

**MSc in CRIMINOLOGY and CRIMINAL JUSTICE (RESEARCH METHODS)**

**REPORT OF THE EXAMINERS 2011**

**General Remarks**

The Chair of Examiners would like to thank all of those involved in the examination process for the MSc in Criminology and Criminal Justice (Research Methods); those who served on the Board of Examiners, those who acted as Assessors, the Director of Examinations (Grant Lamond), and the Examinations Officer (Julie Bass), who were available throughout the year for support and advice. Dedicated administrative support was received from the Criminology Graduate Studies Administrator, Ms Iris Geens.

The Board of Examiners was supported for a second and final year by Professor Benjamin Bowling from King's College, London, who was enormously helpful in reading and commenting on essays, dissertations and examination scripts. The Board records its thanks to Professor Bowling for his assistance.

**Structure of the Examination**

The structure of the examination had changed from the previous year. The elements of the examination were as follows:

- a 3-hour unseen written examination jointly based on the 'Explanation and Understanding in Criminology' and 'Understanding Criminal Justice' courses. Students were required to answer three questions under strict examination conditions; at least one of which was to be answered from each of the two parts of the exam paper.
- two term-time assessments for 'Research Design and Data Collection';
- one essay for each of the two other Research Methods courses ('Social Explanation and Data Analysis' and 'Qualitative Methods');
- three term-time assignments and a closed-book class test for 'Statistical Methods for Social Sciences';
- three option essays (one for each substantive option) written unsupervised and unaided during the last three weeks of term;
- a dissertation.

**Examination:** Students were required to take two Core Courses; 'Explanation and Understanding in Criminology' in Michaelmas Term, and 'Understanding Criminal Justice' in Hilary Term. These two courses were examined by one unseen three-hour written paper on the Wednesday of week 0 of Trinity Term (Wednesday 27 April 2011), where students were required to answer three questions from a choice of twelve; at least one of which was to be answered from each of the two parts of the exam paper.

**'Research Design and Data Collection':** This compulsory course was examined during Michaelmas Term by means of two essays with a word limit of 1,500 to 2,000 words. The assessed essays were due on Tuesday of Week 5 and Friday of Week 6 respectively with the essay questions released 1.5 weeks before the submission date.

**Criminology Research Methods courses:** 'Social Explanation and Data Analysis' and 'Qualitative Methods' were both examined in Hilary Term, by means of an end-of-term assessed essay of 2,500-3,000 words each. The choice of three essay titles was posted at noon on Friday of Week 6, and the essays submitted by noon on Friday of Week 9. Each essay was to be no less than 2,500 words and no more than 3,000 words. In addition, candidates had to complete regular assignments for each of these courses, marked on a pass/fail basis, to the satisfaction of the course tutor.

**'Statistical Methods in the Social Sciences':** This course was taught and assessed within the Department of Politics and International Relations by means of three term-time assignments and one 2-hour closed book in-class test.

**Option Essays:** In Michaelmas Term and in Trinity Term, students were required to take one and two optional courses respectively. These courses were examined by means of assessed essays. The choice of three essay titles was posted at noon on Friday of Week 6, and the essays submitted by noon on Friday of Week 9. Each essay was to be no less than 3,500 and no more than 5,000 words.

**Dissertation:** The students were required to submit a Dissertation of no less than 13,000 and no more than 15,000 words by noon on Friday 16 September 2011.

### **To pass the Examination**

The degree of MSc is awarded to any candidate who achieves a mark of at least 50 per cent for each of its four components: (1) the unseen exam, (2) the essays, class test and assignments for the four research methods courses, (3) the option essays and (4) the dissertation. For this purpose, the individual marks of the methods assignments and the options essays are aggregated and two average marks awarded for components 2 and 3 of the degree. The examiners award a distinction to any candidate who achieves marks of at least 70 on any three out of the four components of the degree.

### **Information given to candidates**

The Edict and one Supplementary Edict (attached at Appendix 1) were sent out to candidates in Michaelmas Term 2010 and Hilary Term 2011 respectively in hard and electronic copy. The Edict was also available on the MSc Criminology intranet pages. Much of this information had already been available to candidates in the MSc Criminology and Criminal Justice handbook, and the programme specifications (all students received a hard copy of these documents upon enrolment and they are also available on the intranet).

## Marking

All research methods essays, option essays, dissertations and core course examination papers were double blind marked by two Examiners, or an Examiner and an Assessor, who then met to agree a mark (see Appendix 1, which contains the marking conventions under Appendix B and the Assessment Standards under Appendix C). In nearly all cases there was no substantial difference between the initial grades and so agreement was easily reached.

The statistical methods course was assessed by the tutor in the Department of Politics and International Relations, who provided both raw and aggregated grades, and the marks were then discussed and approved by the Criminology Board of Examiners.

Following the Faculty of Law guidelines, a representative selection of coursework was sent to the External Examiner following the sampling method that was devised with his approval: from every course the External Examiner would receive one essay in the 50-59% range, one in the 60-69% range and one in the 69%+ range. As a result, the maximum amount of essays he would receive per course was three. For courses where there is no essay in one or more of these range(s) he would receive fewer essays. The essays are selected at random, although care is taken that there is a spread of essays across all students as well as marks within the ranges. All papers with a mark of 49% or below would have been automatically sent to the External Examiner for review, but during the academic year under review there was no such paper. The External Examiner read nine essays, two Dissertations and two Core Course examination scripts.

## Procedures and Problems

Renewed complaints about teaching and assessment of the Statistical Methods in the Social Sciences course offered by the Department of Politics and International Relations resulted in the decision by the Centre for Criminology to offer a statistical methods course in-house from the academic year 2011-2012.

During the academic year under review, the MSc in Criminology and Criminal Justice and the MSc in Criminology and Criminal Justice (Research Methods) together received many submissions to the Proctors under *Examinations Regulations*, Regulations for the Conduct of University Examinations, Part 11, clauses 11.8 to 11.10. Such submissions are made “[i]f it comes to the notice of a candidate’s college before, during or after an examination that the candidate’s performance in any part of a University Examination is likely to be or has been affected by factors of which the examiners have no knowledge” (Examination Regulations 2010, p 34) and, when approved by the proctors, allow the Board of Examiners to take “such action as the Examiners may think suitable”. In total there were five such submissions in relation to three individual candidates. These submissions were discussed by the Board in some detail and judgements made about the candidates’ results.

## **Changes to the Examination Rubric**

### ***Changes enacted during 2010-2011***

During the academic year 2009-2010 the Board of Studies proposed and approved three changes to examination procedures, which took effect from October 2010.

#### *Plagiarism checks for dissertations*

Random plagiarism checks on dissertations were introduced from the Academic Year 2010-2011. Until then, only the end-of-term essays had been checked for plagiarism.

