



Graduate Course Handbook
2017-18



Department of Materials



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CHECKLIST FOR KEY ACTIONS BY DPHIL IN MATERIALS STUDENT (Bold = mandatory)

Action	Period Due	Completed (dd/mm/yy)
Register at College	Annually, MT	
Discuss with your supervisor your termly GSS report	Termly until thesis submission	
Discuss with your supervisor your research training needs	As necessary, at least annually, Y1-3	
Discuss with your supervisor your transferable 'career skills' training needs	Annually, MT, Y1-3	
YEAR 1		
Attend Induction	Wk 0, MT	
Attend Safety Lecture	Wk 1, MT	
Complete Risk Assessment and DSE Forms	Wk 1-3, MT	
Submit 'Grad Student' Questionnaire for review by Marion (Thur/Fri Wk 2), then upload to Weblearn (Wk 8)	Wk 2, MT Wk 8, MT	
Attend Workshop Induction (unless opted out)	tbc, MT	
Attend Information Skills Workshop	Wk 2, MT	
Attend IOM ³ Presentation	Wk 4, MT	
Attend Project Management Workshop	Wk 4, MT	
Attend Looking to the Future Workshop	Wk 5, MT	
Attend Junior Demonstrator Training Workshop	tbc, MT	
Attend Poster Skills Workshop	Wk 8, MT	
Attend Owing a Successful DPhil Workshop	Tbc, MT	
Upload Project Management Form 1 to Weblearn	Wk 0-1, HT	
Attend relevant parts of Presentation Skills Workshop	Wk 2, HT	
Attend Writing Skills Workshop	Wk 3, HT	
Attend Managing Your References Workshop	Wk 7, HT, tbc	
Attend and obtain satisfactory assessments on 2 lecture courses	MT, HT	
Attend a minimum of 7 colloquia	MT, HT	
Informal meeting with Lead Assessor	Wk 2-4, TT	
Upload 'Preparing for Transfer of Status' form to GSS	Wk 6-7, TT	
Upload Literature Review to Weblearn	Wk 8, TT	
Upload Project Management Form 2 to Weblearn	July	
Apply for Transfer of Status (form GSO2 + appendices)	July	
YEAR 2		
Transfer of Status Interview (organised by your Lead Supervisor)	Wks -3 to +1, MT	
Upload Project Management Form 3A to Weblearn	Wk 0-1, HT	
Present Research Talk to Department	Wk 7, HT	
Upload Project Management Form 3B to Weblearn	July	
YEAR 3		
Upload Project Management Form 3C to Weblearn	Wk 0-1, HT	
Submit Poster for Competition	Mon, Wk 3, HT	
Present Poster to Department	Wk 6, HT	
Upload 'Preparing for Confirmation of Status' form to GSS	Wk 6-7, HT	
Apply for Confirmation of Status (form GSO14 + appendices)	Wk6 HT to Wk6 TT	

Confirmation of Status Interview (organised by your Lead Supervisor)	Wks 0 to 8 TT
Upload Project Management Form 4 (3 y projects) to Weblearn	Wk 2, TT
Upload Project Management Form 3D (3.5 y projects) to Weblearn	Wk 6-7, TT
Apply for Appointment of Examiners (3 y projects)	July
Submit Thesis (3 y projects)	Sept
DPhil Viva (3 y projects)	Sept to Dec

YEAR 4

Upload Project Management Form 4 (3.5 y projects) to WebLearn	Wk 0-1 MT
Apply for Appointment of Examiners (3.5 y projects)	Jan to Feb
Submit Thesis (3.5 y projects)	March
DPhil Viva (3.5 y projects)	TT

Materials students following one of the EPSRC CDT DPhil programmes have different timings for some of these required elements – details are given in Section 4.7 of this Handbook.

Materials students following a standard DPhil in Materials programme **and who have full funding for forty-eight months**, for example EPSRC Industrial CASE studentships and EPSRC NPIF studentships, follow the same timings as the 3.5-year DPhil except: (i) PMF3d is uploaded in the tenth month of Year 3 (usually July), **not** in TT weeks 6-7; (ii) a PMF3e is uploaded in weeks 0-1 of the eleventh term (usually HT of Year 4); (iii) PMF4 is uploaded in weeks 0-1 of the twelfth term (usually TT of Year 4), **not** in weeks 0-1 of MT; (iv) the target date to apply for appointment of examiners is week 8 of the twelfth term (usually TT of Year 4); and (v) unless there are exceptional circumstances the latest date for thesis submission is the end of the four-year period (usually 30th September).

MSc (Research) in Materials students follow the same pattern as years 1 and 2 for DPhil in Materials students, except that in week 5 of Trinity Term in their second year they submit Project Management Form 4. An MSc(Research) in Materials Diary is given in Appendix X.

Additional timetabled events are listed in the DPhil diary in Section 4 of this handbook, where you will read an overview of the Department's DPhil programmes (please see Appendix X for an overview of the MSc (Res) programme.

The checklist above identifies in bold typeface the compulsory requirements.

It may be helpful to understand that some of these compulsory requirements serve more than one purpose, and to be aware of the rationale behind their inclusion and their sequence. For this reason a summary of, and brief rationale for, the compulsory requirements for students following a Materials research degree programme is given in Appendix IX.

INDUCTION COURSE PROGRAMME (2nd – 3rd October 2017)

(Hume-Rothery Lecture Theatre)

Monday, 2nd October

- 9.00 – 9.15: **Patrick Grant (Head of Department):**
Welcome and introduction to department
- 9.15 – 9.35: **Support structure:**
Director of Studies
Graduate Studies Secretary
Graduate Studies Panel
Department Administrator (**Charlotte Sweeney**)
Academic/Finance Deputy Administrators
Harassment Officers
- 9.35 – 9.45: **Skills Training (Adrian Taylor)**
- 9.45 – 9.55: **Keyna O'Reilly (Practical Class Organiser):**
Gaining teaching experience
- 9.55 – 10.05: **Anne Miller (Enterprise Programme Manager, MPLS)**
Short talk on Enterprise provision
- 10:05 – 10.15: **Chim Chu (Oxford University Innovation)**
Intellectual property and commercialisation
- 10.15 – 10.25: **Sabin Sulzer (Chair of JCCG):**
Joint Consultative Committee for Graduates - overview
Explanation of nomination procedure
- 10.25 – 10.40: **Neil Young (EM Facility Manager):**
Electron microscopy facilities: access and training
- 10:40 – 10:50 **Pete Nellist (Chair of Equality and Diversity Committee)**
Information about equality and diversity – equal opportunities for all
- 10.50 – 11.35: **Registration and coffee with members of JCCG**
Individual photographs to be taken during coffee
Financial details to be collected from students (if required)
- 11.35 – 12.50: **Tour of central site**
Hume Rothery:
Workshop (**Les Chorley**), Stores, Library, Admin. offices.
Holder Building:
EM area, Teaching Labs. (**Paula Topping**), Common Room
Engineering & Technology Building:
IT Support (**Paul Warren/Rob Saunders/Chris Akinola**), ETB
Committee room, IEB LR8
21 Banbury Road:
Lecture Theatre, Conference Room
12/13 Parks Road
- 12.50 – 14.00 BREAK
- 14.00 – 17.00 Meeting with your research group and supervisor(s)
(students to be collected from the Hume-Rothery Building reception area)

Tuesday, 3rd October

All activities will take place in the Hume-Rothery Lecture Theatre except for the tour of the Begbroke site and the tour of the Radcliffe Science Library

- 9.00 – 9.50: **Adrian Taylor (Director of Studies):**
Introduction to the Materials Research Degrees, including the key milestones
- 9.50 – 10.00: **Jayne Shaw (Access & Outreach Manager):**
Introduction to schools liaison and an opportunity to talk with the Schools Liaison Officer during the coffee break for those interested in assisting
- 10.00 – 10.15: **Sabin Sulzer (Chair of JCCG):**
Nomination of first-year candidates for the role of JCCG year representative
Election of 3 first-year representatives
- 10.15 – 10.45: **Coffee with members of JCCG**
Opportunity to talk with Access and Outreach Manager
- 10.45 – 11.00: Bus departs for Begbroke from outside the Hume-Rothery Building
- 11.00 – 12.30: **Tour of Begbroke site (Coordinated by Kerstin Jurkschat):**
Begbroke Nano characterisation facilities
Sample preparation and electron microscopy
Non-analytical facilities eg canteen, clean room, spray forming lab, bus, key fobs
- 12.30 – 13.00: Return to the Hume-Rothery Building
- 13.00 – 14.00: BREAK
- 14.00 – 14.20: IT Services – Introduction to University IT Services (**Dave Baker**)
- 14:20 – 14.50: Introduction to Department IT and audio-visual services (**Paul Warren**)
- 14.50 – 15.20: Introduction to Library facilities in Oxford (**Grace Sewell**)
- 15.30 – 16.00: Tour of Radcliffe Science Library (RSL) (**Ljilja Ristic**)

Thursday, 5 October

- 16:30: Department of Materials Newcomers Party

Wednesday, 11 October

- 17.30: **MPLS Graduate School and Graduate Academic Programme (RTT)**
Welcome on behalf of the Head of Division (Professor Donal Bradley CBE FRS); and followed by the Dean of the MPLSD Graduate School or his representative, other student speakers (tbc) and a Reception held in L1, Mathematical Institute, Andrew Wiles Building, Radcliffe Observatory Quarter.

The following lectures represent part of the Induction Course for new graduate students and you are strongly advised to attend. Those in bold are compulsory.

**Tuesday, 10th October, 10.00 – 11.00 in Information Engineering Building HRLT
SAFETY LECTURE Andrew Watt**

Friday, 20th October, 10.30 – 12.00 in RSL
INFORMATION SKILLS WORKSHOP Ljilja Ristic

Monday, 30 October, 12.00 – 13.00 in Hume-Rothery Lecture Theatre
BENEFITS OF MEMBERSHIP OF THE INSTITUTE OF MATERIALS, MINERALS & MINING
Sarah Boad (IoM³)

**Friday, 3rd November, 12.00 – 13.00 in Hume-Rothery Lecture Theatre and
then 14.00-1600 in 21 Banbury Road Conference Room
PROJECT MANAGEMENT Paul Warren, NSG (Pilkington Glass) & Adrian Taylor**

**Friday, 10th November, 15.00 – 16.30 in Hume-Rothery Lecture Theatre
LOOKING TO THE FUTURE: WHAT DO EMPLOYERS SEEK?
OU Careers Service, Dr Andy Norton (Rolls Royce), Dr Mohinder Saran (Royal Bank of
Scotland) & Adrian Taylor.**

Michaelmas Term [dates to be confirmed, names taken on tour at Induction]

WORKSHOP INDUCTION AND SAFETY COURSE Les Chorley or colleague.

