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**GUIDANCE NOTES ON APPLYING FOR ADMISSION**

**FROM THE BPHIL IN PHILOSOPHY TO THE DPHIL IN LAW**

**How to apply**

In order to apply for ‘readmission’ from the BPhil in Philosophy to the DPhil in Law programme, you will need to apply online through University Graduate Admissions, just as you did when applying previously for the BPhil in Philosophy. However, this time you must use the so-called ‘re-admissions form’, instead of the normal application form[[1]](#footnote-1). The advantage of submitting the re-admissions form, instead of the ordinary application form, is that you will not be charged an application fee again. However, you need to fill in your ‘authorisation code’ in your application to qualify for the fee waiver, and this can be found in the ‘my student record’ page of your [Student Self Service](https://www.ox.ac.uk/students/selfservice?wssl=1). You should read the full guidance on how to apply through the re‑admissions form, which is available online at <https://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide>.

**Supporting Documents**

Please upload the following supporting documents:

* A formal **transcript for the BPhil**, which includes the marks obtained for the four essays you will normally have already submitted (a copy may be requested from <https://www.ox.ac.uk/students/graduation/transcripts?wssl=1>). In the likely event that the University of Oxford is still unable to issue transcripts by the admissions deadline, a print off of your results from your Single Sign On page will be acceptable.
* Scanned **final transcripts** of all qualifications you have achieved prior to the BPhil.
* Transcripts for any other finished or unfinished university-level studies you have undertaken before, during or after the BPhil.
* An **updated CV**.
* A **research proposal** of up to 600 words.
* A 2,000-word **writing sample**.
* **Three references** (to be uploaded by your referees), **at least one of which must be from someone who has taught you for the BPhil**.

**Submission**

Once your application is submitted, all documents that you upload with your application are amalgamated by the admissions system into one PDF file which contains no indication of where one document finishes and another one starts. It is therefore highly recommended that you assist your administrator and prospective application assessors in the admissions process by clearly identifying the nature of each document, e.g. CV, research proposal, writing sample, undergraduate transcripts, Masters transcripts, BPhil transcripts, clarificatory notes. This can be done either by writing or typing the description of the document at the top of the document before scanning or saving it, or by preceding each document with a blank page identifying the document. Also ensure that, where possible, you upload transcripts in the same order in which you have filled in the corresponding qualifications on your online application form (which is normally in reverse chronological order) so that they are more easily identified.

**Past and Current Studies**

Note that your re-admissions application form **needs to state all of your previous and current studies**, so do not forget to include the BPhil as your latest (incomplete) qualification. You should not assume that anyone/everyone in the Faculty of Law knows and/or remembers that you are a current BPhil student here. Furthermore, do not mention only the BPhil in the list of qualifications on your online application form (a mistake often made by current BPhil students when applying for the DPhil in Philosophy); you should not assume that everyone in the Faculty of Law knows what prior qualifications you came to the BPhil with. **BPhil students** should remember to order their transcriptsafter their essay 3 and 4 marks have been released in Week 7 of Michaelmas Term, but certainly well before Christmas as there is usually a backlog in transcripts orders over and after Christmas. However, in the likely event that the University of Oxford is still unable to issue transcripts by the admissions deadline, a print off of your results from your Single Sign On page will be acceptable.

**References**

As part of the online application, you will be required to submit three references in total. BPhil students are required to have **at least** **one reference from someone who has taught them in the course of the BPhil**.

You should fill in the names and contact details of all of your referees so that they will be sent an invitation to upload a reference**. Ensure you correctly spell your referees’ email addresses** as the application system will use these email addresses to send the reference requests and the system cannot detect if there is a spelling mistake in any of the email addresses and you are unlikely to be notified that a reference request email bounced back. Note that you have to input all referees’ details, including for those you intend to re‑use from your BPhil application (it is unfortunately not possible to have references transferred from your previous application).

**Research Proposal**

You will be required to submit a DPhil thesis proposal of no more than 600 words. The default expectation is that your DPhil thesis will be a deeper exploration, expansion, or application of ideas that you work on for your BPhil thesis and that it will take another two years or so to complete. If you fall into this category, your thesis proposal should also include a reading list and a description of the way in which your DPhil thesis will incorporate and expand upon the ideas that you are planning to develop in your BPhil thesis.

However, your DPhil thesis need not necessarily build upon your BPhil thesis, and you are free to turn to a new subject should you so choose.

Either way, it will be normal for your ideas to change as you develop your project, but you should nevertheless make the best effort you can to demonstrate the nature of your research question, your sources, and your approach at this stage.

