part of the final submission:

(a) a portfolio of between three and six musical compositions, totalling between 45 and 90 minutes' duration, with at least one composition being of large scale (defined as for large-scale forces, such as orchestra, and/or of more than 30 minutes' duration); and (b) a dissertation of between 20,000 and 25,000 words either on the candidate's own music or on some aspect of music related to the candidate's compositional concerns.

(B) For all other candidates: a thesis of not more than 100,000 words, exclusive of any editions of text or music being submitted as supporting material, notes, bibliography, glossary, appendices, etc.

### (vii) *Oriental Studies*

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words and those for the Degree of D.Phil. should not exceed 100,000, exclusive of any text that is being edited, and of bibliography, but including notes, glossary, appendices, etc. Leave to exceed this limit will be given only in exceptional cases.

### (viii) *Philosophy*

M.Litt. theses should not exceed 50,000 words, and D.Phil. theses should not exceed 75,000 words, exclusive of bibliographical references, unless the candidate has, with the support of his or her supervisor, secured the leave of the board to exceed this limit. All candidates when they submit their theses must state the approximate number of words therein both (a) including citations and, if they have been granted permission to count citations separately, (b) excluding citations. Theses exceeding the limit are liable to be returned unexamined for reduction to the proper length. Candidates who have submitted in their final term may be allowed a maximum period of two terms to effect the necessary reduction.

### (ix) *Ruskin School of Art*

EITHER

(A) For the Degree of D.Phil., a thesis of up to 80,000 words, including notes and appendices, but excluding acknowledgements, bibliography, glossary, image captions and table of contents; or for the Degree of M.Litt. a thesis of up to 40,000 words, including notes and appendices, but excluding acknowledgements, bibliography, glossary, image captions and table of contents.

OR

(B) Subject to points (i-iv) below, for the Degree of D.Phil., a thesis of art practice that makes an original contribution to knowledge and comprises (a) a portfolio of artwork that is documented by textual material and photographic and/or other images including labels or notes of explanation, and (b) a written component of up to 20,000 words that includes all such textual documentation, labels and notes of explanation, as well as footnotes, endnotes and appendices, but excludes acknowledgements, bibliography, glossary, image captions and table of contents; or for the Degree of M.Litt. a thesis of art practice that makes an original contribution to knowledge and comprises (a) a portfolio of artwork that is documented by textual material and photographic and/or other images including labels or notes of explanation, and (b) a written component of up to 10,000 words that includes all such textual documentation, labels and notes of explanation, as well as footnotes, endnotes and appendices, but excludes acknowledgements, bibliography, glossary, image captions and table of contents.

In the case of those candidates offering a thesis of art practice:

(i) For the purpose of these regulations, "portfolio" means a body of original artwork that may take the form of one or more objects, images, environments, performances, texts, virtual or conceptual works, or any comparable form as agreed between the candidate and his/her supervisor.

(ii) This body of work should be accompanied by documentation of high technical standards and theoretical sophistication that is sufficiently comprehensive as to fully record and communicate all aspects of the artwork where it is not possible to include the artwork itself within the written dissertation.

(iii) The candidate will also prepare a presentation of the body of original artwork, which the assessors will view in situ in advance of the oral examination, or in exceptional cases review on the basis of the documentation provided. This presentation may take the form of an exhibition, performance, screening, demonstration or any comparable form as agreed between the candidate and his/her supervisor. The supervisor will ensure that the assessors view this presentation, which may take place in a different venue from, and on a day prior to, the oral examination. There should normally be no more than three months between the dates of the viewing and the oral examination.

(iv) In conducting the oral examination, the assessors will be concerned to establish that the argument of the additional written component has been clearly presented in relation to the artwork, and that the artwork has been set in its relevant theoretical, historical, technical and/or critical context.

In exceptional circumstances, candidates may apply for permission to submit a written component that exceeds the specified word limit. An application for permission to exceed the limit should be submitted to the Ruskin School of Art's Director of Graduate Studies with a detailed explanation and statement of the amount of excess length requested, and with a covering letter from the supervisor.

(x) *Theology and Religion*

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words, or 100,000 for the D.Phil., excluding only the bibliography in both cases. The faculty board is prepared to consider an application for a relaxation of this limit in special circumstances.