This workshop induction course is mandatory for anyone who wishes to use the workshop and is also useful as general skills training and safety awareness – even if you never need to use workshop equipment yourself, you may well be responsible one day for people who do.

When the equipment is not in demand for department business, you are also permitted to use the workshop for other work such as urgent bicycle repairs – but only if you have done the training course!

The default position is that we recommend all new research students to attend the course but, with the permission of your supervisor, you may opt out of this by sending an e-mail to Les Chorley (copied to Marion Beckett and your supervisor) in advance of the time reserved for your course. IF YOU DO OPT OUT AND SUBSEQUENTLY FIND THAT YOU NEED TO USE THE WORKSHOP, IT WILL BE NO USE AT THIS TIME PLEADING THAT YOU DESPERATELY NEED ACCESS TO THE WORKSHOP FOR YOUR RESEARCH (OR TO MEND YOUR BIKE SO THAT YOU CAN GET HOME THAT NIGHT) – YOU SHOULD BE AWARE THAT YOU MIGHT HAVE TO WAIT FOR THREE TO FOUR MONTHS BEFORE THE WORKSHOP STAFF RUN THE NEXT TRAINING COURSE.

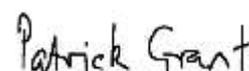
WELCOME

It is a pleasure to welcome you to the Department of Materials at Oxford University where graduate students play a critical and valued role in ensuring we are one of world's leading materials research laboratories. According to the UK's Research Excellence Framework 2014 assessment, 98% of the department's Overall Research was highly rated when benchmarked against research worldwide; 50% of our work was rated at the highest, 4*, grade of 'world-leading' and a further 38% at the 3* grade of 'internationally excellent'. For Research Impact we were the highest performing materials department in the UK, with 90% of our submission receiving the 4* rating. Almost all the research on which these scores were achieved has involved the work of one or more of our graduate students. National league tables (Guardian, Times Good University Guide) regularly place us as one of the UK's top materials department.

Members of the department, from graduate students to professors, win national and international awards for their contributions to materials science, including recognition from the Royal Society, the Royal Academy of Engineering and the American National Academy of Engineering. As well as contributing to the department's > 250 peer-reviewed research outputs each year, graduate students play an active part in patenting of new ideas and in the many and varied activities to transfer our research knowledge beyond the academic world. These activities include events to promote the public understanding of science, interactions with school students and staff, and the setting up of spin-off companies.

Materials science is a diverse and exciting discipline, and new directions in the department's research include energy storage materials and devices, and materials for quantum devices. We also have extensive research activities to sustain our international reputation in materials characterisation, modelling and physical metallurgy.

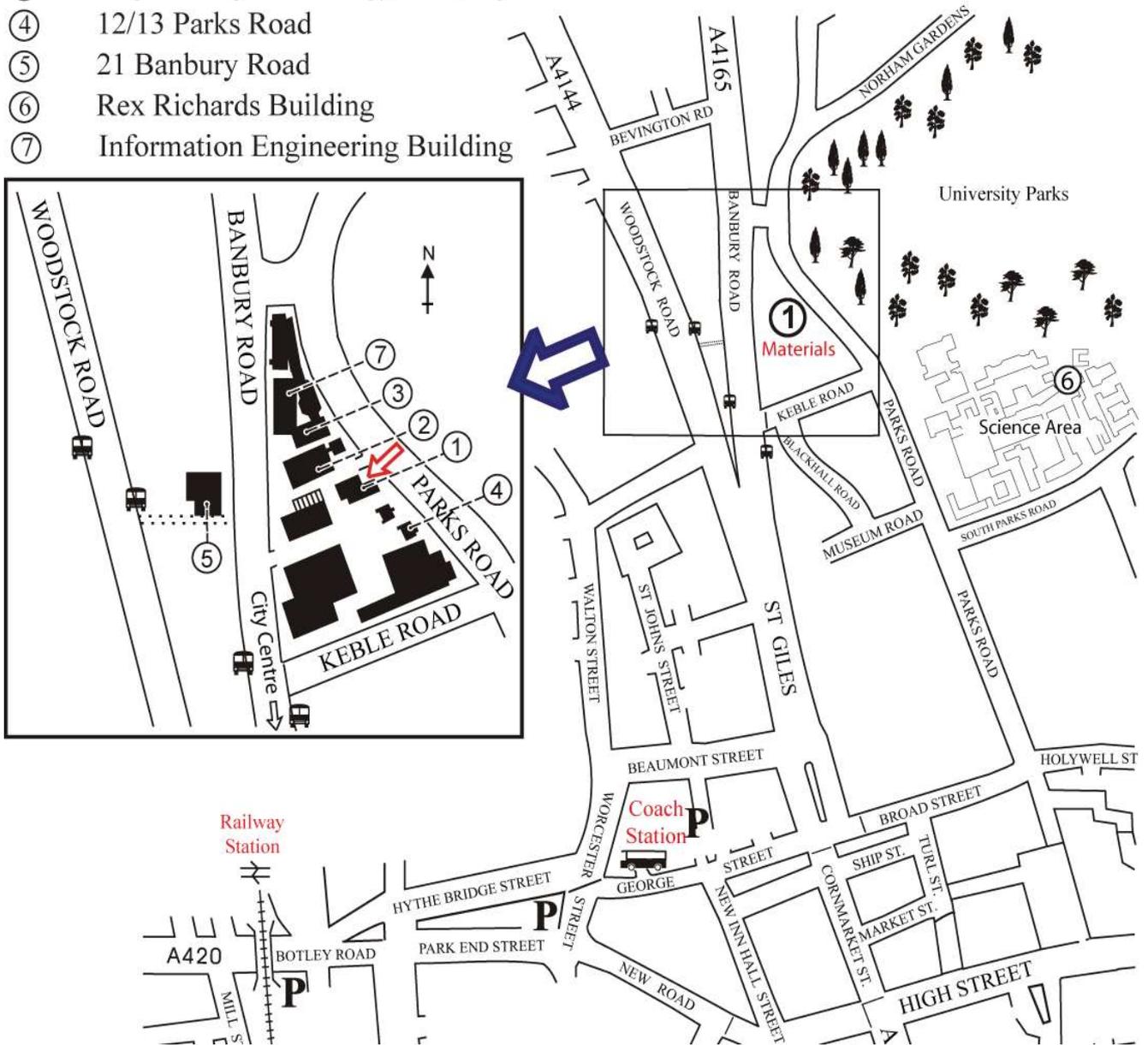
In wishing you every success in you work, I urge you to the make the most of our vibrant and exciting research environment, to enjoy your time in the department, and to aim always to produce the highest quality research.



Professor Patrick Grant
Head of Department

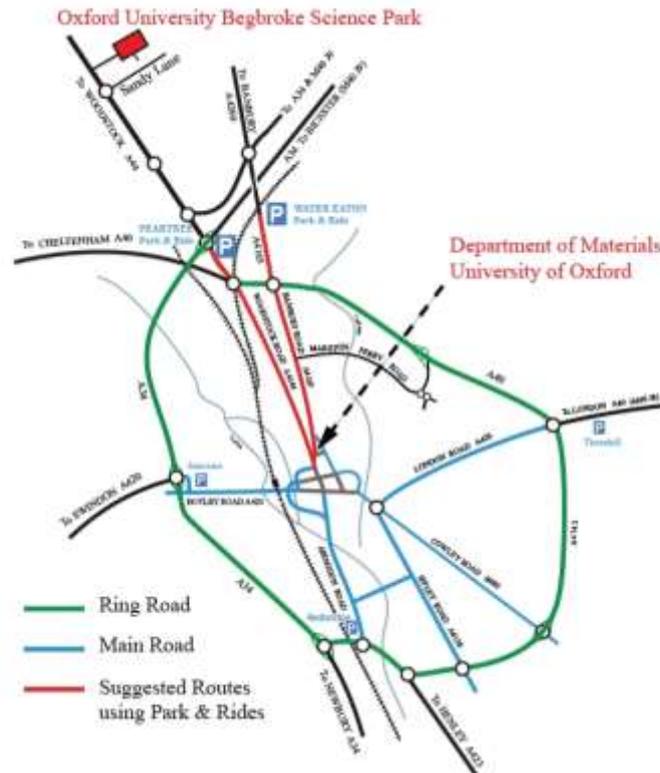
Department of Materials – Map of Central Site

- Reception
- ① Hume-Rothery Building
- ② Holder Building
- ③ Engineering Technology Building
- ④ 12/13 Parks Road
- ⑤ 21 Banbury Road
- ⑥ Rex Richards Building
- ⑦ Information Engineering Building

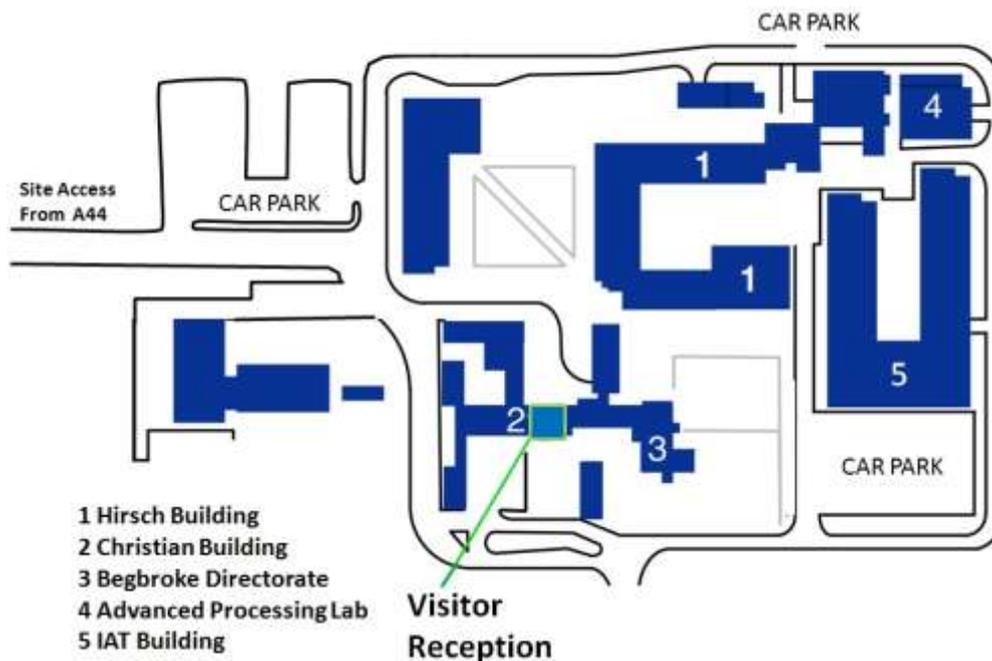


Contact us at: Marion Beckett, Graduate Studies Secretary
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 Phone: (44) 1865 283226 and Fax: (44) 1865 283217
 Email: graduate.studies@materials.ox.ac.uk
<http://www.materials.ox.ac.uk/teaching/pg.html>

Department of Materials – Maps of Begbroke Site



Oxford University Begbroke Science Park



A minibus operates from the central site (stop outside the Hume-Rothery Building) to the Begbroke site several times a day. The journey takes approximately 15-20 minutes. Timetables are posted on the Departmental notice boards and are circulated to all members of Department via the 'notices' mail list and are available on the Begbroke webpage <http://www.materials.ox.ac.uk/local/begbroke.html>.

