

DPhil Examination Arrangements

At Oxford the internal examiner takes responsibility for making the examination arrangements, including the publication of notice of the examination. A form (GS09) will be provided by the Examination Schools for sending an appropriate notification to the Editor of the Oxford University Gazette.

The relevant part of the Regulations of the General Board of the Faculties sets out the responsibility as follows:

- 1) The oral examination shall be held at Oxford in a suitable university or college building, unless the Proctors give special permission for it to be held at some other place. It shall, except in special circumstances, begin not earlier than 9.00 a.m. nor later than 5.00 p.m. and may be held in term or vacation.
- 2) Notice of the examination shall be given in one of the following ways:
 - a) it may be published in the University Gazette¹ not later than the day before it is due to take place; and/or
 - b) not later than two days before the examination the examiners may
 - i) inform the Secretary of Faculties (c/o Research Degree Examination Office) in writing; and
 - ii) post a notice in the Examination Schools; and
 - iii) if the examination is to be held at a place other than the Examination Schools, post a notice also at the place of the examination.

The notice shall state the name of the candidate, the subject of the thesis, the place, day, and hour of the examination, and the names of the examiners.

If an examination is held without the giving of the notice required by this regulation it shall be invalid, unless the Proctors, on receipt of a written application from the examiners, shall determine otherwise.

¹ NB: The usual deadline for submitting copy for each issue is 12 noon on Wednesday of the week before publication (i.e. eight days before publication). Notices should be addressed to the Editor of the 'Gazette' at gazette@admin.ox.ac.uk.