All candidates must submit an abstract of the thesis, of between 1,000 and 1,500 words for an M.Litt., and between 1,500 and 2,500 for a D.Phil., prepared by the candidate. This is in addition to the requirement to submit an abstract of not more than 300 words in length required by the Education Committee's regulations. Copies of both abstracts shall be bound into the copy of the thesis which shall be deposited in the Bodleian Library.

## RESEARCH DEGREES IN MATHEMATICAL, PHYSICAL & LIFE SCIENCES DIVISION:

### Examination by integrated thesis

An integrated thesis may constitute an acceptable thesis for students registered on the following programmes: DPhil and MSc by Research Physical & Theoretical Chemistry, DPhil and MSc by Research Earth Sciences, DPhil and MSc by Research Plant Sciences, DPhil and MSc by Research Engineering Science, DPhil and MSc by Research Statistics, DPhil and MSc by Research Zoology.

An integrated thesis may either be a hybrid of conventional chapters and high-quality scientific papers, or be fully paper-based. Regardless of the format, the content of the thesis should reflect the amount, originality and level of work expected for a conventional thesis. It should not be assumed that the act of publication (in whatever form) means the work is of suitable academic quality and content for inclusion in a thesis, and students should discuss all papers in detail with their supervisor before including. It would be anticipated that the candidate would be a lead contributor, rather than a minor author, on at least some of the papers in order to consider this format. There is no minimum, or maximum, number of papers a candidate is expected/allowed to include as part of such a thesis and it will remain a matter for the examiners to conclude whether the contributions are equivalent to that which would be expected of a standard DPhil.

Any papers utilised must concern a common subject, constitute a continuous theme and conform to the following guidelines:

- (i) If a candidate for the Degree of Doctor of Philosophy wishes to be examined through an integrated thesis, they should apply for permission to be examined in this way when they apply for confirmation of status, as detailed in the relevant departmental handbook. A candidate for the Degree of Master of Science by Research should normally apply for permission to be examined in this way six months before submitting their papers for examination. To revert to being examined by a conventional thesis rather than an integrated thesis, the candidate must inform their department of the change as detailed in the relevant departmental handbook.
- (ii) Work can be included regardless of its acceptance status for publication but candidates may be questioned on the publication status of their work by the examiners.
- (iii) Any submitted/published papers should relate directly to the candidate's approved field of study, and should have been written whilst holding the status of PRS or a student for the MSc (by Research), or DPhil.
- (iv) The collection of papers must include a separate introduction, a full literature review, discussion and a conclusion, so that the integrated thesis can be read as a single, coherent document.
- (v) The candidate must ensure all matters of copyright are addressed before a paper's inclusion. A pre-print version of any published papers should be included as standard.
- (vi) Joint/multi-authored papers are common in science based subjects and thus acceptable if the candidate can both defend the paper in full and provide a written statement of authorship, agreed by all authors, that certifies the extent of the candidate's own contribution. A standard template is available for this purpose.

The length and scope of theses, including word limits for each subject area in the Division are set out in Departmental guidelines.

#### (xi) *Biological Sciences (Plant Sciences and Zoology)*

D.Phil. theses should normally be not more than 50,000 words in length (approximately 170 sides of A4 paper), exclusive of bibliography, appendices, diagrams, and tables. In exceptional circumstances the permission of the board can be sought to exceed this limit, but in no case may a thesis be longer than 75,000 words.

Candidates with some published work may also include that as part of a traditional thesis, normally as an appendix.

Approval to submit a thesis using this format must be sought in advance from the appropriate Director of Graduate Studies.

#### (xii) *Mathematical Sciences (Computer Science, Mathematics and Statistics)*

Where some part of the thesis is not solely the work of the candidate or has been carried out in collaboration with one or more persons, the candidate shall submit a clear statement of the extent of his or her own contribution.

In Computer Science, the text of a thesis submitted for the Degree of D.Phil. shall not exceed 250 pages of A4, single-spaced in normal size type, but there is no limit in references, diagrams, tables of empirical data or other forms of computer output, etc. Most theses are between 150 and 200 pages, though what is normal depends on the topic. Theses on certain topics in theoretical computer science tend to be shorter; those that rely on the collection and interpretation of empirical data presented as evidence may be closer to the upper limit.