#### *Pass/Fail for Statistical Methods for Social Scientists*

During the academic year 2010-2011, this course, offered by the Department of Politics and International Relations, was assessed on a pass/fail basis. This addressed the Centre's concerns over the effects of differential marking in that Department.

#### *Additional optional module*

To take account of the increased workload for MSc students due to the addition of the compulsory course *Research Design and Data Collection* in Michaelmas Term (see MSc Criminology and Criminal Justice Examiners Report for more details on this addition) and to rebalance the commitments between the two MSc degrees the students on the Research Methods variant of the MSc in Criminology and Criminal Justice took an extra module in Michaelmas Term from 2010-11.

### ***Change approved and enacted during 2010-2011***

To facilitate the cataloguing of Masters dissertations by the Bodleian Social Science Library, students were required to submit a completed and signed copy of Form GSO.26b with their dissertation.

### ***Changes approved during 2010-2011 for enacting during 2011-2012***

During the academic year under review the Board of Studies proposed and approved two changes to examination procedures, both of which will take effect from October 2011.

#### *Statistical Methods for Social Scientists*

From the academic year 2011-2012, this course will be offered by the Centre for Criminology, replacing the statistics course offered to previous MSc in Criminology and Criminal Justice (Research Methods) cohorts by the Department of Politics and International Relations. This new 'in-house' course will also be available as an option to the MSc in Criminology and Criminal Justice students.

The course will now be assessed in the same way as the other research methods courses: term-time pass/fail assignments and an end-of-term assessed essay of 2,500-3,000 words.

## *Assessment change for Research Design and Data Collection*

The assessment structure of 'Research Design and Data Collection' had been changed for 2010-2011 as this course had now become an extra compulsory component of the MSc course. The end-of-term assessed essay and series of term-time pass/fail assignments had been replaced by two (shorter) term-time assessments with a word limit of 1,500-2,000 words. Review of this new assessment structure showed that having two term-time formal assessments put students under considerable pressure and compromised their class attendance and participation levels. The Board of Studies therefore decided to change the assessment structure back to one term-time 2,000-2,500 word assignment (to be submitted by noon on Friday of Week 6) and one end-of-term 2,000-2,500-word assessed essay (to be submitted by noon on Friday of Week 9), with the choice of essay questions released by noon on Friday of Week 6.

### **Plagiarism checks**

There were no cases of plagiarism reported for this degree (see Examiners Report for the MSc Criminology and Criminal Justice 2011 for further information on the administration of plagiarism checks).

### **Medical certificates and other information about factors affecting performance**

During the academic year under review the MSc in Criminology and Criminal Justice, and the MSc in Criminology and Criminal Justice (Research Methods) together had five candidates registered with the Disability Advisory Service for disability-related matters. These all received special arrangements for assessments to compensate for their disabilities, as follows:

- Five candidates received an extra 10 minutes per hour for their Core Course Examination in Trinity Term, and two of these had permission for access to a word processor.

Moreover, the two MSc in Criminology and Criminal Justice programmes together saw an unusually large number of submissions to the Proctors for extensions to submission deadlines, all of which were granted. In total, eleven such permissions were made for eight individual candidates. These extensions were requested (and all granted) for a variety of reasons (health, disability, personal and work-related reasons).

- One candidate received extensions for their assessments in Hilary and Trinity Term due to the continuous ill health caused by their disability.
- One candidate received an extension for their two Hilary Term essays due to unavoidable urgent work-related reasons.
- One candidate received an extension for a Hilary Term essay due to illness.
- One candidate received an extension for both of their Hilary Term essays due to sudden illness.
- One candidate received an extension for their Trinity Term assessed essay and dissertation due to health issues.
- One candidate was allowed to sit their statistics examination at a later date as a 'first sit' (not a resit) due to personal issues preventing the candidate from sitting the examination at the original date.
- One candidate received an extension for their Trinity Term assessed essay and dissertation due to continued personal issues.

- One candidate received an extension for their Trinity Term assessed essays and the dissertation to be written over the summer, due to health issues.  
(These last two candidates' issues continued over the summer leading to their dissertations remaining unfinished which takes their studies into the next academic year.)

As already indicated above, some of the candidates with special arrangements and extensions for their assessments also made submissions to the Proctors under *Examinations Regulations*, Regulations for the Conduct of University Examinations, Part 11, clauses 11.8 to 11.10.

### **Overall Results of the Examination**

There were five candidates taking the examination for the MSc Criminology and Criminal Justice (Research Methods). One candidate's studies will continue into the next academic year due to the withdrawal from the dissertation before the extended submission deadline. This was done following Proctorial approval. All other candidates passed the degree, with two gaining a distinction. The candidate who gained a distinction in all four degree components was awarded the MSc Criminology and Criminal Justice (Research Methods) 2011 Examination Prize ('The Routledge Criminology Prize'), designed to recognize the best performance on the MSc (Research Methods) at Distinction level. Attached at Appendix 2 are tables showing the numbers of entrants, passes, distinctions and fails, broken down by gender, as well as the range of marks for each component of the course.

### **Core course examination**

The examination for the core course was taken by five students. The quality of the answers to this year's core course was high. Within the MSc (Research Methods) cohort, there were two distinctions. The overall average was 70%.

### **Optional Courses**

The MSc (Research Methods) candidates were taught and examined for their Michaelmas and Trinity Term options along with the candidates for the MSc Criminology and Criminal Justice. Therefore, see the Examiners Report for the MSc Criminology and Criminal Justice 2011 for further information on student performance in these options.

### **Dissertations**

All candidates presented well-researched and well-written dissertations. The overall average is 70% and three obtained a distinction.

B. Bowling (External)  
C. Hoyle (Chair)  
I. Loader  
R. Condry

September 2011

## Appendix 1

# IMPORTANT – TO BE RETAINED FOR FUTURE REFERENCE

## FACULTY OF LAW UNIVERSITY OF OXFORD

### MSc in Criminology and Criminal Justice (Research Methods) NOTICE TO CANDIDATES 2010-2011

This document (traditionally known as the Examiners' Edict) is the means by which the Examiners communicate to the candidates information about the assessment and examination process. It is very important that you should read it carefully and retain this copy for future reference. A copy is also to be found on the Centre for Criminology website at <http://www.crim.ox.ac.uk/MSC/generalinformation.htm>. If you believe that it may contain an error, please notify the Chair of Examiners (Dr Carolyn Hoyle) without delay.

**Examination Entry details** – the Examination Schools will inform you that your options have been entered into the examination system. Compulsory papers will automatically be attached to your academic record on registration. It is **your responsibility to ensure your examination entry details are correct** via the Student Self Service in OSS. See <http://www.ox.ac.uk/students/studentselfservice/>.