1. INTRODUCTION

Your years as a graduate student are an exciting time when you will explore the challenges of performing creative research with the accompanying dreams, frustrations, and fulfilment. This handbook is provided to help you make the most of these few years by describing the structure of the DPhil and MSc by Research courses within the Department of Materials. **It is essential that you read this handbook; it is your initial resource in the event of any queries and it gives much helpful guidance on the Materials research degree programmes.** The Handbook is supplemented by the MPLS Graduate School's 'Researcher Training & Development Opportunities' and is complemented by three other handbooks at which you should have a quick look, referring to them in more detail as appropriate during your studies:

(i) The 'Mathematical, Physical and Life Sciences Division's Graduate Student Handbook'. Please see <http://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students> where there is a downloadable pdf of this Graduate Handbook. This is produced by the Graduate School of the Mathematical, Physical and Life Sciences Division (MPLSD) which comprises the Departments of Mathematics, Statistics, Computing, Engineering Science, Chemistry, Earth Sciences, Plant Sciences, Physics, Zoology and Materials. It describes in detail the structure of postgraduate training at Oxford University that is common to all the Mathematical, Physical and Life Science departments. It explains in an informal way the rules and regulations that govern the pursuit and award of research degrees. **THERE IS ALSO A USEFUL OVERVIEW OF THE PROCEDURE FOR SUBMISSION OF YOUR THESIS AND THE EXAMINATION PROCESS.** This handbook is supplemented by the Graduate School's website which includes webpages on Training and Professional Development <https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/professional-development-training> and <https://www.mpls.ox.ac.uk/graduate-school/training>. You can find out more about the MPLS Graduate School, of which you are a member, and what it offers you <http://www.mpls.ox.ac.uk/graduate-school/>.

(ii) The Materials 'Postgraduate Lecture Synopses and Research Colloquia 2017-18' booklet can be found on the Oxford Materials website at <http://www.materials.ox.ac.uk/teaching/lecturelists.html>. This details the courses available to graduate students and lists the Departmental Colloquia that will be given during Michaelmas Term. It is important that you peruse this carefully before you decide which courses you would like to attend during your first year. We will return to courses and colloquia in sections 6 and 9 of this Handbook.

(iii) The Materials 'Department Handbook 2017-18'. This describes the many facilities within the Department such as the library, workshops, computing laboratories, and electron/optical microscopes that are available to all graduates. It also describes the procedures needed, for example, in ordering consumables and equipment from the main stores or in getting logged onto the University Computing network. You should familiarise yourself with its contents (<http://www.materials.ox.ac.uk/local/DH.html>).

Finally, in Appendix VII of the present handbook there is a summary of the minimum provision for research students in the Department of Materials.

Timetables for lecture courses, research-specific skills training and generic transferable skills training offered by the Department of Materials can be found at <http://www.materials.ox.ac.uk/teaching/lecturelists.html>.

The timetable for MPLS Graduate School transferable career skills training courses can be found at <https://www.mpls.ox.ac.uk/training/course-programme-for-graduate-students>.

There are some 400 academic lecture courses, research-specific skills training courses and transferable career skills training courses available to you across the MPLS Division; you can find out about this Researcher Training Tool (RTT) and, subject to availability, book places on the courses using the searchable database at <https://weblearn.ox.ac.uk/portal/hierarchy/grad>.

Materials Research Students: Please do not use these Researcher Training information websites to book Materials courses. Instead contact the academic running the course, inform them you are a graduate wishing to undertake their course and ask them how to book on the course. Only use the Researcher Training Tool (RTT) website to book a place on a Materials course if asked by the academic to do so.

2. SAFETY AND RESEARCH INTEGRITY

The Department takes safety matters very seriously. It is compulsory, and part of the Induction Course, that you attend the **Safety Lecture** by Professor Andrew Watt, the Departmental Safety Officer (DSO), at 10.00 am on Tuesday of Week 1 (10th October 2017). You will not be allowed to undertake any experimental work until you have attended the briefing and received adequate safety training. Soon after the safety lecture you and your supervisor must complete, and submit to the DSO, a project risk assessment form; the form is available at <http://www.materials.ox.ac.uk/local/documents.html>.

Extract from the Head of Department's 'Statement of Safety Organisation' (this safety policy document is available at <http://www.materials.ox.ac.uk/local/documents.html?panel=6#SafetyForms> and should be read by all new research students):

"Note that the Department has a "no-fault" policy. I shall be supportive of those who report incidents or problems, even when they themselves made mistakes. I will take a far graver view of anyone who conceals a safety incident, or who fails to report a potential problem".

An important policy of the University Health and Safety Committee is that a **Deputy Supervisor** must be appointed to cover for times when your sole supervisor or your lead supervisor is absent, either in the short-term at conferences and holidays or in the long-term on sabbatical. Their responsibilities when providing this cover include the approval of any novel experimental work or to stop it if worried by the safety aspects. If you have more than one supervisor you must agree with your Lead Supervisor which of the other supervisors is to be your formal Deputy Supervisor. If you have a sole supervisor then your Department Advisor will be your Deputy Supervisor. The role of your Department Advisor is explained in [Section 3](#).

Travel, and working in a laboratory external to the University of Oxford

Students who are travelling beyond the UK in connection with their studies **must** take out travel insurance through the University scheme, even if this travel is solely for attendance at a conference. In all cases where a student intends to work in a laboratory external to the University, whether overseas, at another university or company in the UK or even just at a company based at the Begbroke Science Park, and whether just for a few hours or an extended period of time, it is **compulsory** for the student together with their supervisor to carry out risk assessments for this work and to ensure that appropriate insurances are in place to cover both liability **of** the student and liability **to** the student.

Further guidance is available from the Department Safety Officer (Professor Andrew Watt). Risk assessment forms can be found at <http://www.materials.ox.ac.uk/local/documents.html>. Travel insurance forms can be found at <http://www.admin.ox.ac.uk/finance/insurance/travel/>. These forms need to be signed by you and counter signed by **both** your supervisor and the Head of Administration and Finance, Charlotte Sweeney.

Research integrity and ethics

The University of Oxford is dedicated to the highest standards of research integrity. As set out in its Academic Integrity in Research: Code of Practice and Procedure, it expects all members of the University including staff and students, and those who are not members of the University but who are conducting research on University premises or using University facilities, to observe the highest standards in the conduct of their research.

The following website provides links to the relevant University policies, guidelines and procedures which are intended to promote the responsible conduct of research in the University's ongoing research activities.

You are asked to reflect on how this applies to your own research.

<http://www.admin.ox.ac.uk/researchsupport/integrity/>.

3. RESEARCH SUPERVISION AND SUPPORT STRUCTURE

An effective relationship and good communication between you and your supervisor(s) is key to the smooth progress of your DPhil. You will be supervised by a single Supervisor or two or more Co-supervisors (for the case where projects involve expertise in more than one area). One of these supervisors will be designated as **Lead Supervisor** with primary responsibility to the Department for guiding your progress. You might also have an External Supervisor, for example if your project involves collaboration with another university or an industrial company or laboratory. Your supervisor(s) will be your main source of information and advice throughout the course of your research. Their responsibilities include:

- (i) planning the framework of your research programme (in the light of the programme structure discussed in section 4);
- (ii) advising you about lecture courses, both specialist and broadening (see section 6.1);
- (iii) advising you about transferable 'career skills' and more generally about skills-training courses, including those on research techniques (see section 6.2);
- (iv) advising you about safety;
- (v) advising you about literature sources;
- (vi) regularly meeting with you to discuss your work;
- (vii) keeping you informed of your progress (both informally and through the formal report submitted to the Graduate Studies Office at the end of each term, taking into account the project management forms submitted at regular intervals to the Department by you (see section 5);
- (viii) advising you about the content of written submissions such as your first year progress report, literature review, 2nd year talk, 3rd year poster and your thesis;
- (ix) advising you about the progression examinations (transfer of status and confirmation of status)
- (x) offering informal guidance on careers.

Continuation on the course depends on your satisfactory progress, so you should take very seriously any warnings expressed by your supervisor(s) that you are not working as well as you ought. You should also bring to their attention, in good time, any problems that are significantly affecting your progress whether academic or personal, before the situation becomes too serious. The University, Department and College carefully monitor the progress you make with your project, and copies of your supervisor(s) reports will be sent to the Director of Graduate Studies and to your College Tutor for Graduates and your College Advisor.

It occasionally happens during the course of a research degree that relations between the student and the supervisor(s) can become strained, perhaps due to differences in opinion as to the direction in which the research should proceed. You will, therefore, be assigned a **Departmental Advisor** who is familiar with the field of your research and to whom you can turn for independent advice.

Remember that your Departmental Advisor should be someone other than any of your supervisors: during your first two weeks in the Department you need to agree with your supervisor(s) who should be your Advisor and who should be your Deputy Supervisor (see Section 2); if you have a sole supervisor then your Department Advisor also takes the role of Deputy Supervisor. Of course, your **Director of Graduate Studies** (DGS) and members of the Graduate Studies Panel (see [section 15](#)) are also always available for a confidential chat. In addition, you might like to seek advice from your **College Advisor** (who will be assigned by College) or your College Tutor for Graduates. Please note that your College Advisor must not be one of your supervisors. The Department and Colleges all work together to ensure that your time here in Oxford is as trouble free as possible. It is a good idea to meet your advisors during your first term as a probationary research student. Informal advice is available from your **JCCG representatives**.