In Mathematics and in Statistics, the text of theses submitted for the Degree of D.Phil. shall not exceed 200 pages, A4 size, double-spaced in normal-size type, but there is no limit on references, numerical tables, diagrams, computer output, etc. The normal length of a thesis, however, is nearer 100 pages (exclusive of the material defined above).

(xiii) *Physical Sciences*

(a) Longer abstracts: Earth Sciences, Chemistry, and Engineering

Candidates for the Degrees of M.Sc. and D.Phil. in *Chemistry, Earth Sciences or Engineering* may if they wish submit with their theses, in addition to the abstract of them required of all candidates, a longer abstract of not more than 1,500 words for the M.Sc. and 2,500 for the D.Phil.. Should such an abstract be submitted, a copy of it must be bound into the copy of the thesis which, if the application for leave to supplicate for the degree is successful, will be deposited in the Bodleian Library.

(b) Word limits

Theses submitted by candidates in Materials shall not exceed 25,000 words for the M.Sc. and 40,000 words for the D.Phil., A4 size, double-spaced, but there is no limit on references, diagrams, tables, photographs, computer programmes, etc.

Theses submitted by candidates for the Degree of D.Phil. in Physics (except Theoretical Physics) must not exceed 250 pages, A4 size, double spaced in normal-size type (elite), the total to include all references, diagrams, tables, etc.

The text of theses submitted for the degree of D.Phil. in Theoretical Physics must not exceed 150 pages as defined above.

Theses submitted by candidates for the Degree of M.Sc. in Physics must not exceed 150 pages as defined above.

Theses submitted by candidates in Engineering Science must not exceed 250 pages for the Degree of D.Phil. or 200 pages for the Degree of M.Sc. They should be double spaced on A4 paper, in normal size type (Times New Roman, 12 point), the total to include all references, diagrams, tables, appendices, etc.

The text of theses submitted for the Degree of D.Phil. in Earth Sciences must not exceed 250 pages as defined above, but there is no limit on diagrams, tables, etc.

In special circumstances the Graduate Studies Committee of the appropriate department or sub department may, on application made before the thesis is submitted, grant leave to exceed the limit by a stated amount. Applications to exceed these limits must explain why the candidate believes the nature of the thesis is such that an exception should be made, and must be supported by the supervisor.

## RESEARCH DEGREES IN MEDICAL SCIENCES DIVISION:

(xiv) *Medical Sciences Graduate School (All programmes)*

For students admitted prior to 1 October 2009:

A set of scientific papers that concern a common subject may exceptionally constitute an acceptable D.Phil. thesis, but only if with the addition of an introduction, general discussion, and general conclusions they constitute a continuous theme.

Joint papers may not be included unless the supervisor certifies the extent of the candidate's own contribution.

Joint papers may be included as appendices in a thesis.

**Approval to submit a thesis using this format should be sought as far in advance as possible from the Divisional Board** (via the Chairman, Graduate Studies Committee of the Medical Sciences Board, c/o Graduate Studies Assistants, Medical Sciences Divisional Office) as soon as possible after admission and not later than the date at which the appointment of examiners is requested.

Note that a set of scientific papers is not acceptable as an M.Sc. thesis.

For students admitted after 1 October 2009:

A set of scientific papers may not be submitted as a thesis.

The length and scope of theses in each subject area in the Division is set out in the Graduate School Canva site <https://canvas.ox.ac.uk/courses/22105>.

## RESEARCH DEGREES IN SOCIAL SCIENCES DIVISION:

(xv) *Anthropology*

### Integrated Thesis Format

In consultation with their supervisor(s) and the Director of Graduate Studies, doctoral students may opt to submit a thesis in the integrated format. The thesis chapters must be framed by an introduction, a literature review and a conclusion. Such a body of work must address an overarching research question and represent a coherent and focused body of research and must overall be equivalent to what would normally be acceptable for a thesis in the monograph format. There is no formal limit on the number of chapters, but the normal thesis word limits apply.

Work that is the product of collaborative effort may be included in the thesis, on condition that the candidate is responsible for the majority contribution to that work, in terms of intellectual development, practical implementation, and writing up, and that their contribution is demonstrated; any collaborators or co-authors must certify in writing to the School's Teaching Committee what part of the work represents that of the candidate.

Candidates who wish to proceed by this route should elect to do so before applying for confirmation of status. Should a candidate subsequently wish to revert to monograph format, they must submit a written application to the Director of Graduate Studies, with the support of their supervisor, detailing the reasons for the change.