#### **A. Information for Candidates regarding the Papers for the Methods Courses and the Assessed Essays for the Options**

### **METHODS I: RESEARCH DESIGN AND DATA COLLECTION**

#### **Michaelmas Term 2010**

'Methods I: Research Design and Data Collection' shall be examined by means of two term-time assessed essays of 1,500 – 2,000 words each (*inclusive of footnotes, but excluding bibliography and appendices*). For Marking Conventions see **Appendix B** and for Assessment Standards see **Appendix C** attached.

**Friday 29 October 2011 (3pm):** Essay title for the first assignment shall be announced to candidates in class by the course tutor; it will also be posted on the Graduate Student Noticeboard at the Centre for Criminology and circulated to candidates by e-mail.

**Tuesday 9 November 2011 (Noon):** Candidates must submit the required work to the Centre for Criminology's Graduate Studies Administrator.

**Friday 5 November 2011 (3pm):** Essay title for the second assignment shall be announced to candidates in class by the course tutor; it will also be posted on the

Graduate Student Noticeboard at the Centre for Criminology and circulated to candidates by e-mail.

**Friday 19 November 2011 (Noon):** Candidates must submit the required work to the Centre for Criminology's Graduate Studies Administrator.

## **STATISTICAL METHODS FOR SOCIAL SCIENTISTS**

### **Michaelmas Term 2010**

**Statistical Methods in the Social Sciences** is assessed via a 2-hour test at the beginning of Hilary Term based on both the lecture series and classes, and three assignments to be completed during Michaelmas Term. All assignments need to be completed within a week of being set (precise details to be given in class), and assignments handed in late will fail. The test counts for 50% of the final mark, and the three assignments for the other 50%. This course is marked on a pass/fail basis.

## **METHODS II: SOCIAL EXPLANATION AND DATA ANALYSIS**

### **Hilary Term 2011**

**Methods II: Social Explanation and Data Analysis** shall be examined by means of an assessed essay of no less than 2,500 and no more than 3,000 words (inclusive of footnotes, but excluding bibliography and appendices). A selection of three essay questions will be given, from which students must choose one. For Marking Conventions see **Appendix B** and for Assessment Standards see **Appendix C** attached. In addition, candidates shall be required to complete to the satisfaction of the option course leader any assessments set during the term, which will be approved by the Board of Studies and the details of which will be given to the students at the start of the term.

**Friday 25<sup>th</sup> February 2011 (Noon):** Essay titles shall be posted on the Graduate Student Noticeboard at the Centre for Criminology and circulated to candidates by email.

**Friday 18<sup>th</sup> March 2011 (Noon):** Candidates must submit the required work to the Clerk of the Schools, Examination Schools, High Street, Oxford.

## **QUALITATIVE METHODS**

### **Hilary Term 2011**

**Qualitative Methods** shall be examined by means of an assessed essay of no less than 2,500 and no more than 3,000 words (inclusive of footnotes, but excluding bibliography and appendices). A selection of three titles will be given, from which students must choose one. For Marking Conventions see **Appendix B** and for Assessment Standards see **Appendix C** attached. In addition, candidates shall be required to complete to the satisfaction of the option course leader any assessments set during the term, which will be approved by the Board of Studies and the details of which will be given to the students at the start of the term. The Director of Graduate Studies will certify to the Clerk of the Schools the names of those students who have done so.

**Friday 25<sup>th</sup> February 2011 (Noon):** Essay titles shall be posted on the Graduate Student Noticeboard at the Centre for Criminology and circulated to candidates by email.

**Friday 18<sup>th</sup> March 2011 (Noon):** Candidates must submit the required work to the Clerk of the Schools, Examination Schools, High Street, Oxford.

## **OPTION ESSAYS**

All options, one taken in Michaelmas Term and two taken in Trinity Term, shall be examined by means of an assessed essay of 3,500 – 5,000 words (inclusive of footnotes, but excluding bibliography and appendices). A selection of three titles will be given from which students must choose one. For Marking Conventions see **Appendix B** and for Assessment Standards see **Appendix C** attached.

### **Michaelmas Term 2010**

**Friday 19<sup>th</sup> November 2010 (Noon):** Essay titles shall be posted on the Graduate Student Noticeboard at the Centre for Criminology and circulated to candidates by email.

**Friday 10<sup>th</sup> December 2010 (Noon):** Candidates must submit the required work to the Clerk of the Schools, Examination Schools, High Street, Oxford.

### **Trinity Term 2011**

**Friday 10<sup>th</sup> June 2011 (Noon):** Essay titles shall be posted on the Graduate Student Noticeboard at the Centre for Criminology and circulated to candidates by email.

**Friday 1<sup>st</sup> July 2011 (Noon):** Candidates must submit the required work to the Clerk of the Schools, Examination Schools, High Street, Oxford.

### ***1. Submission of Written Work***

Candidates shall be required to submit **two typewritten copies** of each essay. Assessed essays must be typed or printed on one side of A4 paper only, with a margin of 3 to 3.5 centimetres on the left-hand side of each page. The text should be double-spaced and the footnotes and quotations should be single-spaced. Pages should be numbered and **EACH page should record your examination number, the option title and the essay question title in a header or footer box**. Candidates must **not** write their name or College anywhere on the essays or envelopes. Essays should be bound or stapled, not held together by a paper clip. All written work must be submitted in English.

Each essay should have a cover sheet attached to it containing the title and examination number. It should also state the Oxford term and year of submission and the number of words (inclusive of footnotes, but excluding bibliography and appendices). You will find copies of these cover sheets for your use on the MSc website: <http://www.crim.ox.ac.uk/MSC/generalinformation.htm>. In addition, each essay must be accompanied by a declaration that ‘This essay is the candidate’s own work. No part of it has already been accepted, nor has it been currently submitted, for a degree of this

University or elsewhere.’ To assist you, this declaration has been incorporated into the **Declaration of Authorship** you are required to submit (see further A.5. below). Late submission of this Declaration may lead the Proctors’ Office to recommend an academic penalty (see Examination Regulations 2010, pages 46-47, Part 16.8.(6)).

Two copies of each of the essays must be delivered in separate envelopes to the Clerk of Examination Schools, High Street, Oxford. Each envelope should be addressed to:

“The Chair of Examiners for the MSc in Criminology and Criminal Justice (Research Methods), c/o The Clerk of Examination Schools, High Street, Oxford”

In the bottom left-hand corner of the envelope you should print “Assessed Essay for the (name of option) for the MSc in Criminology and Criminal Justice (Research Methods)”; and your examination number should be printed in the top right hand corner of the envelope. At the same time as you submit a hard copy to the Examination Schools, you must also submit electronically a copy of each essay to the Graduate Studies Administrator for the Examiners. A random sample of essays will be checked for plagiarism.