As described in subsequent sections of this Handbook, during your research programme there are two formal progress assessments, the Transfer of Status exam (DPhil and MSc) and the Confirmation of Status Exam (DPhil only). Your supervisor must name four members of the Faculty of Materials who could act as your lead Assessor for these exams – the DGS will select one of these to take on the role.

Once you have agreed, in consultation with your supervisor(s), on your Departmental Advisor, Deputy Supervisor and candidates for the role of your Lead Assessor, you must inform the **Graduate Studies Secretary**. You do this by entering the names on the Graduate Student Questionnaire, a copy of which is included as an appendix to this handbook. Make sure you complete all the items on this form and return it by the end of Week 2 (20th October 2017) for review by Marion Beckett.

If you become concerned that your working relationship with your lead supervisor has shortcomings and matters do not improve in the course of a few weeks you are encouraged to discuss your concerns with the DGS, Adrian Taylor, without delay. This discussion may be in strict confidence if you wish.

Information on the expectations and responsibilities of research supervision, and guidance on fulfilling these, is available as follows:

1. The Mathematical, Physical and Life Sciences Divisional ‘Brief Guide to the Roles (and responsibilities) of Research Students & Supervisors’ together with the ‘Divisional Code of Practice on the Supervision of Research Students’ can be found via the ‘brief guide’ link within the webpage <http://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/supervision> and in Appendix VIII of the present Handbook.

2. Very helpful guidance to both students and supervisors can be found at:

(i) The Oxford Learning Institute (OLI) Guide to Research Supervision (<http://supervision.learning.ox.ac.uk/>).

(ii) The Vitae guides on ‘Supervising a Doctorate’ at <https://www.vitae.ac.uk/doing-research/supervising-a-doctorate> and ‘Doing a Doctorate’ (supervision and key relationships) at <https://www.vitae.ac.uk/doing-research/doing-a-doctorate/starting-a-doctorate/supervision-and-key-relationships>.

(iii) The Materials JCCG (the staff - graduate student liaison committee) run an annual course in Michaelmas Term, ‘Owning a Successful DPhil’, which includes guidance on the supervisory relationship. All probationer research students in Materials are strongly recommended to attend this course.

(iv) The University of Oxford Education Committee’s (EdC) ‘Policy on Research Degrees’ (<http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees>). Within this document please see in particular the ‘**Responsibilities of the Student**’ section, which you can read at the end of Appendix VIII of the present Handbook.

(v) The Quality Assurance Agency’s Precepts on Postgraduate Research Programmes (<http://www.qaa.ac.uk/en/Publications/Pages/Quality-Code-Chapter-B11.aspx#.V6m616Nwt>).

(vi) The EPSRC Statement of Expectations for Research Council funded students (<http://www.epsrc.ac.uk/skills/students/help/expectation>).

(vii) The following training courses are run at least annually:

Students: In addition to the Materials JCCG course on 'Owning a Successful DPhil', the MPLS Division run an annual course on 'Foundations of a Successful DPhil'.

Supervisors: OLI run an annual 'Introduction to Academic Practice at Oxford' course, which includes a half-day session on Research Supervision; a series of seminars, including 'Supervising DPhil Students' and 'Examining DPhil Students'; and an on-line course on the Admission of Research Students.

4. OVERVIEW OF DPHIL PROGRAMME

This section provides an overview of the 777 working days that make up a 3.5 year DPhil project. An illustrative DPhil diary is provided together with a year-by-year outline. More detail on the key topics mentioned in the Diary and the Outlines is then given in sections 5 onwards. This section also provides an introduction to (i) our 'Materials: PGR Progression' Weblearn site and (ii) the University's 'GSO forms'.

Section 4.7 identifies the variations on the 3.5 year programme that apply to the 4-year CDT DPhil programmes.

An equivalent overview and diary for our MSc (Research) Programme are given in Appendix X.

The University rules stipulate that unless dispensation has been granted you must be resident within a 25 mile radius of the city centre for at least 6 terms (2 academic years) before you can submit your DPhil thesis (unless you already hold an Oxford MSc degree, when the residence requirement is reduced to 3 terms). The rules also stipulate that the maximum time normally allowed for a student to complete the research and write the thesis is 12 terms (4 academic years). However, funding for research studentships is usually only for 3 or 3½ years. Thus, the Department aims for DPhil students to submit their theses within 3-3½ years (4 years for a CDT DPhil, reckoned from the date you embark on the CDT programme). A schedule for keeping to this timetable is illustrated below under the title 'A DPhil Diary'.

A DPhil Diary

1st Year	
Michaelmas Term, October - January	
Week 0	First year Induction Course, including meeting with Lead Supervisor(s), Assignment of Deputy Supervisor, Department Advisor and propose Lead Assessor Department Newcomers' Party
Week 1	Safety Lecture MPLS Graduate School: Introductory talk and Welcome Party
Week 2	Deadline for completed 'New Graduate Student' Questionnaire Information Skills workshop
Week 3	Latest date for submission of Personal Registration and Risk Assessment Form and DSE Form
Week 4	Institute of Materials, Minerals & Mining Talk Project Management workshop
Week 5	Looking to the Future workshop
Weeks 6-7	GSS Report
Week 7	Patent Information Workshop
Week 8	Poster Presentation Skills workshop
TBC	Attend Workshop Induction
TBC	Junior Demonstrator Training Workshop
TBC	Owning a Successful DPhil Workshop
Weeks 1-8	Attend graduate courses (including 2 assessed) Thursday Departmental colloquia
Hilary Term, January - April	
Week 0-1	Upload Project Management Form 1 (with Gantt Chart) to Weblearn
Week 2	Presentation Skills and Powerpoint workshops
Week 3	Writing Skills, Lab Notebooks, IPR and Patents workshop
Weeks 6-7	GSS Report
Week 7 TBC	Managing your References Workshop
Week 9 TBC	Research Impact and Open Access (Chemistry and Materials)
Weeks 1-8	Attend graduate courses (including 2 assessed) Thursday Departmental colloquia
TBC	Intensive one-week Academic Writing Course (for non-UK students)
Trinity Term (including the Long Vacation), April - October	
Weeks 1-4	Thursday Departmental colloquia
Week 2	Knowledge & Technology Transfer Workshop (tbc)
Weeks 2-4	Arrange informal meeting with your Lead Assessor
Weeks 6-7	Upload 'Preparing for Transfer of Status' form to GSS and submit GSS Report
Week 8	Upload Literature Review to WebLearn
July	Upload Project Management Form 2 (with Gantt Chart) to WebLearn Apply for Transfer of Status
	

2nd Year	
Michaelmas Term, October - January	
Week 1	Latest date for Transfer of Status Interview
Weeks 1-8	Thursday Departmental colloquia
Weeks 6-7	GSS Report
Hilary Term, January - April	
Week 0-1	Upload Project Management Form 3A (with Gantt Chart) to Weblearn
Weeks 6-7	GSS Report
Week 7	2nd Year Talks, Tuesday, Wednesday & Thursday, 10.00 am – 6.00 pm, KEEP ALL DATES FREE! Hetherington Prize
TBC	Academic Writing Course (for non-UK students)
Weeks 1-8	Thursday Departmental colloquia
Trinity Term (including the Long Vacation), April - October	
Weeks 1-4	Thursday Departmental colloquia
Weeks 6-7	GSS Report
July	Upload Project Management Form 3B (with Gantt Chart) to WebLearn
	
3rd Year	
Michaelmas Term, October - January	
Week 1	Active Job Hunting - Introduction to Oxford University Careers Service
Week 1	Careers and Networking Evening with Alumni
Week 6-7	GSS Report
Weeks 1-8	Thursday Departmental colloquia
Hilary Term, January - April	
Week 0-1	Upload Project Management Form 3C (with Gantt Chart) to WebLearn
Week 3	Deadline for submission of poster for Competition
Week 6	3rd Year Poster Presentation Session (Rolls Royce and Ironmongers' Prizes)
Weeks 6-7	Upload 'Preparing for Confirmation of Status' form to GSS and submit GSS Report
Weeks 1-8	Thursday Departmental colloquia
Week 6 HT to Week 6 TT	Apply for Confirmation of Status (GSO14 + appendices)
Trinity Term (including the Long Vacation), April - October	
Weeks 0 to 8	Confirmation of Status interview (organised by your Lead Supervisor)
Week 2	Upload to WebLearn Project Management Form 4 (3 year projects only), to include thesis outline and Gantt Chart
Weeks 1-4	Thursday Departmental colloquia
Weeks 6-7	Upload Project Management Form 3D (with Gantt Chart) to WebLearn (3½ year projects only) GSS Report
Week 8	Latest date for Confirmation of Status Interview
June/July	Apply for Appointment of examiners (form GSO3) – 3 year projects
September	Submission of thesis – 3 year projects
	

4th Year (3½ Year Projects Only)	
Michaelmas Term, October - January	
Weeks 0-1	Upload to WebLearn Project Management Form 4 (3.5y projects) to include thesis outline and Gantt Chart
Week 1	Active Job Hunting - Introduction to Oxford University Careers Service
Week 1	Careers and Networking Evening with Alumni
Weeks 6-7	GSS Report
Weeks 1-8	Thursday Departmental colloquia
Hilary Term, January - April	
Jan-Feb	Application for Appointment of examiners (form GSO3) - 3½ year projects
March	Submission of Thesis

Materials students following one of the EPSRC CDT DPhil programmes have different timings for some of these required elements – details are given in [Section 4.7](#) of this Handbook.

Materials students following a standard DPhil in Materials programme **and who have full funding for forty-eight months**, for example EPSRC Industrial CASE studentships and EPSRC NPIF studentships, follow the same timings as the 3.5-year DPhil diary except: (i) PMF3d is uploaded in the tenth month of Year 3 (usually July), **not** in TT weeks 6-7; (ii) a PMF3e is uploaded in weeks 0-1 of the eleventh term (usually HT of Year 4); (iii) PMF4 is uploaded in weeks 0-1 of the twelfth term (usually TT of Year 4), **not** in weeks 0-1 of MT; (iv) the target date to apply for appointment of examiners is week 8 of the twelfth term (usually TT of Year 4); and (v) unless there are exceptional circumstances the latest date for thesis submission is the end of the four-year period (usually 30th September).