**Writing Sample**

You are required to submit a writing sample of maximum 2,000 words in length, *preferably but not necessarily related to* your proposed area of research.

**Availability of Supervision**

Please note that places on the DPhil in Law will **only** be offered to students for whom the Faculty is able to provide an appropriate supervisor. Please note that it can never be guaranteed that your proposed supervisor will be assigned to you, even if that individual has expressed willingness in principle to supervise.

**Application deadline**

The deadline for receipt of completed applications (including references) is **12 noon, UK time, on Friday 22 January 2021**.

**Funding**

The same re-admissions application form that you fill in to apply for admission to the DPhil in Law will also be used for applications for funding, such as for the [Clarendon](http://www.clarendon.ox.ac.uk/) fund, so you will not need to apply separately for these.

However, please note that for some scholarships you **must tick** the relevant scholarship box on the application form if you wish to be considered for them. This is the case for [AHRC OOC DTP](https://oocdtp.web.ox.ac.uk/how-to-apply) scholarships or for other relevant University of Oxford Scholarships (e.g. [Weidenfeld-Hoffman Scholarship](http://www.ox.ac.uk/admissions/graduate/fees-and-funding/fees-funding-and-scholarship-search/weidenfeld-hoffmann-scholarships-and-leadership-programme) or [Hill Foundation Scholarships](http://www.ox.ac.uk/admissions/graduate/fees-and-funding/graduate-scholarships/university-wide-scholarships/hill-foundation-scholarships)). You will **not** be considered for these scholarships if you have not ticked the relevant box on the application form. Do, however, ensure to check that you are indeed eligible for any particular source of funding before ticking the box.

It should be noted that AHRC OOC DTP scholarships offer three years of DPhil funding, irrespective of fee liability, whereas Clarendon and other university scholarships usually only offer full funding during the years of fee liability.

Other funding options are noted on the Faculty Law’s Graduate Funding website (https://www.law.ox.ac.uk/admissions/graduate-scholarships-listing)To find out which advertised university and college funding opportunities you are eligible for, do consult the online graduate funding search tool, which is available at: <http://www.ox.ac.uk/students/fees-funding/search/graduate>.

**Admissions Criteria**

If the application is accepted (which will mean that Faculty of Law assessors have approved the proposed research topic and that a member of Faculty has agreed to supervise) then the applicant will be offered a place, which will be conditional upon attaining at least an average of 67 in BPhil papers for which numerical marks are assigned (individual teaching groups may wish to set additional conditions).

**Progression from BPhil to DPhil in Law**

In common with students progressing to the DPhil in Law from the MPhil in Law or MPhil in Socio-Legal Research, BPhil students will be admitted to Probationer Research Student status in the first instance before transferring to full DPhil status by the end of the third term. If the DPhil topic builds upon the BPhil thesis topic then the transfer application will require the submission of a research outline but not a draft chapter of the thesis. If the DPhil topic does not build upon the BPhil thesis topic, then the transfer application will include both a research outline and a draft DPhil thesis chapter.

**Advantages of Progression from BPhil to DPhil**

BPhil students who progress to the DPhil in Law (either immediately upon completion of the BPhil or after taking a break) will have only two more years of [fee liability](http://www.ox.ac.uk/students/fees-funding/fees/liability/payments) (instead of the usual three years, for which students without a prior BPhil or MPhil are liable). Moreover, students progressing from the BPhil may (but are not required to) incorporate the contents of their entire 30,000-word BPhil thesis into their 75-100,000-word DPhil thesis.

**Queries**

Please address any queries about the re-admissions application process to the Faculty of Law’s Graduate Studies officer, Geraldine Malloy ([geraldine.malloy@law.ox.ac.uk](mailto:geraldine.malloy@law.ox.ac.uk)). Academic queries can be addressed to Prof Ruth Chang, Professor of Jurisprudence in the Faculty of Law.

**ADMISSION APPLICATION CHECKLIST**

* Online application form (re-admissions form)
* Transcripts-to-date for the BPhil or MSt (or an enrolment certificate for the MSt, where applicable or a print-off of your marks from your single sign on page, if transcripts cannot be issued by the university)
* Transcripts for all other qualifications achieved, and any other finished or unfinished university-level studies undertaken before, during or after the BPhil or MSt.
* Updated CV
* Three letters of reference, one of which must be from someone who has taught you on the BPhil
* A research proposal of no more than 600 words
* A writing sample of 2,000 words, on a topic that is preferably, but not necessarily, related to your DPhil thesis

1. [↑](#footnote-ref-1)