Application to the Proctors for permission for late submission of essays should be made by the candidate’s college, on the candidate’s behalf, before the submission date. Written work submitted late (even 10 minutes past the deadline), will not be released to the Examiners, but will be held by the Examination Schools and the Proctors will be informed. The candidate’s college, on the candidate’s behalf, may write to the Proctors explaining the reason for late submission. The Proctors may permit the candidate to remain in the examination and to submit the work late, but will impose a late presentation fee (to cover administrative costs). In addition, the Proctors may give leave to the Examiners to impose an academic penalty, which will take the form of a reduction in the mark by up to one class (or its equivalent). In determining the amount of the reduction, the Examiners will be guided by the evidence forwarded to them by the Proctors and (insofar as the following matters are dealt with by such evidence):

- (1) the degree of advantage gained by the extra time made available to the candidate relative to the time that was available to complete the assessed essays by the original deadline;
- (2) the weight to be attached to the excuse given, if any, for late submission;
- (3) the candidate’s performance in the assessed essays submitted late relative to his or her performance in the assessed essays submitted by the deadline, the Core Course examination paper and the dissertation;
- (4) the effect of any proposed reduction on the candidate’s degree result as a whole.

Factors (2) – (4) may require a final decision on penalty to be delayed until all the marks for the degree examination are known. See further Examination Regulations 2010, pp. 46-47, para. 16.8. Candidates should consult their College Advisor if any of these provisions apply to them. See also Section B.5. below (third paragraph).

A candidate who fails to apply for or to obtain permission from the Proctors for the late submission of any assessed essays, or non-submission (i.e. withdrawal from this examination unit (see Section B.5. below)), will be deemed to have failed the entire degree examination (not just the assessed essays unit). Non-submission includes where the Examiners refuse to examine work which exceeds the word limit (see Section A.2. below).

## ***2. Length***

Candidates should take seriously the word limits imposed (both upper and lower). If a candidate exceeds the word limit, the examiners may decide not to proceed with the examination of the work. If they do proceed, they may reduce the mark by up to one class (or its equivalent). See further Examination Regulations 2010, pp. 44-45 para. 16.6.

## ***3. Plagiarism***

Plagiarism is “the wrongful appropriation or purloining, and publication as one’s own, of the ideas, or the expression of the ideas of another” (OED). All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this description. The Proctors’ Disciplinary Regulations concerning conduct in examinations (see Examination Regulations 2010, Part 19.4 and 19.5, p. 52) state that ‘No candidate shall present for an examination as his or her own work any part of the substance of another person’s work. In any written work (whether thesis, dissertation, essay, coursework, or written examination) passages quoted or closely paraphrased from another person’s work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.’ In all written work students must be vigilant in citing the work they have referred to or quoted from. (Please see further **Appendix D**). Examples of plagiarism and detailed advice as to how to avoid it are given on <http://www.admin.ox.ac.uk/epsc/plagiarism/index.shtml>; you are strongly advised to consult this website. Academic supervisors can provide practical guidance on providing references and bibliographies for your work. The University reserves the right to use software applications to screen any individual’s submitted work for matches either to published sources or to other submitted work. Any such matches respectively might indicate either plagiarism or collusion. In this connection, you are required to complete and submit with each essay a **Declaration of Authorship**, including acknowledgement of the University’s right to check for plagiarism or collusion. A blank Declaration of Authorship for your use is on the MSc website: <http://www.crim.ox.ac.uk/MSC/generalinformation.htm>.

Candidates are also reminded to abide by the declaration they are required to make upon submitting the essays namely:

‘This essay is the candidate’s own work. No part of it has already been accepted, nor has it been currently submitted, for a degree of this University or elsewhere.’ For convenience, this declaration has been incorporated into the **Declaration of Authorship**.

Late submission of this Declaration may lead the Proctors’ Office to recommend an academic penalty (see Examination Regulations 2010, pages 46-47, Part 16.8.(6)).

Candidates are warned that each term a random sample of submitted work is subject to plagiarism checks and they may be penalized if they are found guilty of plagiarism, which includes substantial use of the same material in more than one essay or in the dissertation.

#### ***4. Results***

The Examiners hope to be able to publish the results of the Michaelmas Term essays by Friday 21<sup>st</sup> January 2011, the results of the Hilary Term essays by Thursday 5<sup>th</sup> May 2011 and the results of the Trinity Term essays by Friday 22<sup>nd</sup> July 2011.

### **B. Information for Candidates regarding the Core Course Examination**

#### ***1. Time of examination***

The Examination will take place in the Examinations Schools in the High Street. *Subfusc.* must be worn. You are advised to reach the Schools no less than ten minutes before the stated time of the examination. A bell will be rung some minutes before the Examination to give candidates time to move from the entrance of the building to the Examination Room. Notices in the Schools will direct candidates to the appropriate room. Seating in the examination room will be by desk number only. Seating charts will be displayed throughout the Examination Schools reception areas in each examination location, displaying candidate and desk numbers, as well as outside individual examination rooms. The Examination Schools will send you an individual timetable listing your candidate number and the time and dates of the examination. This will be sent to you no later than two weeks before the examination begins. Please bring this note with you to the examination room or devise some way of remembering your examination number. Please also bring with you your University Card; this must be placed face up on the desk at which you are writing.

#### ***2. Place of Examinations and Time of Arrival***

The Examination will take place in the Examinations Schools in the High Street. *Subfusc.* must be worn. You are advised to reach the Schools no less than ten minutes before the stated time of the examination. A bell will be rung some minutes before the Examination to give candidates time to move from the entrance of the building to the Examination Room. Notices in the Schools will direct candidates to the appropriate room. Desks will be identified by **name** only. The Examination Schools will notify you of your examination number. Please bring this note with you to the examination room or devise some way of remembering your examination number. Please also bring with you your University Card; this must be placed face up on the desk at which you are writing.

#### ***3. Materials in the Examination Room***

##### **(i) Reference materials**

No books, papers or dictionaries may be taken into the examination room.

## **(ii) Rough work**

If you wish to write plans or rough drafts, you may do this either in the same booklet as your answers (but cross out the rough work) or in a separate booklet (indicating that this is rough work) which must be handed in along with your answer booklets.

## **(iii) Water and medication**

Candidates are allowed to take into examination rooms (a) water in a spill proof bottle (not screw top bottles and (b) certain prescription medications and/or conventional medical treatments (for asthma and Type 1 diabetes).”