Specific procedures relating to the integrated thesis format are detailed in the DPhil student handbook.

D.Phil. theses submitted by students in Anthropology must not exceed 100,000 words, and M.Litt. theses must not exceed 50,000 words, (including notes and captions to figures within the main text, but excluding the abstract and other front matter, the bibliography, and any appendices, glossaries, etc.), unless for exceptional reasons and on the recommendation of the candidate's supervisor the Teaching Committee of the School of Anthropology and Museum Ethnography otherwise determines.

NB: Appendices should only be used to provide data sets or other factual or methodological material ancillary to the thesis proper. The main text of the thesis should contain all the information required to understand the arguments presented within it, without the need to resort to an appendix.

#### *(xvi) Archaeology*

The thesis must not exceed 80,000 words for the DPhil, or 50,000 words for the MLitt, the limit to include abstract, all notes and appendices, but not the bibliography. Any thesis exceeding this limit is liable to be rejected.

##### *Article-based thesis route for the DPhil in Archaeological Science and the DPhil in Archaeology only*

A thesis for the DPhil in Archaeological Science or the DPhil in Archaeology may be accepted for examination if it consists of a minimum of three papers of publishable quality, framed by an introduction, a literature survey, and a conclusion. Such a body of work shall be deemed acceptable provided it represents a coherent and focused body of work.

Candidates intending to submit an articles-based thesis should indicate this when applying for Transfer of Status. Candidates should normally submit a formal case, supported by their supervisor, to the Graduate Studies Committee between applying for Transfer and Confirmation of Status. If a candidate subsequently wishes to revert to a standard thesis format, they should apply with support of their supervisor, to the Graduate Studies Committee.

The thesis may include co-authored papers where the greater part of the work should be directly attributable to the candidate, and their supervisor and co-author(s) so certify. Statements outlining the student's contribution to each paper should be submitted with the applications for Transfer and Confirmation of Status.

The standard word limit regulations apply for the article-based thesis route.

Further guidance can be found in the DPhil student handbook.

#### *(xvii) Blavatnik School of Government*

DPhil theses must not exceed 100,000 words and MLitt theses must not exceed 50,000 words. The word limit must include the abstract, all notes and appendices but not the bibliography.

##### *Article-based thesis route*

To submit an article-based thesis, the student must submit a case supported by their supervisor, to the DPhil Committee. If approved, the student's supervisor should also indicate support on the Transfer of Status and Confirmation of Status application forms. Should a candidate subsequently wish to revert to the traditional-style thesis, they must submit a written application to the DPhil Committee, with the support of their supervisor, detailing the reasons for the change.

A DPhil thesis submitted under this rubric will consist of three articles of publishable quality, framed by an introduction, a literature review (which may be included as part of the introduction) and a conclusion. Such a body of work must address an overarching research question and represent a coherent and focused body of research. The article-based thesis may have only one co-authored article. In the case of a co-authored article, students must submit to the DPhil Committee a description of their contribution to the article and demonstrate that their work represents the majority contribution.

The article-based thesis must not exceed 100,000 words, the limit to include the abstract, all notes and appendices but not the bibliographies. Further guidance can be found in the course handbook.

(xviii) *Doctoral Training Programme in Science and Engineering in Arts, Heritage and Archaeology*

Candidates for the Degrees of D.Phil., M.Litt., or M.Sc. by Research are required to submit at least two sets of all maps, diagrams, and other illustrations, one of which should be a reproduction of the original set. The copy of the thesis deposited in the Bodleian should be one of those with a complete set of maps and illustrations. Applications for leave to present only one set of maps, diagrams and other illustrations may be granted in exceptional circumstances, but such concessions will be granted only very sparingly. M.Sc. by Research theses should be approximately 40,000 words, inclusive of appendices but exclusive of tables, figures, and references. M.Litt. theses should not exceed 50,000 words, exclusive of the bibliography, unless for exceptional reasons and on the recommendation of the candidate's supervisor the board otherwise determines. D.Phil. theses submitted by students in Geography must not exceed 100,000 words, exclusive of the bibliography but including notes, glossary, appendices, etc., unless for exceptional reasons and on the recommendation of the candidate's supervisor the Board otherwise determines. A D.Phil. thesis may be accepted for examination if comprised of a minimum of three scientific papers submitted for publication if not yet accepted or published. Such a body of work will be deemed acceptable provided it represents a coherent and focused body or research. It should include an Introduction, a Survey of Literature, and a Conclusion. Current word limits and conditions remain in place. A D.Phil. thesis submitted under this rubric may include joint publications. In that case, all co-authors must certify in writing to the Director of Graduate Studies that the majority of the work represents that of the candidate. Candidates wishing to proceed in this manner must obtain permission from his/her supervisor(s), and the School, and must be approved at the time of confirmation for D.Phil. status. Evidence must be submitted at the time permission is sought that the scientific papers have been submitted to identified journals. If, after a petition is accepted, a candidate wishes to revert to a standard D.Phil. thesis format, the candidate must lodge a petition with his/her supervisor(s), and the School.