Note: The JCCG will meet every term at 12.00 pm on Wednesday of Week 1.

4.1. THE 'MATERIALS: PGR PROGRESSION' WEBLEARN SITE

During the course of your DPhil or MSc (Res) programme there are several formal requirements that you have to meet, for example six-monthly project management reviews, Transfer and Confirmation of Status and presenting a research talk. All the paperwork associated with these requirements is uploaded by you to the named folder we create for you on our '[Materials: PGR Progression](#)' WebLearn site. Guidance on how to upload a document is given on the site.

Thus you, your supervisors, your Department Advisors, the DGS, and your assessors for Transfer and Confirmation of Status all have easy access to these documents, all in one place. In a small number of cases the University requires signed paper copies of the documents – in these cases once

you have scanned and uploaded a pdf version to your WebLearn folder you will provide the paper copy to our Graduate Studies Secretary, Marion Beckett. You will first use this WebLearn site to upload your 'New Graduate Student' Questionnaire.

4.2. GRADUATE STUDIES OFFICE (GSO) FORMS

(See also Section 13 for more guidance on the forms relating to thesis submission and the DPhil or MSc(R) examination.)

Throughout your studentship you will need to complete various graduate forms (known as GSO forms), including transfer of status, confirmation of status and an application for the DPhil examination. All the forms and associated notes can be found on the website Graduate Forms Online at <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>.

The forms should be completed by you, by your supervisor(s) and then taken to your College for signature. The form should only then be sent to Marion Beckett for Dr Adrian Taylor to give his final approval. The forms then will be sent by Marion to the Graduate Studies Assistant at MPLSD.

There are TWO exceptions to this procedure:

GSO3 (Application for appointment of examiners)

Usually as above, but if your thesis exceeds the word limit the procedure with this form is modified. In this case in addition to completing the form and obtaining a signature from your supervisor, you must obtain a letter of support from your supervisor to justify the need to exceed the word limit. Then obtain approval from your College and finally bring the form and supervisor's letter to Dr Taylor.

GSO25 (Change of supervisor or appointment of joint supervisor)

Once you have completed this form and your supervisor has signed it, the form should be handed in to Marion Beckett. This form does NOT go to your College.

4.3. THE FIRST YEAR

(The specific timings given are for a student who commenced the programme in Michaelmas Term 2017)

You have arrived at the start of your postgraduate degree as a Probationer Research Student (PRS). The University rules allow you to hold this status normally for up to 4 terms. PRS students who arrive

intending to pursue a Materials doctorate, are expected to transfer to DPhil status near to the end of their first year. Permission to apply to transfer is subject to the approval of your Supervisor, College and Director of Graduate Studies, normally following the completion of two threshold requirements:

- (i) passes in two assessed courses (see [Section 6](#));
- (ii) attendance at a minimum of seven Colloquia during the first two terms (see [Section 9](#));

Two members of staff, other than your supervisor, College Advisor or Departmental Advisor, will be appointed as the Assessors for your Transfer of Status application, which is normally submitted in your tenth month as a PRS.

In the period of weeks two to four of your third term you will meet with your Lead Assessor for an independent, informal discussion of your progress to date. Further information on this meeting, which **you** must arrange, is given in [Section 10](#).

By the end of Trinity full-term of your first year or its equivalent if you started in HT or TT, you are required to have completed a substantial Literature Review ([Section 10.3](#)). This should ensure that you are familiar with the prior work in your area of study before you progress too far with your research. Your Literature Review must be submitted by Friday of week 8 of Trinity Term (15 June 2018). After your Transfer of Status interview you will receive written feedback on this Review from your Lead Assessor.

Having attended the Writing Skills workshop, completed your literature review, **ensured that you understand what is the new science it is anticipated your project will reveal**, engaged appropriately with your project management and held regular discussions with your supervisor, you should be beginning to have some sense of what are the requirements for a thesis (see also [Section 13](#)) and what might be the content of your thesis.

Once you have met the two threshold criteria and submitted your literature review:

In your tenth month, and normally no later than the end of that month (usually 31 July), you should complete and submit to Marion Beckett an 'Application Form for Transfer of a Graduate Student from One Status to Another' (form GSO2). In considering your application your Supervisor, College and Director of Graduate Studies will take into account your progress over the whole of your first year to date.

[Section 10](#) of this Handbook provides more detail on the transfer of status process and examination.

The purpose of the transfer of status process is to ensure that you have a convincing research proposal, that you are making satisfactory progress in its development, and to satisfy the assessors that the work is potentially of DPhil or MSc by Research quality.

Submission of the GSO2 form will, if approved, initiate arrangements for your **transfer of status examination**, which will be conducted by two assessors (neither of whom may be your Supervisor, your Department Advisor or your College Advisor). This examination will include a 15 to 30 minute interview with the assessors, to be held within the period of weeks -3 to +1 of your 4th term. Your Lead Supervisor is responsible for arranging the date for this interview and **you** should be proactive in prompting him or her to do this in a timely manner.

Further information about transfer of status and other 'progression' matters can be found in subsequent sections of the present Handbook and on the MPLS Graduate School webpages at <http://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression>.

4.4. THE SECOND YEAR

Your project should now be proceeding apace, you should be making good progress with your research and you should feel increasing ownership of this research.

During week 7 of Hilary term of your second year you will present to all members of the Department a short talk on your research (see [Section 11](#)). By Tuesday of week 6 you should upload to WebLearn an abstract of your talk. A senior member of the Department will Chair the talk and will judge whether or not your progress as demonstrated by the talk is satisfactory. Thus you and your supervisor are provided with an informal, independent opinion on your progress.

Your supervisor(s) will attend this. If the second year talk is unsatisfactory you may be required to give another talk during week 7 of Hilary Term of your third year.

During your second year you will continue to devote a small proportion of your time to the development of transferable career skills.

Among other courses, you might wish to engage with the "MPLS GRAD Challenge" (see [Section 6.3](#)). This is designed to help graduates further develop their awareness of key transferable skills and enhance their career development.

Some of you may wish to engage further with the suite of 'Enterprise & Entrepreneurship' courses offered by the MPLS Division.

4.5. THE THIRD YEAR

Your DPhil project should now be coming together nicely and if you continue to make good progress with your research you will be on track to have your status as a DPhil student confirmed in the 3rd full term of Year 3. To remain on target for completing within the allotted time you should most probably be starting to write-up your thesis by Easter (3 year projects), or October (3½ year projects), allowing yourself six months to the finished final copy (see [Section 13](#)). The Project Management Form that you submit approximately 6 months before your funded period ends must include an outline plan for your thesis.

During your third year, **and no later than Week 6 of your third term in this year** (for a Michaelmas term starter with no periods of suspension this will be Trinity Term), you will need to complete form GSO14 to apply to be considered for **Confirmation of Status** as a Student for the Degree of Doctor of Philosophy. This will initiate the arrangements for the formal assessment of your application to confirm DPhil status. **It is suggested that you and your supervisor aim to apply for Confirmation at the end of the second term of your third year, that is 2½ years after you commenced your DPhil research.**

[Section 12](#) of this Handbook provides more detail on the confirmation of status process and assessment.

The purpose of confirmation of status is to enable research students to receive an assessment of their work by two assessors other than their supervisor(s). It is intended to provide an important indication of progress towards submission of a thesis.

Normally the two independent assessors who conducted your Transfer of Status Examination will also assess your Confirmation of Status application. This assessment will include a 15 to 30 minute interview with the Assessors, normally to be held during the third full term of your third year (and no later than 30th September of your third year, or the final day of your third year if you did not commence your research degree during a Michaelmas term). Your Lead Supervisor is responsible for arranging the date for this interview and **you** should be proactive in prompting him or her to do this in a timely manner.

Further information about confirmation of status and other 'progression' matters can be on the MPLS Graduate School webpages at <http://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression>

A month or so BEFORE you are ready to submit your thesis, you should apply for the 'Appointment of Examiners' (form GSO3). This form requires certification by you that the thesis is your own work except where otherwise indicated, by your supervisor that you have satisfied residency requirements, and by your college. This form can be downloaded from the website <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>. Once two copies of your thesis and abstract have been submitted to the Examination Schools, your Internal Examiner will arrange the date for your oral examination (*viva voce*) (see [Section 13](#)).

Poster Competition

In the third year you are required to present a poster in the Department's DPhil Poster Symposium and Competition that is held in Hilary Term. One poster per student should be submitted, on a topic associated with your research, either in the category of 'public understanding of science' or in the category of a 'standard scientific conference'. For each category there will be a prize of £200 for the best poster, sponsored by the Ironmongers' Company and by Rolls Royce respectively. The poster competition also provides an opportunity to socialise with your peers whilst finding out more about their latest research. If you wish you may submit a poster which you have displayed at a conference as long as it is appropriate (please check with your supervisor if you have any doubts). Your poster can be portrait or landscape, though portrait is preferable as it will fit the poster boards better.

You will be asked to participate in peer review of two posters authored by your fellow students and in return will receive comments on your poster from two other students. The thought that you give to presenting some or all of your work as a clear scientific story in your poster should aid you when you come to write your thesis.

By noon on Monday of 3rd week HT you must submit to Marion Beckett four copies of your poster on A3 size paper. At the same time a pdf copy of this A3 version should be uploaded to the Weblearn Progression website. These copies will be sent to the judges to shortlist 10 finalists for the prizes in advance of the poster session itself. The winners will be decided on the day, after the judges have looked at the full-size A0 posters. (If you miss the 3rd week deadline you will not be eligible for the competition, but **will** be required to show a poster in 6th week.)

Remember that the content of your poster will be seen by the external judge, who is a senior scientist at Rolls Royce, and that after the competition some of the posters will be displayed in the Materials Section at Rolls Royce Derby. **Hence consult carefully with your supervisor regarding the intellectual property revealed in your poster.**

4.6 CAVEAT

A hard and fast timetable for the successful completion of a DPhil project is, of course, not possible, given the unpredictability of creative research. The DPhil Diary suggests that you should have applied for confirmation of DPhil status during your third year and that you should have started writing six months before your 3 or 3½ year funded period has expired. These times should be taken as a guide illustrating what is generally required in order to submit within time. Part of the purpose of the Project Management Scheme is to enable students themselves to monitor their own progress and to flag to their supervisor and the Department a warning signal as soon as possible if they feel that their DPhil schedule is slipping (see Section 5). **If you are not devoting most of your effort to thesis writing at the 36 month milestone, you should arrange to meet with the Director of Graduate Studies to discuss your progress.**

4.7 OXFORD MATERIALS DPHIL STUDENTS FOLLOWING AN EPSRC CDT (4 year) PROGRAMME

Provided they have led to an evidenced pass result, lectures undertaken during the first year of a 4-year CDT programme, including those during the MSc phase of the Diamond or TMCS CDT programmes and academic lecture courses taught as part of the Year one Fusion CDT programme, are acceptable in lieu of the two assessed lecture courses required for the Materials Transfer of Status process. CDT students **are** expected to attend at least seven colloquia during the first two terms they are based mainly in the Department of Materials at Oxford.