## **4. Scripts**

### **(i) Anonymity**

The Examination is marked anonymously. Candidates must write their EXAMINATION NUMBER ONLY in the appropriate place in each answer book they use. Candidates must not write their name or College on any script, even if an answer book contains a box labelled "name and college" (that box must be left blank).

### **(ii) Legibility**

Candidates must not write in pencil. Candidates submitting illegible scripts will be required to have them typed after the examination, under invigilation, at their own expense.

### **(iii) Handing in scripts**

It is **the candidate's responsibility** to place their scripts in the box corresponding to their examination number before leaving the examination room. Any candidate who does not hand in a script **must** inform an invigilator.

## **5. Leaving the examination room and failing to hand in any written work on time**

No candidate may leave the Examination Room within half an hour of the beginning of the Examination and, to avoid disturbance to other candidates, candidates may not leave the Examination Room within half an hour of the end of the Examination. For further details, see the Examination Protocol at **Appendix A**.

A candidate who is taken ill while sitting a written paper may (with an invigilator's permission) leave the room and return while the examination is in progress to resume the paper on one occasion only (and no extra time shall be allowed). If the candidate is unable to complete the paper concerned because they have been taken ill a second time, they should inform an invigilator so that the incomplete script can be handed in. It is the candidate's responsibility to obtain a medical certificate explaining how their performance in the paper concerned may have been affected by illness. The Examiners will only be made aware of any difficulties suffered by a candidate in the examination room if the candidate subsequently obtains a medical certificate and that, plus any other relevant information, is submitted to the Proctors and passed by them to the Examiners. For the procedures to be followed see Section B.10 below.

Candidates who fail to attend a written examination paper without having obtained the prior permission of the Proctors are deemed to have failed the entire examination (not just that particular unit of the examination) unless the Proctors give instructions to the Examiners about reinstating them (Examination Regulations 2010, pp. 39-40, Part 14). This means that the names of such candidates have to be included on the results list under 'fail'. For the procedure for late submission and the consequences of failure to hand in written work, see Section A.1 above (assessed essays) and Section C.4. below (dissertation). For the procedures for withdrawal (from the entire examination and a particular unit of the examination) before the examination and after the examination has started, see the Examination Regulations 2010, pp. 39-40, Part 14. A candidate may not withdraw from the examination after the written part of the entire examination is complete. The point of completion is deemed to be the conclusion of the last paper for which the candidate has entered, or the time by which a dissertation or other written material is due to be submitted, whichever is the later.

### ***6. Special remarks concerning the paper***

There will be twelve questions on the Core Course paper, which is divided into two sections. Candidates must answer THREE questions, at least one from each section.

### ***7. Marking***

It is essential that candidates follow the instructions on the paper. Failure to do so will result in a penalty. Failure to answer fully any question or questions will constitute short weight and will lead to a reduction in the overall mark. For Marking Conventions see **Appendix B** and for Assessment Standards see **Appendix C** attached.

### ***8. Results***

The Examiners hope to be able to publish the results for the Core Course examination by Friday 22<sup>nd</sup> July 2011.

### ***9. Protocol***

The Examination Protocol (**Appendix A**) gives practical guidance on the conduct of the examination. A copy of the Protocol is appended and you should read it before the day of the examination. Please note, this document will not be placed on desks in the examination room. The Protocol also refers you to the Proctors' Disciplinary Regulations and Administrative Regulations for Candidates in Examinations. (See also Section E. below.)

### ***10. Illness or other Causes affecting Candidates for Examinations***

The Proctors have authority to authorise special arrangements for candidates who for medical or other sufficient reasons are likely to have difficulty in writing their scripts or completing the examination in the time allowed. Such arrangements must be made **by Friday 5<sup>th</sup> November 2010 (Week 4)**. If this applies, you should consult the appropriate college officer, usually the Senior Tutor. Where a candidate's performance in any part of an examination is likely to be, or has been, affected by factors, such as illness or disability, of which the Examiners have no knowledge, the candidate may, through the appropriate college officer, inform the Proctors of these factors, and the Proctors will

pass this information to the Chair of Examiners if, in their opinion, it is likely to assist the Examiners in the performance of their duties. Candidates are advised to check with the appropriate college officer that any medical certificate for submission is complete (e.g. covers each paper where the candidate was affected by illness). See further the Examination Regulations 2010, pp. 32–35, part 11. The Examiners cannot take account of any special circumstances other than those communicated by the Proctors. See also paragraph B.5 above.

## **C. Information for Candidates regarding the Dissertation**

### ***1. Timing***

**Wednesday 23<sup>rd</sup> February 2011 (Noon):** Candidates must submit the title of their proposed dissertation to the Graduate Studies Administrator by email.

**Friday 11<sup>th</sup> March 2011:** Candidates will be informed by this date whether their titles have been approved and will be given the name of their Dissertation Supervisor.

**Friday 16<sup>th</sup> September 2011 (Noon):** Candidates must submit the Dissertation to the Clerk of the Schools, Examination Schools, High Street, Oxford.

### ***2. Change of Title***

A request to change the title agreed by the Examiners must be approved by the Dissertation Supervisor and the Chair of Examiners. See further the Examination Regulations 2010, pp. 44-45, para. 16.6.

### ***3. Method of Assessment***

The Dissertation shall be between **13,000 and 15,000 words** (inclusive of footnotes and appendices, but excluding the abstract, table of contents, table of cases, table of statutes, the bibliography, any headers and footers and index). The Dissertation title must be approved by the Board of Examiners (see timetable above). For Marking Conventions see **Appendix B** and for Assessment Standards see **Appendix C** attached.

### ***4. Submission of Dissertation***

Candidates shall be required to submit **two typewritten copies** of the Dissertation. The Dissertation must be typed or printed on one side of A4 paper only, with a margin of 3 to 3.5 centimeters on the left-hand side of each page. The text should be double-spaced and the footnotes and quotations should be single-spaced. Pages should be numbered and **EACH page should record your examination number and the dissertation title in a header or footer box**. Candidates must **not** write their name or College anywhere on the Dissertation or envelope. The Dissertation should be bound or stapled, not held together by a paper clip. All written work must be submitted in English. For definitive guidance on the correct format for a dissertation please refer to **Appendix E**, and see also Section 7.7 of the Graduate Student Handbook 2010-2011 for further details.

The Dissertation should have a cover sheet attached to it containing the title, subtitle (if any) and examination number. It should also state the Oxford term and year of

submission and the number of words (inclusive of footnotes and appendices, but excluding the abstract, table of contents, table of cases, table of statutes, the bibliography, any headers and footers and index). You will find copies of these cover sheets for your use on the MSc website: <http://www.crim.ox.ac.uk/MSC/generalinformation.htm>. In addition, the Dissertation must be accompanied by a declaration that ‘This Dissertation is the candidate’s own work. No part of it has already been accepted, nor has it been currently submitted, for a degree of this University or elsewhere.’ To assist you, this declaration has been incorporated into the **Declaration of Authorship** you are required to submit (see further C.6. below). Late submission of this Declaration may lead the Proctors’ Office to recommend an academic penalty (see Examination Regulations 2010, pages 46-47, Part 16.8.(6)).