(xix) *Economics*

DPhil theses which exceed 100,000 words, MLitt theses which exceed 50,000 words and MSc by Research theses which exceed 25,000 words (each excluding the bibliography) are liable to be rejected unless students have, with the support of their supervisors, been granted permission to exceed the word limit by the Graduate Studies Committee. These figures are maxima and students are advised that many successful theses have been significantly shorter.

*Integrated thesis format*

A DPhil thesis may be accepted for examination if it consists of a minimum of three papers of publishable quality, framed by an introduction, a literature survey (either written as a stand-alone chapter or divided among the constituent chapters), and a conclusion. Such a body of work shall be deemed acceptable provided it represents a coherent and focused body of work. A minimum of one paper must be authored solely by the candidate. Any co-authored papers must include a statement indicating the candidate's contribution to the paper. Where the co-author is another student at the University who also intends to include the paper in their thesis, permission to include the paper must be sought from the Director of Graduate Studies prior to applying for appointment of examiners. Current word limits and conditions remain in place.

(xx) *Education*

Theses submitted for the degree of D.Phil. should build on and develop the material submitted for Transfer of Status and Confirmation of Status.

A thesis for the Degree of M.Sc. by Research which exceeds 30,000 words, or a thesis for the Degree of M.Litt. which exceeds 50,000 words, or a thesis for the Degree of D.Phil. which exceeds 100,000 words, in each case including footnotes/endnotes but excluding appendices and references or bibliography, is liable to be rejected by the board unless the candidate has, with the support of his or her supervisor, secured the leave of the Department's Departmental Board to exceed this limit.

(xxi) *Geography*

The thesis must not exceed 100,000 words for the DPhil, 50,000 words for the MLitt, or 40,000 words for the MSc by Research, the limit to include notes, glossary, appendices etc, but not tables, figures, and bibliography, unless for exceptional reason and on the recommendation of the student's supervisor the Graduate Studies Committee otherwise determines.

Students are required to include a complete set of all maps, diagrams, and other illustrations, bound into the copy of the thesis deposited in the Bodleian.

*Article-based thesis*

## GSO.20a

A DPhil thesis may be accepted for examination if comprised of a minimum of three academic papers submitted for publication in peer review journals. The papers do not have to be accepted or published. The papers must be accompanied by a framing document which will normally be 15,000 to 20,000 words and which comprises an Introduction, Literature Review and Conclusion. Current word limits and conditions remain in place.

A DPhil thesis submitted under this rubric may include joint publications. In such cases, a clear statement should be provided by the student to the examiners to confirm the student's substantive contribution to each of the publications. This statement must be supported with a contributors' agreement for each publication or letters from co-authors.

Students wishing to proceed in this manner should indicate their intention in their Transfer of Status report and must formally apply to the Graduate Studies Committee with the support of their supervisor when submitting their application for Confirmation of Status. If after permission has been granted, a student wishes to revert to a standard DPhil thesis format, the student must submit an application to the Director of Graduate Studies, with a supporting statement from his/her supervisor showing good cause for the change.

Further details are provided in the Graduate Studies Handbook.

### *(xxii) International Development*

DPhil theses which exceed 100,000 words and MLitt theses which exceed 50,000 words (each excluding the bibliography) are liable to be rejected unless students have, with the support of their supervisors, been granted permission to exceed the word limit by the Graduate Studies Committee. These figures are maxima and students are advised that many successful theses have been significantly shorter.