Students on the CDT programmes have slightly different timetables for their progression and project management requirements. For the 'Fusion CDT', 'TMCS CDT' and 'Diamond CDT' these are as follows:-

FUSION CDT

Wk 0-1 TT18	PMF1 to Weblearn
Wk 0-1 MT18	PMF2 to Weblearn
Wk 2-4 HT 2019	Informal meeting with Lead Assessor for Transfer of Status
Fri Wk 6 HT 2019	Deadline for submission of Literature Review
Wk 6-7 HT 2019	'Preparing for Transfer of Status' form to GSS
Fri Wk 8 HT 2019	Deadline to apply for Transfer of Status
Wk 0-1 TT 2019	PMF3a to WebLearn
Wks 1-5 TT 2019	Interview for transfer of status examination, and decision

Wk 0-1 MT 2019	PMF3b to WebLearn
Wk 6-7 HT 2020	'Preparing for Confirmation of Status' form to GSS
Wk 7 HT 2020	Research talk to Department
Wk 0-1 TT 2020	PMF3c to WebLearn
31 August 2020	Deadline to apply for Confirmation of Status
Wk 0-1 MT2020	PMF3d to WebLearn
Wks 0-8 MT 2020	Interview for confirmation of status assessment, and decision
Wk 6 HT 2021	Present poster to Department
Wk 0-1 TT2021	PMF4 to WebLearn
Wk 8 TT 2021	Apply for Appointment of Examiners
Long Vacation 2021	Submit thesis and attend DPhil Viva

DIAMOND CDT

Year 1	MSc programme
Year 2-4	3-year DPhil programme; primarily as for the 3-year DPhil in Materials programme, but with a small number of additional CDT-specific requirements

TMCS CDT

Year 1	MSc programme
Year 2-4	3-year DPhil programme; primarily as for the 3-year DPhil in Materials programme, but with a small number of additional CDT-specific requirements.

For your Transfer of Status and Confirmation of Status you follow the TMCS processes, NOT the Materials processes. Thus, for example, you do not submit a Literature Review to Materials because you have already produced a similar document during your MSc stage. You will however still have an informal meeting with the Materials Assessor, appointed by TMCS for your transfer of status, early in the third term of your DPhil stage.

For the other CDTs please consult your supervisor and the CDT Director, the pattern is likely to follow one of the three given above.

If you are unsure which programme you are following, then please contact the Graduate Studies Secretary (graduate.studies@materials.ox.ac.uk) for clarification.

5. PROJECT MANAGEMENT

A Project Management scheme is included in the graduate course structure. The forms can be found at <http://www.materials.ox.ac.uk/teaching/pg/pgprojectmanagement.html>. This allows and encourages you as the student to take responsibility for the successful outcome of your research by assessing expectations and progress throughout the duration of your programme (see the 'project management form' entries in the DPhil Diary and the Two-Year MSc by Research Diary). It will enable you to flag up any concerns you might have that your research is not keeping to schedule, so that your supervisor and, if necessary, the Graduate Studies Panel can consider whether to take remedial action. **If you are expressing such concerns on a particular Project Management Form, you must also send a short e-mail to the Director of Graduate Studies to warn him of this.** He will then consider your Project Management Form as a priority matter. In all other cases unless we become concerned over your progress your PMFs are reviewed only by you and your supervisor(s). You upload most of your project management forms to Weblearn in weeks 0-1 of HT and at the start of the 'Long Vacation' (in July).

It is compulsory that you attend the Project Management workshop on Friday of Week 4 MT (3 November 2017), during which initial training is provided and the workings of the scheme will be explained. In advance of this workshop you are requested to prepare a first draft of your Project Management Form 1 (excluding the Gantt Chart), for which purpose you will need to discuss your project, its overall scientific objectives, your objectives for the next six months, your training needs, and your resources needs with your supervisor. There are some helpful prompts in the MPLS Division's '[Project Initiation Plan](#)' and '[Training Needs analysis documents](#)'.

Experience of basic project management, a useful generic skill, is valued by graduate recruiters, and for those of you who remain in academia Gantt charts are often a requirement when academics apply for research funding.

6. GRADUATE COURSES (ACADEMIC LECTURE COURSES, RESEARCH-SPECIFIC SKILLS TRAINING, AND TRANSFERABLE 'CAREERS SKILLS' TRAINING)

6.1. ASSESSED LECTURE COURSES

The examiners of your DPhil or MSc thesis will be asked to state whether they are satisfied that 'the candidate possesses a good general knowledge of the particular field of learning within which the subject of the thesis falls'. The role of lectures is therefore not only to deepen your knowledge in your own specialist area of research but also to broaden your general knowledge within materials science

and engineering. Accordingly, the first requirement for transfer from PRS to DPhil/MSc status is that you have passed two assessed courses, at least one of which must fall in an area **not** directly related to your own research topic. The extensive programmes of colloquia offered by the Department and its research groups fulfil a similar broadening role.

To pass an assessed course you must (i) normally have attended a significant proportion of the complete course of lectures (some lecturers will define this more specifically in the synopsis for the course) and (ii) obtain a grade of at least 50% on the written work set by the lecturer (this is equivalent to a 'Pass' at MSc level and is regarded as satisfactory for the purpose of transfer of status).

The on-line handbook on 'Postgraduate Lecture Synopses and Research Colloquia' lists the assessed courses on offer under the title 'Postgraduate Teaching'. These include the third year undergraduate options, which you may attend and offer for assessment by participating in the appropriate tutorials or classes – provided of course that you have not already taken the course as an undergraduate! Other courses are assessed by a series of mathematical problems or written questions that you must complete and submit to the lecturer for marking. You should agree your choice of assessed courses with your supervisors, to make sure they are acceptable for your transfer requirement.

Due to the diverse range of students' academic backgrounds and the increasingly interdisciplinary nature of modern research, your supervisor might advise you to attend courses other than those listed; either others given within the Department (eg the first year Crystallography course) or from outside. The MPLSD Researcher Training Tool (RTT) site <https://weblearn.ox.ac.uk/portal/hierarchy/grad> provides a searchable listing of all postgraduate courses that are being given within the Mathematical, Physical and Life Sciences Division. This Researcher Training Information site is a WebLearn resource created for all research students, postdoctoral researchers and their supervisors at Oxford. It provides quick links to a wide range of research, academic and transferable careers skills training offered throughout the University.

If you wish to offer a course from another department as one of your **two assessed courses**, then you should first discuss with your supervisor whether this is appropriate and then request approval from the Director of Graduate Studies (DGS). Once approval is given, you can book a place on the course via the RTT Researcher Training Tool Weblearn interface. Provided your performance on the course can be properly assessed the DGS will be sympathetic to your request because the Department's policy is to make graduate provision responsive to the needs of the individual student. Please do **not** use the RTT booking system for Materials courses.

If you attend a Materials undergraduate lecture course as one of your assessed courses, please let the lecturer know so that he/she is aware of the need to provide an assessment for you. On any work submitted please put your name followed by 'graduate' in brackets so the assessor knows you are a postgraduate and not an undergraduate.

Usually in Hilary term the lecturer will inform the DGS (via Marion Beckett) if your performance in the assessed work was satisfactory. The lecturer will also provide you with feedback on your performance. Normally this will be provided within four working weeks of your submission of the work for assessment, may be verbal or written, and will comprise more than just a grade or a short sentence. If you do not receive this feedback, please remind the lecturer and if the remainder has no effect then please inform Marion Beckett.

Note that the on-line handbook on 'Postgraduate Lecture Synopses and Research Colloquia' gives only the list of lectures and the term in which they are given. The lecture times and venues will be available at the start of each term and can be found on the Department web site under <http://www.materials.ox.ac.uk/teaching/lecturelists.html>. Information on courses and workshops offered by the MPLS Division is available at <http://www.mpls.ox.ac.uk/training/graduate-training-framework>. Timetables for lecture courses and workshops offered by other departments can be found via a searchable listing of some 400 courses, together with a sign-up tool by clicking on the RTT link on either of the above websites.

6.2 SKILLS-TRAINING COURSES (Research-Specific Skills and Transferable Career Skills)

(For Teaching Skills see Sections 8 and 17 of this Handbook)

Graduates need to be skilled not only in the experimental and/or theoretical techniques relevant to their own research, but also in skills for communicating their results to a wider audience and for managing their own research programme and future career development. The handbook of 'Postgraduate Lecture Synopses and Research Colloquia' lists the different skills training courses on offer under the title 'Postgraduate Training'. **You should keep a log-book or portfolio to record the various training that you undertake**, of all kinds, formal and informal, since you may be asked to summarise this by your research sponsor or by a prospective employer and you will be required to summarise it on your applications for transfer of status and confirmation of status. There is an expectation by some sponsors and by the University that you will engage in approximately 100 hours per annum of transferable career skills training during years one to three of your research degree. Included in the 100 hours is skills training and feedback provided by your supervisor, for example on presentation skills, report writing or writing a scientific paper.

Transferable career skills are those in addition to your academic and research skills that employers both inside and outside academia value. The UK Government and funding agencies believe that these skills are essential for maintaining employability in a global economy which is increasingly requiring people to respond to and anticipate change.

If you wish to attend a 'course' external to the Department of Materials for which there is a modest charge and which is important for your research, including a 'summer school', then your supervisor is permitted to cover the costs from the 'baseline research costs' allowance she/he receives for each research student whose project is not funded directly by a sponsor.

MPLS Graduate Training Framework

You might find it helpful to use the framework set out in the table below as a tool for planning and recording your training needs as you progress through your DPhil programme. It has been pre-populated with the small number of courses that are compulsory for Materials research students.