Two copies of the Dissertation must be delivered in separate envelopes to the Clerk of Examination Schools, High Street, Oxford. Each envelope should be addressed to:

“The Chair of Examiners for the MSc in Criminology and Criminal Justice (Research Methods), c/o The Clerk of Examination Schools, High Street, Oxford”

In the bottom left-hand corner of the envelope you should print “Dissertation for the MSc in Criminology and Criminal Justice (Research Methods)”; and your examination number should be printed in the top right hand corner of the envelope.

Application to the Proctors for permission for late submission of essays should be made by the candidate’s college, on the candidate’s behalf, before the submission date. Written work submitted late (even 10 minutes past the deadline), will not be released to the Examiners, but will be held by the Examination Schools and the Proctors will be informed. The candidate’s college, on the candidate’s behalf, may write to the Proctors explaining the reason for late submission. The Proctors may permit the candidate to remain in the examination and to submit the work late, but will impose a late presentation fee (to cover administrative costs). In addition, the Proctors may give leave to the Examiners to impose an academic penalty, which will take the form of a reduction in the mark by up to one class (or its equivalent). In determining the amount of the reduction, the Examiners will be guided by the evidence forwarded to them by the Proctors and (insofar as the following matters are dealt with by such evidence):

- (1) the degree of advantage gained by the extra time made available to the candidate relative to the time that was available to complete the dissertation by the original deadline;
- (2) the weight to be attached to the excuse given, if any, for late submission;
- (3) the candidate’s performance in the thesis or other exercise relative to his or her performance in written papers or other exercises;
- (4) the effect of any proposed reduction on the candidate’s degree result as a whole.

See further Examination Regulations 2010, pp. 46-47, para. 16.8. Candidates should consult their College Advisor if any of these provisions apply to them. See also Section B.5. above (third paragraph).

A candidate who fails to apply for or to obtain permission from the Proctors for the late submission of the dissertation, or non-submission (i.e. withdrawal from this examination unit (see B.5. above)), will be deemed to have failed the entire degree examination (not just the dissertation unit). Non-submission includes where the Examiners refuse to examine work which exceeds the word limit (see Section C.5. below) or where the title is different from that agreed by the Examiners (see Section C.2. above).

### ***5. Length***

Candidates should take seriously the word limits imposed (both upper and lower). If a candidate exceeds the word limit, the examiners may decide not to proceed with the examination of the work. If they do proceed, they may reduce the mark by up to one class (or its equivalent). See further Examination Regulations 2010, pp. 44-45 para. 16.6.

### ***6. Plagiarism***

Plagiarism is “the wrongful appropriation or purloining, and publication as one’s own, of the ideas, or the expression of the ideas of another” (OED). All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this description. The Proctors’ Disciplinary Regulations concerning conduct in examinations (see Examination Regulations 2010, Part 19.4. and 19.5, p. 52) state that ‘No candidate shall present for an examination as his or her own work any part of the substance of another person’s work. In any written work (whether thesis, dissertation, essay, coursework, or written examination) passages quoted or closely paraphrased from another person’s work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.’ In all written work students must be vigilant in citing the work they have referred to or quoted from (please see further **Appendix D**). Examples of plagiarism and detailed advice as to how to avoid it are given on <http://www.admin.ox.ac.uk/epsc/plagiarism/index.shtml>: you are strongly advised to consult this website. Academic supervisors can provide practical guidance on providing references and bibliographies for your work. The University reserves the right to use software applications to screen any individual’s submitted work for matches either to published sources or to other submitted work. In this connection, you are required to complete and submit with the Dissertation a **Declaration of Authorship**, including acknowledgement of the University’s right to check for plagiarism or collusion. A blank Declaration of Authorship for your use is on the MSc website: <http://www.crim.ox.ac.uk/MSC/generalinformation.htm>.

Candidates are also reminded to abide by the declaration they are required to make upon submitting the dissertation namely:

‘This dissertation is the candidate’s own work. No part of it has already been accepted, nor has it been currently submitted, for a degree of this University or elsewhere.’ For convenience, this declaration has been incorporated into the **Declaration of Authorship**. Late submission of this Declaration may lead the Proctors’ Office to recommend an academic penalty (see Examination Regulations 2010, pages 46-47, Part 16.8.(6)).

Candidates should stand forewarned that they may be penalized if they use substantially the same material in their dissertation as they have used in an assessed essay.

## **7. Results**

The Examiners hope to be able to publish the dissertation results **by Friday 30<sup>th</sup> September 2011** (i.e. the date upon which the Final Results are provisionally due to be published).

### **D. Overall Assessment and Publication of Class List**

The degree of MSc is awarded to any candidate who achieves a mark of at least 50 per cent for each of its four components: (1) the unseen exam, (2) the written assignments, data analysis test and practical exercise for the methods courses, (3) the option essays and (4) the dissertation. For this purpose, the individual marks of the methods assignments and the options essays are aggregated and two average marks awarded for components 2 and 3 of the degree. The examiners award a distinction to any candidate who achieves marks of at least 70 per cent on at least three out of the four components of the degree.

The Examiners hope to publish the final results by Friday 30<sup>th</sup> September 2011. Once the results have been released online, candidates will be sent an automatic e-mail to say their results are available to view. Candidates can then access their results via their Student Self Service. The Academic and Assessment Results page within Student Self Service details all assessment results (examination papers and/or submissions) and the final classification (if applicable) on this page. For further information candidates are referred to <http://www.ox.ac.uk/students/studentselfservice/>. Informal individual transcripts (giving the breakdown of marks) will be mailed direct to candidates at their colleges once the final marks are published.

### **E. Proctors' and Assessor's Memorandum**

Essential Information for Students (known as the Proctors' and Assessor's Memorandum) contains much useful information is available on <http://www.admin.ox.ac.uk/proctors/pam/index.shtml>. Sections 9, 10, 11 and 13 have relevance for examinations.

**B. Bowling (external)**

**C. Hoyle (Chair)**

**R. Condry**

**I. Loader**

**28 September 2011**

# Appendix A

## MSc in Criminology and Criminal Justice (Research Methods) 2010-2011

### EXAMINATION PROTOCOL

**NB This is an unofficial practical guide to conduct and procedures in the Examination Schools. In addition, you should before the examination familiarize yourself with the Proctors' Disciplinary Regulations for Candidates in Examinations** (see Examination Regulations 2010, Part 19, pp. 51-53) **and the Proctors' Administrative Regulations for Candidates in Examinations** (see Examination Regulations 2010, Part 20, pages 53-54).