### *Integrated theses*

A D.Phil. thesis may be accepted for examination either in the form of an articles-based thesis if it consists of a minimum of three published articles or articles intended for future publication, or as an integrated thesis which may include one or more published articles or articles intended for future publication combined with one or more conventional chapters.

Such a body of work shall be deemed acceptable provided it represents a coherent body of research. It should include an introduction placing the individual papers in context, a literature review, and an overall conclusion. The articles-based or integrated thesis should reflect the amount, originality and level of work expected for a conventional thesis. Current word limits and conditions remain in place. Co-authored work will only be permitted under exceptional circumstances, and with the approval of the supervisor(s) and Graduate Studies Committee. Where co-authored articles are included, the supervisor(s) and all co-authors must certify in writing to the Graduate Studies Committee that the majority of that work represents the work of the candidate. Co-authored work with supervisors is not normally permitted.

Candidates wishing to submit an articles-based or integrated thesis must obtain permission from their supervisor and the Department's Graduate Studies Committee before applying for Confirmation of D.Phil. status. If, after an application is accepted, a candidate wishes to revert to a standard D.Phil. thesis format, the candidate must submit an application to their supervisor and the Department's Graduate Studies Committee showing good cause for the change. Students applying for Confirmation of Status will be required to submit a statement of the intended basis for the overall coherence of the work, and may submit draft articles in place of draft chapters.

Further guidance can be found in the Course Handbook.

### *(xxiii) Law*

All theses and dissertations in Law must conform to the statement which appears in the Law Faculty's Graduate Students' Handbook under the title 'Format of Theses in the Faculty of Law'.

### *(xxiv) Migration Studies*

#### **Integrated Thesis Format**

In consultation with their supervisor(s) and the Director of Graduate Studies, doctoral students may opt to submit a thesis in the integrated format. The thesis chapters must be framed by an introduction, a literature review and a conclusion. Such a body of work must address an overarching research question and represent a coherent and focused body of research and must overall be equivalent to what would normally be acceptable for a thesis in the monograph format. There is no formal limit on the number of chapters, but the normal thesis word limits apply.

Work that is the product of collaborative effort may be included in the thesis, on condition that the candidate is responsible for the majority contribution to that work, in terms of intellectual development, practical implementation, and writing up, and that their contribution is demonstrated; any collaborators or co-authors must certify in writing to joint Graduate Studies Committee what part of the work represents that of the candidate.

## GSO.20a

Candidates who wish to proceed by this route should elect to do so before applying for Confirmation of Status. Should a candidate subsequently wish to revert to monograph format, they must submit a written application to the Director of Graduate Studies, with the support of their supervisor, detailing the reasons for the change.

Specific procedures relating to the integrated thesis format are detailed in the DPhil student handbook.

### **Theses**

DPhil theses which exceed 100,000 words, and MLitt theses which exceed 50,000 words, (including notes and captions to figures within the main text, but excluding the abstract and other front matter, the bibliography, and any appendices, glossaries, etc.) are liable to be rejected unless students have, with the support of their supervisor, been granted permission to exceed the word limit by the joint Graduate Studies Committee.

Appendices should only be used to provide data sets or other factual or methodological material ancillary to the thesis proper. The main text of the thesis should contain all the information required to understand the arguments presented within it, without the need to resort to an appendix.

#### *(xxv) Oxford Internet Institute (D.Phil.)*

The thesis must not exceed 100,000 words, the limit to include abstract, all notes and appendices but not the bibliography. Any thesis exceeding this limit is liable to be rejected on that ground unless prior dispensation has been granted by the Graduate Studies Committee on the advice of the candidate's supervisor.

#### **Special provisions for Integrated Theses**

Permission to submit an integrated thesis consisting of an introduction, literature survey, and conclusion and a combination of chapters including one or more published or publishable articles should be made with the support of the student's supervisor(s) to the Doctoral Director prior to applying for either Transfer of Status or Confirmation of Status. Such a body of work must address an overarching research question and represent a coherent and focused body of research. If the Doctoral Director approves the request, the final decision will be made by the Graduate Studies Committee of the Oxford Internet Institute based on the recommendation of the assessors for these milestones. Applications to submit an integrated thesis will not be considered for students who have already passed Confirmation of Status. A thesis submitted under this rubric may include co-authored articles. In the case of co-authored articles, students must submit to the Graduate Studies Committee a description of their contribution to the article and demonstrate that their work represents the majority contribution.