Phase Category	Foundations Phase (0-12 months)	Intensive Research Phase (12-30 months)	Completion Phase (24+ months)
Transferable Career Skills	Project Management Career Planning Teaching (JD)	Research Talk	
Research Skills	Safety Induction Talk Colloquia		Poster Presentation
Academic Skills	Two assessed lecture courses		

Notes:

1. The phases are for guidance rather than rigid timescales.
2. The skills categories are defined as follows: **Academic skills** are lecture courses/ subjects that form an extension to, and fill gaps in, undergraduate knowledge; **research skills** are those needed to actually carry out research, for example safety, equipment use, programming; **transferable career skills** are those which are core to every student's development and are genuinely transferable, although they may have a subject nuance.
3. Therefore Academic skills and Research skills sit in departments. Transferable career skills sit in both department and Division (and other providers as appropriate)

To browse the full range of courses provided by departments in MPLS, see the Researcher Training Tool (RTT): <https://weblearn.ox.ac.uk/portal/hierarchy/grad/>. In the Researcher Training Tool you will see that courses are also categorised using a wider range of categories. These are Oxford wide categories that are designed to align with the Researcher Development Framework (<https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework>); they drill down from those detailed in the table above.

University College London on their website <http://www.ucl.ac.uk/ppd/> present a table of key transferable career skills with links to further information on each topic:

Academic Learning Actively Using Sources	Analysing Data Solving Problems	Thinking Critically Managing Projects
Self-Management Reflecting on Learning Assessing Oneself	Managing Time Being Independent	Being Creative/Innovative Managing Resources
Communicating Writing Presenting	Listening Communicating Globally	Using Information Technology Planning and Making Decisions
Working with Others Working in Teams Understanding Others	Negotiating Assessing Self and Peers	Leading Managing Change

The Vitae organisation has compiled a **Researcher Development Framework** (RDF) which you are strongly encouraged to browse:

The Vitae 'Researcher Development Statement' (<https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-statement-rds-vitae.pdf>).

The RDF provides a framework for planning and supporting the personal, professional and career development of graduate students and research staff. It encourages individual researchers to identify strengths and prioritise their professional development. It helps them consider the skills and experiences that will enhance their career prospects and to articulate their knowledge, behaviours and attributes to employers.

The RDF and RDS are made up of four top level domains which encompass the knowledge, behaviour and attributes that are needed to be a successful researcher. These are:

- A: Knowledge and intellectual abilities
- B: Personal effectiveness
- C: Research governance and organisation
- D: Engagement, influence and impact

Further information on the Researcher Development Statement (RDS) and RDF can be found at

<https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/> and <https://www.vitae.ac.uk/researchers-professional-development/why-focus-on-professional-development>.

The RDS is put in context by the **EPSRC's Statement of Expectations** for its students at <http://www.epsrc.ac.uk/skills/students/help/expectation>.

Some of the skills training courses available to you as a Materials graduate student are:

- (i) Project management skills (Dr A O Taylor and others, MT Week 4);
- (ii) Presentation skills (Staff of IT Services & Dr A O Taylor, HT Week 2);
- (iii) Writing skills, lab notebooks, IPR and patents (Prof H E Assender & others, HT Week 3);
- (iv) Information skills (Staff of Bodleian, MT Week 2);
- (v) Career-planning (Alumni of Dept, OU Careers Service & Dr A O Taylor, MT Weeks 1 and 5);
- (vi) Workshop skills (workshop technicians, throughout year);
- (vii) Microscopy skills (see Materials Postgraduate Lecture & Training Course Synopses – an optical microscopy course and a very wide range of electron microscopy courses);
- (viii) GRAD Challenge, second (or third) year [only if the MPLS Division decide to run this scheme in the relevant year(s)]
<https://weblearn.ox.ac.uk/course-signup/rest/course/4D00D40002>);
- (ix) Institute of Materials – Benefits of student membership (Sarah Boad, MT Week 4);
- (x) Poster presentation skills (Dr A O Taylor, MT Week 8));
- (xi) Teaching skills (Lecturing, laboratory demonstrating, tutorials, classes, maths classes, [see lecture lists]);
- (xii) Managing your References - Bibliographic software (Dr L Ristic, Bodleian, HT);
- (xiii) Academic Writing Skills (for non-native English speakers);
- (xiv) Foreign Language Skills (register on-line with the OU Language Centre
<http://www.lang.ox.ac.uk/courses/courses.html> by Wednesday of MT Week 1);
- (xv) Foundations for a successful DPhil course (see MPLS courses);
- (xvi) An introduction to Public Engagement and Science Communication (see MPLS courses)
- (xvii) ISIS Innovation Ltd – Knowledge and Technology Transfer (TT Week 2, tbc);
- (xviii) Labview Workshop (tbc);
- (xix) Patent Literature (Dr L Ristic, Bodleian, Week 7, MT)
- (xx) Owning a successful DPhil (run by JCCG, MT date tbc)
- (xxi) Research Integrity (on-line course at <https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses>)
- (xxii) A suite of 'Enterprise' training courses (see MPLS courses).

The Project Management Workshop in Week 4 of Michaelmas Term is compulsory.

The Career Planning Workshop in Week 5 of Michaelmas Term is compulsory.

The Training Workshop for Junior Demonstrators (MT, tbc) is compulsory.

It is also strongly recommended that you attend some of the workshop sessions in Hilary Term on 'Presentation skills' and on 'Writing skills', since you will need the former to give a good presentation at your first-year interview and second-year talk, and you will need good writing skills for your Literature Review, first-year report and your thesis. These courses assume you know the basics of word processing and use of Powerpoint, but introductory courses to these (and a wide range of other IT courses) are available from the University IT Services (<http://www.it.ox.ac.uk/do/training-and-facilities>).

Students whose first language is not English, should consider attending the courses on 'Academic Writing' and 'Advanced Communication Skills' that are offered by the Oxford University Language Centre at 12 Woodstock Road (<http://www.lang.ox.ac.uk>). For some, this attendance will have been set as a compulsory course requirement.

You should also attend the lecture in Week 2 of Michaelmas Term on 'Information Skills' as the latter is critical for accessing the research already done in your chosen field. Information on accessing and searching the materials literature can be found at <http://libguides.bodleian.ox.ac.uk/friendly.php?s=oxford>.

In Michaelmas Term of your first year two alumni/ae of the Department, together with a representative from the Oxford University Careers Service, will run a compulsory and very useful workshop on Career Planning - Looking to the Future. Further information about the Careers Service can be found on their website (<http://www.careers.ox.ac.uk/>).

Towards the end of your degree there is an opportunity to discuss career opportunities for Materials Scientists on a one-to-one basis with several alumni and alumnae of the Department. This complements the many activities available through the OU Careers Service.

Since Materials Science is strongly linked with technology, and therefore wealth creation, you might like to develop your business skills by attending some or all of a set of lectures in a series called 'Building a Business' organised by The Oxford Centre for Entrepreneurship and Innovation', part of the Saïd Business School. The lectures take place at 6.00 pm – 7.00 pm on Tuesdays at the Saïd Business School.

17 October – This will be a general introduction to starting a business, Kevin Monserrat

24 October – Business Model Canvas, Megan Morys-Carter

31 October – Team Building and Company Culture, William Scott-Jackson

7 November – Marketing, Neri Karra

14 November – Financial Management, Thomas Hellmann

21 November – Investment options and how to access them, Eileen Modral

Further details of the course and registration information can be found at the following web address:

<http://www.sbs.ox.ac.uk/faculty-research/entrepreneurship/our-programmes/building-business>.

The MPLS Division also offers a range of courses on enterprise and entrepreneurship, as outlined to you at Materials Induction by Dr Anne Miller, <http://www.mpls.ox.ac.uk/enterprise/mpls-programme-and-courses>.

The MPLS Division runs a very useful workshop on ‘Foundations for a Successful DPhil’ (usually in Hilary Term) which complements the Department’s Project Management Scheme, details can be found at <http://www.mpls.ox.ac.uk/training/course-programme-for-graduate-students/foundations-for-a-successful-dphil>.

As mentioned already in Section 3 of this Handbook, in Michaelmas Term the JCCG run a workshop on “Owning a Successful DPhil”.

If you wish to attend a transferable, academic or research skills training course that is not offered by the Department of Materials or MPLS Division and for which a fee is charged, you may apply to the Director of Graduate Studies for funding using a copy of the form in the appendix VI of this handbook.

If you wish to use the supervised mechanical workshop, then it is mandatory that you first attend a Workshop skills course given by one of the technicians.

Similarly, if you wish to use the electron microscopes, then you should first complete an access and training request form (see Section 7 of this Handbook).

You should also attend the lecture in Week 4 of Michaelmas Term by Sarah Boad on the benefits of student membership of the Institute of Materials. The receipt of their monthly magazine ‘Materials World’ and attendance at their meetings should both increase your general knowledge and improve your networking skills! The first year’s membership is paid for you by the Department if you attend this lecture.

Finally, you may wish to develop skills in ‘Public Engagement’. The ability to communicate the essence of your work to a non-scientist, to excite them, without hyperbole, about its potential

applications and benefits, and to help them understand any associated societal risks is a valuable transferable skill. To find out more see the 'Public Engagement' pages of the MPLSD website (<http://www.mpls.ox.ac.uk/support-services>).

Further transferable skills training information and courses can be found via the MPLSD Researcher Training information site at <http://www.mpls.ox.ac.uk/training/graduate-training-framework>.

For example in addition to the transferable skills training courses offered by the Materials Department, the MPLS Division's Graduate School and other academic departments, Oxford University IT Services and the Bodleian Library provide a wide range of courses (for these and other courses see <http://www.skillstoolkit.ox.ac.uk>), and courses in foreign languages are offered by the Oxford University Language Centre (<http://www.lang.ox.ac.uk>).

6.3 VITAE and GRADChallenge

Vitae was set up under the sponsorship of the UK's Engineering and Physical Sciences Research Council (EPSRC). The Vitae website contains an excellent section, originally designed by postgraduates, 'Postgraduate Researchers', and you are strongly advised to browse through this at your earliest convenience (<https://www.vitae.ac.uk/doing-research/doing-a-doctorate>). It contains several interlinked sections some of which we have referred to earlier in this Handbook, including:

- Managing yourself
- Planning your research project
- Developing as a researcher
- Career management
- Completing your doctorate – tips on writing your thesis, submission and viva
- Supervision and key relationships.

In their February 2001 review of the original site, Science magazine wrote: 'The great strength of this site is that it has been put together for a very specific target group (doctoral students) and has clearly been written by people who know what they are talking about.'