1. Please check that you are seated at the right seat in the examination room.
2. In order to prevent impersonation of examination candidates, during every written paper you must display your University Card face up on the desk at which you are writing.
3. Do not turn over the examination paper or begin writing until you are told you may do so.
4. You may remove gowns, jackets and ties during the examination, but you must be correctly dressed in *subfusc.* before you leave the examination room.
5. Do not put your name or college on any answer book. Write only "MSc in Criminology and Criminal Justice (Research Methods)", the title of the paper ("Core Course") and your examination number in the spaces provided.
6. Please read the instructions on the front of your answer book and observe them.
7. You may not leave the examination room before 30 minutes after the beginning of the examination, nor in the last 30 minutes of the examination.
8. Do not bring refreshments into the examination room. Water is available in the lobby just outside the room. It is not to be brought into the room. If you would like a drink of water or to visit the lavatory please contact one of the invigilators by raising your hand.
9. Do not bring mobile telephones or any other electronic devices into the examination room.
10. Do not bring any papers, dictionaries or personal belongings, such as coats and bags, into the examination room. All articles or equipment to be used in an examination must be carried into the examination room in a transparent bag. Non-transparent bags must be offered for

inspection and, unless special permission is given by an invigilator, must be deposited at the place designated for the deposit of bags and other personal belongings.

11. If you require more paper, raise your hand (preferably with a piece of paper in it) and it will be brought to you.

12. Shortly before the end of the examination, you will be given an oral notice of the time remaining. At the end of the examination you will be orally notified to stop writing. If you have used more than one answer book, you must tag the books together using the tag provided.

13. At the end of the examination, you will be called upon, a row at a time, to deposit your script in the boxes provided.

14. At the end of the examination, please go directly to your college. In order to avoid nuisance to other members of the public, the Proctors' rules clearly prohibit you from assembling for any purpose in the entrance of the examination schools or on the streets outside. The Proctors' Code of Conduct for post-examination celebrations is available on <http://www.admin.ox.ac.uk/proctors>.

## **Appendix B**

### **MSc in Criminology and Criminal Justice (Research Methods) 2010-2011**

#### **MARKING CONVENTIONS**

1. It is important to appreciate that the classification conventions set out here are not inflexible rules. The examiners retain discretion in dealing with unusual cases and circumstances. Subject to that caveat, the conventions that will normally be applied are as follows.

2. The University requires scripts to be marked on a scale from 1 to 100. Marks of 70 and above are Distinction marks and marks of 50 to 69 are pass marks. Marks of 49 or below are fail marks.

(a) The degree of MSc is awarded to any candidate who achieves a mark of at least 50 per cent for each of its four components: (1) the unseen exam, (2) the written assignments, data analysis test and practical exercise for the methods courses, (3) the option essays and (4) the dissertation. For this purpose, the individual marks of the methods assignments and the options essays are aggregated and two average marks awarded for components 2 and 3 of the degree.

(b) The examiners award a Distinction to any candidate who achieves marks of 70 per cent or more on at least three out of the four components of the degree.

(c) In the Core Course Examination, a mark will be given for each question out of 100 and the total divided by three to achieve the mark for that paper. A paper will be deemed not to have been fully answered if a whole question has been omitted, or, where part of a question is separately numbered or lettered, part of a question has been completely omitted. The precise degree of the penalty incurred will depend upon the extent to which the script is short weight. For example, if a candidate completes two questions marked at 70 and 70 in a paper which requires 3 answers, the overall mark is recorded as '70/2' ('70 over 2 answers', to indicate the extent of short weight relative to the requirements of the paper) and 13 marks deducted, making a total overall mark of 57 for the script. If a candidate completes two-and-a-half questions marked at 70, 70 and '70/ ½' ('70 over half an answer') in a paper which requires 3 answers, the overall mark is recorded as ;70/2 ½' ('70 over 2 ½ answers', to indicate the extent of the short weight relative to the requirements of the paper) and 7 marks deducted, making a total overall mark of 63 for the script.

\* Methods I: Research Design and Data Collection; Statistical Methods for Social Scientists; Methods II: Social Explanation and Data Analysis; Qualitative Methods.

# Appendix C

## MSc in Criminology and Criminal Justice (Research Methods) 2010-2011

### Assessment Standards

#### **70-100: Distinction level**

Papers which are awarded a distinction will be well structured, well argued and comprehensive. They will be analytical, rather than merely descriptive and will go beyond the most obvious sources of knowledge. The candidate will have demonstrated an unusually clear grasp of most of the issues (including all the more important ones), used an unusually wide range of material, and displayed very good skills in evaluating the material and using it to construct arguments which deal with the issues.

- 80-100: Superb work showing fine command of intellectual debates and making a creative contribution to them.
- 75-79: Excellent work, intellectually stimulating argument.
- 70-74: Fine work showing powerful analysis, a distinctive argument, and full awareness of the secondary literature and critical engagement with it.

#### **50-69: Pass**

Papers which are awarded a pass mark will demonstrate a competent grasp of most of the more important issues, a familiarity with and understanding of a reasonable range of relevant materials, and good skills in evaluating the material and using it to construct arguments which deal with the issues.

- 65-69: Strong pass: Strong and well-developed independent critical analysis that moves beyond issues discussed in seminars. Clear and logical arguments and an awareness of nuances and complexities in debates. Strong evidence of independent research drawing on a wide range of literature. Some indication of distinction potential; no significant errors of fact or interpretation.
- 55-64: Good pass: Sound analytical standard with most points developed rather than stated. Some evidence of independent critical analysis and evaluation and synthesis of material. Addresses the question and provides a reasonably focused answer. Some awareness of nuances and complexities in debates.
- 50-54: Pass: Basic analytical skills apparent from identification of intellectual problems with some structured discussion of them. Partially addresses the question but lacks focus. Broadly satisfactory grasp of key issues. Arguments appropriate, but underdeveloped.

**Candidates are expected to pay attention to academic style, grammar, use of referencing and citation conventions as these will be taken into account in the assessment process.**

#### **0-49: Fail**

An unsatisfactory piece of work. At best, the answer will simply describe the most relevant research and debates but will not demonstrate any skill at analysis or argumentation. It is likely that this candidate will not have clearly demonstrated much understanding of the question or the

issues it raises. Some of the most relevant material is likely to have been ignored and irrelevant material included.

45-49: Marginal fail: inadequate development of points made.

0-44: Outright fail: inadequate coverage and inadequate analysis.