Students who wish to change back to a conventional thesis format are required to make this request in writing to the Graduate Studies Committee prior to applying for their next assessment milestone or final thesis submission.

The standard word limit regulations apply for integrated theses.

Further guidance can be found in the DPhil handbook

#### *(xxvi) Oxford School of Global and Area Studies*

The DPhil thesis must not exceed 100,000 words, the limit to include the abstract, all notes and appendices but not the bibliography.

MLitt theses should not exceed 50,000 words, the limit to include the abstract, all notes and appendices but not the bibliography.

#### *(xxvii) Politics and International Relations*

Theses for the Degree of M.Litt. which exceed 50,000 words, and those for the Degree of D.Phil. which exceed 100,000, excluding the bibliography, are liable to be rejected unless candidates have, with the support of their supervisors, secured the leave of the board to exceed this limit. These figures are strictly maxima. It is not the committee's intention that they should be construed as norms, and candidates are advised that many successful theses have been significantly shorter.

#### Three paper route

A D.Phil. thesis may be accepted for examination if it consists of a minimum of three academic papers of publishable quality, framed by an introduction, a survey of literature and a conclusion. Such a body of work shall be deemed acceptable provided it represents a coherent and focused body of research, addressing one overarching research question. Current overall word limits and conditions are

detailed in the D.Phil. Student Handbook. Candidates wishing to proceed in this manner must be approved at the time of Transfer of status.

If, after a petition is accepted, a candidate wishes to revert to a standard D.Phil. thesis format, the candidate must lodge a petition with his or her supervisor to be approved by the Director of Graduate Studies, showing good cause for the change.

*(xxviii) Saïd Business School*

Theses for the Degree of M.Litt. which exceed 50,000 words, and those for the Degree of D.Phil. which exceed 100,000, excluding the bibliography, are liable to be rejected unless candidates have, with the support of their supervisors, secured the prior dispensation of the board of Graduate Studies to exceed this limit.

**Integrated Thesis (Three paper route)**

A DPhil thesis may be accepted for examination if comprised of a minimum of three academic papers of publishable quality. Such a body of work shall be deemed acceptable provided it represents a coherent and focused body of research. It should include an Introduction, a Survey of Literature, and a Conclusion. Current word limits and conditions are detailed in the Course Handbook.

A DPhil thesis submitted under this rubric may include joint publications. Where a joint publication with another student is included, the candidate must certify that the paper has not been used as part of the co-author's thesis submission. Where joint publications are included, the supervisor must certify and all co-authors must certify in writing to the Director of Graduate Studies of the School that the majority of that work represents the work of the candidate.

A candidate wishing to proceed in this manner must obtain permission from their supervisor and the DPhil Committee and must be approved at the time of Confirmation of DPhil status. The three academic papers submitted should have been written for publication, been submitted for publication and/or been published.

If, after permission is granted, a candidate wishes to revert to a standard DPhil thesis format the candidate must seek the approval of their supervisor and the DPhil Committee showing good cause for the change.

*(xxix) Social Policy and Intervention*

Theses for the Degree of DPhil which exceed 100,000 words, theses for the Degree of MLitt which exceed 50,000 words, and theses for the Degree of MSc by Research with exceed 25,000 words excluding the bibliography, are liable to be rejected unless students have, with the support of their supervisors, been granted permission to exceed the word limit by the Graduate Studies Committee. These figures are maxima and students are advised that many successful theses have been significantly shorter.

*Articles-based theses*

A DPhil thesis may be accepted for examination if it consists of either a minimum of four academic papers of publishable quality for the DPhil in Social Policy, or a minimum of three academic papers of publishable quality for the DPhil in Social Intervention or DPhil in Social Intervention and Policy Evaluation. In either case the thesis should be framed by an introduction, a literature review, and a conclusion. Such a body of work shall be deemed acceptable provided it represents a coherent and focused body of research, addressing one overarching research question. A thesis submitted under this rubric may include joint publications, but for the DPhil in Social Policy only, at least one paper must be single-authored. Where joint publications are included, all co-authors must certify in writing to the Director of Graduate Studies that at least 70% of that work represents that of the candidate. Current overall word limits and conditions are detailed in the DPhil Notes for Guidance. Candidates wishing to proceed in this manner should with the support of their supervisor obtain approval from the Director of Graduate Studies before applying for Confirmation of DPhil status. If a candidate wishes to revert to a standard DPhil thesis format, with the support of their supervisor, they should obtain approval from the Director of Graduate Studies, showing good cause for the change.