### **‘Methods II: Social Explanation and Data Analysis’ and ‘Qualitative Methods’**

To pass these two courses candidates must satisfactorily complete assignments during the term. A satisfactorily completed assignment is one that demonstrates the candidate's

- ability to follow accurately the procedures required for the project, as set out in the assignment instructions
- understanding of the processes involved in the project
- ability to write a sensible, accurate and illuminating report on the outcomes.
- diligent application to the assignment.

A candidate will not fail an assignment solely on the ground that the results obtained in the course of the project are incorrect.

## Appendix D

### Academic Integrity: good practice in citation and the avoidance of plagiarism

#### What is plagiarism?

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work. Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations

(<http://www.admin.ox.ac.uk/proctors/info/pam/section9.shtml>) concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.

#### Why does plagiarism matter?

It would be wrong to describe plagiarism as only a minor form of cheating, or as merely a matter of academic etiquette. On the contrary, it is important to understand that plagiarism is a breach of academic integrity. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

#### What forms can plagiarism take?

- **Verbatim quotation of other people's intellectual work without clear acknowledgement.** Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.
- **Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument,** is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

- **Cutting and pasting from the Internet.** Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.
- **Collusion.** This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.
- **Inaccurate citation.** It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. Title of book, discussed in Wilson, E., Title of book (London, 2004), p. 189).
- **Failure to acknowledge.** You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.
- **Professional agencies.** You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.
- **Autoplagiarism.** You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination.

### **Not just printed text!**

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students' essays. You must also attribute text or other resources downloaded from web sites.

## Appendix E

### Format for Theses and Dissertations in the Faculty of Law

The following guidance is taken from the Law Faculty Student Handbook

- 1 'Thesis' here includes not only the writing submitted for the DPhil, MLitt, MPhil, or MSt, but also the essay which is submitted by a Probationer Research Student for a Qualifying Test, and dissertations offered in the examination for the BCL, MJur, or MSc. It does not include essays set by way of examination for the BCL, MJur, or MSc.
- 2 Every thesis must include an abstract not exceeding 300 words. The abstract must contain no footnotes. The abstract must appear immediately after the title page. Its format is governed by regulations 7 to 10 below.
- 3 Every thesis must contain a table of contents. The table of contents must state the titles of the chapters and their principal sub-divisions. The table of contents must be indexed to the pages where the chapters and first-level sub-headings begin.
- 4 Every thesis which mentions cases and statutes must contain separate tables of cases and statutes. Those tables must be indexed, so that each entry shows on what pages the case or statute in question is mentioned. The tables must appear at the beginning of the thesis, after the title page, the abstract, and the table of contents (in that order).
- 5 A bibliography must appear at the end of the thesis. It need not be indexed.
- 6 An index is not required. If there is one, it must come after the bibliography.
- 7 All footnotes and appendices are included in the word count. The abstract, the table of contents, the table of cases, the table of statutes, the bibliography, any headers or footers, and any index are not included in the word count.
- 8 The thesis must be written in English.
- 9 The thesis must use A4 paper.
- 10 The thesis must be word-processed using size 12 font on one side of the paper only, with a margin of 32 to 38 mm on the left hand side. Variations of font size may be used for headings, sub-headings, and footnotes.
- 11 The lines in the main text must be double spaced (8mm).
- 12 The first line of every paragraph must be indented unless the paragraph immediately follows a heading or sub-heading, or an indented footnote.
- 13 Quotations must use single inverted commas, saving double inverted commas for use for quotes within quotes. Quotations longer than two lines must be presented as a

double-indented, single-spaced paragraph with no further indentation of the first line. Such double-indented quotations must not use quotation marks.

14 Endnotes must not be used. Footnotes must be internally single spaced with double spacing between the notes.

15 The thesis must comply with OSCOLA (the Oxford Standard for Citation of Legal Authorities: <http://denning.law.ox.ac.uk/published/oscola.shtml>), or another useful standard for citation. You should consult your supervisor if you wish to depart from OSCOLA.

16 The thesis must be bound in a soft or hard cover.

17 Where the thesis is offered as part of an examination which is assessed anonymously, it must not at any point divulge the identity of the candidate or the candidate's college.

18 The word limits for theses:

	<b>minimum</b>	<b>maximum</b>
<b>DPhil</b>	75,000	100,000
<b>MLitt</b>	40,000	50,000
<b>MPhil and MSt</b>	25,000	30,000
<b>QT Part B (for DPhil)</b>	8,000	10,000
<b>QT Part B (for MLitt)</b>	5,000	6,000
<b>MSc dissertation</b>	8,000	10,000
<b>MSc (Research Methods) dissertation</b>	13,000	15,000

## Appendix 2

### MSc Criminology and Criminal Justice (Research Methods)

Table 1. Degree Results by Gender. 2010-2011 Academic Year

		Gender		Total
		FEMALE	MALE	
<i>Grade</i>	Pass	1	1	2
	Distinction	2	0	2
	Deferred	1	0	1
	Fail	0	0	0
<i>Total</i>		4	1	5

Table 2. Degree Results by Gender. 2006-2010

	FEMALE	MALE
<i>2009-2010 Academic Year</i>		
Distinction	0	1
Pass	3	1
Fail	0	0
<i>2008-2009 Academic Year</i>		
Distinction	0	1
Pass	1	2
Fail	0	0
<i>2007-2008 Academic year</i>		
Distinction	1	0
Pass	3	2
Fail	0	1
<i>2006-2007 Academic Year</i>		
Distinction	0	1
Pass	2	0
Fail	0	0

Table 3. Option results, showing the range of marks and averages

Option	Number of candidates	Lowest mark	Highest mark	Average mark
Prisons	0	N/A	N/A	N/A
Restorative Justice	3	59	70	63
Human Rights and Criminal Law	0	N/A	N/A	N/A
Death Penalty	0	N/A	N/A	N/A
Crime and the Family	2	56	80	68

Youth Justice	2	62	68	65
Risk, Security and Criminal Justice	2	65	67	66
Sociology of Punishment	3	63	74	67
Comparative Criminal Justice	3	68	75	72

Table 4. Compulsory Research Methods results, showing the range of marks and averages

Research Methods Course	Number of candidates	Lowest mark	Highest mark	Average mark
Research Design and Data Collection	5	63	70	67
Social Explanation and Data Analysis	5	60	73	67
Statistical Methods in the Social Sciences	5	pass	pass	pass
Qualitative Methods	5	53	75	67

Table 5. Core Course Exam results, showing the range of marks and average

Nr of candidates	Lowest mark	Highest mark	Average
5	66	74	70

Table 6. Dissertation results, showing the range of marks and average

Nr of candidates	Lowest mark	Highest mark	Average
4 (one candidate withdrew from the dissertation and should submit it next academic year)	57	75	70