**For students starting before MT 2017: Social Intervention or Social Intervention and Policy Evaluation DPhil Pathway:**

A DPhil thesis may be accepted for examination if it consists of a minimum of three academic papers of publishable quality. Such a body of work shall be deemed acceptable provided it represents a coherent and focused body of research. It should include an Introduction, a Survey of Literature, and a Conclusion. Current word limits and conditions are detailed in the DPhil Notes for Guidance. A DPhil Thesis submitted under this rubric may include joint publications. Where joint publications are included, all co-authors must certify in writing to the Director of Graduate Studies that the majority of that work represents the work of the candidate. Candidates wishing to proceed in this manner must obtain permission from their supervisor, from the Director of Graduate Studies, and must be approved at the time of confirmation for DPhil status. Evidence must be submitted at the time permission is sought that at least one of

the three academic papers has been submitted to an identified journal, if not yet accepted or published. If, after a petition is accepted, a candidate wishes to revert to a standard DPhil thesis format, the candidate must lodge a petition with his or her supervisor to be approved by the Director of Graduate Studies, showing good cause for the change.

*(xxx) Sociology*

Theses for the Degree of DPhil which exceed 100,000 words, and theses for the Degree of M.Litt. which exceed 50,000 words, excluding the bibliography, are liable to be rejected unless students have, with the support of their supervisors, been granted permission to exceed the word limit by the Graduate Studies Committee. These figures are maxima and students are advised that many successful theses have been significantly shorter.

*Articles-based or Integrated theses*

An articles-based thesis may be accepted for examination if it consists of a minimum of three papers of publishable quality. An integrated thesis may be accepted for examination if it consists of one or more papers combined with one or more conventional chapters. In either case, the thesis should represent a coherent and focused body of work, and should be framed by an introduction, a general survey of the literature, and a conclusion. The thesis may include co-authored papers where the greater part of the work should be directly attributable to the student, and their supervisor and co-author(s) so certify. Statements outlining the student's contribution should be submitted with applications for Transfer and/or Confirmation of Status. The assessors will review the co-authorship statements and confirm whether the greater part of the work is that of the student. Students must also submit a statement with their Application for Appointment of Examiners demonstrating that their work represents the majority contribution to any co-authored papers.

To submit an articles-based or integrated thesis, the student must make a case, supported by their supervisor, when applying for Transfer of Status, and further confirm their intention when applying for Confirmation of Status. The assessors will need to agree the proposed format and recommend approval to the Graduate Studies Committee.

The normal overall word limit for a DPhil thesis will apply. Further guidance can be found in the course handbook.

**RESEARCH DEGREES IN THE DEPARTMENT FOR CONTINUING EDUCATION:**

*(xxxi) Continuing Education*

Maximum thesis lengths for D.Phil. and MLitt/MSc(Res) are detailed in the Schedule below. Any thesis exceeding the word count as defined in the conventions for the subject is liable to be rejected on that ground. In exceptional cases the Board may give leave to exceed the limit by a stated amount.

**Schedule**

*D.Phil.*

The Continuing Education Board may admit students to read for the Degree of Doctor of Philosophy in the following subjects

Archaeology (thesis up to 80,000 words)

Architectural History (thesis up to 100,000 words)

Cognitive Behavioural Therapy (thesis up to 50,000 words)

English Local History (thesis up to 100,000 words)

Evidence-Based Health Care (thesis up to 50,000 words)

Literature and Arts (thesis up to 100,000 words)

Sustainable Urban Development (thesis up to 100,000 words)

*MLitt*

## GSO.20a

The Continuing Education Board may award the degree of Master of Letters in the following subjects

Archaeology (thesis up to 40,000 words)

Architectural History (thesis up to 50,000 words)

English Local History (thesis up to 50,000 words)

Literature and Arts (thesis up to 50,000 words)

Sustainable Urban Development (thesis up to 50,000 words)

## *MSc(Res)*

The Continuing Education Board may award the degree of Master of Science by Research in the following subjects

Cognitive Behavioural Therapy (thesis up to 30,000 words)

Evidence-Based Health Care (thesis up to 30,000 words)