In some years the MPLS Division arranges an Oxford Graduate School known as GRADChallenge which normally takes place towards the end of the Long Vacation or early in Michaelmas Term. You may attend this at no charge even if you are not sponsored by the EPSRC. If a GRADChallenge is run we recommend that you attend a Graduate School during the summer of your **second or third year** (2018/19 or 2019/20). The purpose of these schools is to help graduates develop their

awareness of key transferable skills and enhance their career development. In the Materials Department we encourage all students to consider attending the GRADChallenge, but you should seek permission from your supervisor and note that it is a voluntary transferable skills activity. Further information about the most recent GRADChallenge graduate school can be found at <http://www.mpls.ox.ac.uk/training/course-programme-for-graduate-students/grad-challenge>. At the time of going to print we understand that a GRADChallenge will not run in 2017 and that no decision has been taken in respect of 2018.

7. TRAINING IN ELECTRON MICROSCOPY

The Electron Microscopy (EM) Facility offers an extensive range of research instrumentation, and training courses that run throughout the year. The EM Facility allocates researchers to training courses that are suitable and timely for their research projects. A provisional plan for EM access and training is drawn up between EM research support and project supervisors prior to the arrival of new graduate students in order to get teaching and training off to an efficient start. Researchers normally master one technique or instrument before embarking on the next, and training is tailored to match instrument capability with the scientific objectives of user projects. There are three research support scientists, each specialising in one of the three main technique areas of scanning electron microscopy (SEM), transmission electron microscopy (TEM) and focused ion beam (FIB).

EM training courses are designed to teach new users how to obtain the required data for their research project and also use the instrumentation safely. Following successful completion of a training programme, "approved users" may book equipment themselves, operating within the booking rules detailed on the website and on-line booking form. These are designed to give a fair share of instrument time to all. Requests for additional instrument access outside the booking rules should be directed to the relevant support scientist. EM support scientists are here to make sure you get the most out of EM for your research project so do not be afraid to ask questions about EM or data analysis.

The Postgraduate Synopses booklet contains the EM training course synopses and details of associated post-graduate level lecture courses. More information can be found at <http://www-em.materials.ox.ac.uk/>. Applications for training and access normally will be made by your supervisor using the form provided in consultation with the relevant research support scientist. For further information please contact EM Facility staff at emaccess@materials.ox.ac.uk, or Dr Neil Young directly at neil.young@materials.ox.ac.uk.

8. SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) AMBASSADORS

What is the STEM Ambassador scheme?

This important scheme aims to put “real” scientists and engineers in school classrooms with the intention of motivating schoolchildren towards further study and careers in science and engineering. This is a serious concern for the Government, since falling numbers of scientists and engineers involves not only the closure of university departments and lost research, but also the eventual loss of jobs as industries move abroad to countries where sufficient able graduates can be recruited. Of equal concern is the lost talent that results from various groups in society that remain under-represented in STEM subjects.

What does a STEM Ambassador do?

STEM Ambassadors co-operate with teachers in a variety of ways depending on the needs of the school and the skills of the Ambassador. Examples include careers advice and helping with projects or school clubs.

What do I gain?

Apart from it being good for the Department as a whole if some of our research students are involved with such schemes, it is a good thing to have on a CV for jobs in industry or education: for anyone even remotely thinking of a career in teaching it can be very helpful indeed as it provides useful contacts in teaching and a good insight into what is involved. Anyone who is already involved with schools through their children, as governors etc., may also find it useful. Finally, developing communication skills with the general public, as well as communicating with other scientists and engineers, is a valuable personal skill in itself.

Where can I find out more?

Information on <https://www.stem.org.uk/stem-ambassadors/ambassadors> will be helpful and you can apply online directly from this website. Further information is available from Jayne Shaw, the Access & Outreach Manager in the Department. (Email: jayne.shaw@materials.ox.ac.uk, Tel: 73710).

9. DEPARTMENTAL COLLOQUIA

We have seen that the first requirement for transfer from PRS to DPhil/MSc status is that you have passed two assessed courses. The second requirement is that you have attended at least seven colloquia during your first two terms, to include at least three of the Department’s Thursday afternoon Colloquia during this period. A list will be circulated at each Departmental colloquium for you to sign, thus providing a record that you were present. **The Department regards attendance at the**

Thursday afternoon colloquia as very important in broadening your general knowledge about materials science and engineering. The invited lecturers are asked to spend the first part of their talk in bringing up to speed graduate students with little or no expertise in the colloquium topic. Coffee and biscuits are served immediately before the colloquium in the foyer outside the Hume-Rothery lecture theatre. This is to encourage students and others to meet the speaker, if they so wish, and to discuss the topic of the talk amongst themselves and with the other academic staff attending.

At least three of your minimum of seven colloquia must be from the Department's Thursday afternoon series.

Subject to the above constraint:

- (i) some students involved in interdisciplinary projects may feel they want to attend colloquia in other departments in order to broaden or deepen their knowledge of other subjects. This is acceptable.
- (ii) some students may wish to broaden their knowledge by attending other colloquia, seminars, etc organised within the Materials Department (eg Begbroke, MML, Characterisation or QIP seminars and ad hoc colloquia). This is acceptable provided that the colloquium is NOT from the series run by your own main research grouping (normally, subject to guidance from your supervisor, you are expected to attend these anyway). For example MML students may not count the MML seminars, but may count QIP or Characterisation Seminars, etc.

In cases (i) and/or (ii) above, the Department will accept towards the 1st year course requirement attendance at up to 4 colloquia that are not part of the Thursday afternoon series. Students will need to obtain the agreement of their supervisor in advance that such substitution is appropriate. As there will be no signing-in sheet in these cases students should set out the title of the lecture, date and who is giving the talk in an e-mail to their supervisor asking the supervisor to forward this message to the Graduate Studies Secretary to confirm the student's attendance. If there is to be more than one colloquium attendance offered towards the requirement and not drawn from the Thursday afternoon series, it is recommended that students ask their supervisor to provide the confirmation of attendances in one go at the end of term.

Information on colloquia within the Materials Department and elsewhere can be found at <http://www.materials.ox.ac.uk/news/colloquia.html>. For colloquia in other departments see for example Engineering (<http://www.eng.ox.ac.uk/about/events>), Physics (<http://www2.physics.ox.ac.uk/research/seminars/colloquia>), Chemistry

(<http://colloquia.chem.ox.ac.uk/>), Maths (Solid Mechanics) (<https://www.maths.ox.ac.uk/events>), Medical Sciences Division (MSD) (<https://www.medsci.ox.ac.uk/>).

10. TRANSFER OF STATUS

Helpful general guidance on 'Transfer of Status' may be found on the MPLS Grad School website, (<https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression>)

As outlined in [Section 4.3](#) of the present Handbook, you commence your research degree with the status of Probationer Research Student and towards the end of your first year your progress is assessed in the Transfer of Status examination that is conducted by two members of staff, excluding your supervisor(s), Department Advisor or College Advisor, who we appoint as your Assessors.

The purpose of the transfer of status process is to ensure that you have a convincing research proposal, that you are making satisfactory progress in its development, and to satisfy the independent assessors that the work is potentially of DPhil or MSc by Research quality.

If you are successful in the examination your assessors will recommend that you transfer to either DPhil Status or MSc(Research) Status, as appropriate.

In the normally rare event that the assessors of a Materials student are minded to recommend 'Failure to Transfer Status' the student will be asked to attend a second interview, conducted by the Department's Graduate Panel together with the two assessors, and with his/her supervisor(s) in attendance. Following this second interview, which will be held as soon as practicable after the first, the Assessors and the Graduate Panel will make the final decision on the student's application to transfer status. The purpose of the second interview is to allow consistency in 'failure' decisions.

If the 'Failure to Transfer Status' recommendation is confirmed, then the student has a right to one, and only one, further attempt to transfer status, usually one term after the original attempt.

In the present section we provide more detail on the key stages of transfer of status.

10.1 INFORMAL MEETING WITH LEAD ASSESSOR

During the period of weeks two to four of their third term an informal meeting is held between the student and their Lead Assessor, at which, following a discussion between assessor and student, verbal comments will be offered on the student's progress and on their project. Should the Lead

Assessor have significant concerns he or she will, in addition, communicate these to the Supervisor and DGS by email. The procedure is as follows:

1. Student arranges directly with their Lead Assessor a mutually convenient time for the informal meeting, of duration 15 to 30 minutes. The Lead Assessor is to stipulate the venue (and, if not using the Assessor's office, will ask the student to book a meeting room).

2. One week in advance of the meeting, the student will provide to the Lead Assessor, by email, the two documents described under (i) & (ii) below.

In addition, the two documents will be uploaded in pdf format by the student to their 'Transfer' subfolder on our 'Materials: PGR Progression' WebLearn site. Please read the notes you will find on the 'Overview' page of this site. **For these pdf uploads the documents must be given filenames**

EXACTLY according to the following protocols:

SURNAME Forename PRS Informal Progress Meeting New Science

SURNAME Forename PRS Informal Progress Meeting Gantt Chart

(i) As a single, one-page, Word document

The full name of the student

The name(s) of their supervisor(s)

The name of the programme for which they are registered [normally this will be one of - DPhil in Materials, MSc(R) in Materials, 'Fusion CDT', 'Diamond CDT' or 'TMCS CDT']

The agreed title of their research project

A 100-word summary of the new science to which it is anticipated the project will lead.

(ii) A copy of a recent update of their Gantt Chart

3. At the start of the meeting the Assessor will ask the student to summarise in five minutes their progress and principal achievements to date. To aid this summary the student may wish to bring to the meeting paper copies of up to five A4 'slides'.

10.2 PREPARING FOR TRANSFER OF STATUS FORM

In weeks 6-7 of the third term of your first year (Trinity Term in most cases), as in every term, you are required to submit a GSS report. To accompany this particular report you are expected by the MPLS Division to upload a completed copy of the 'Preparing for Transfer of Status' form. The purpose of this is to start you thinking about the requirements for a successful Transfer of Status well ahead of

the actual examination. The form is available from a link on the ['Progression & Key Milestones'](#) page of the MPLS Graduate School webpages.

10.3 LITERATURE REVIEW

By the end of your third full term, usually Trinity Term of your first year, you must successfully complete a Literature Review, the aim of which is to ensure that early in your project you are fully conversant with the prior research in your area of study. The Literature Review and subsequent Progress Report also provide vehicles for you to practise your scientific writing skills and for your supervisor to advise on any further training that might be necessary. Your supervisor will provide you with guidance on the content. You should ask him/her to identify one or two published review chapters (eg in a thesis) that provide good examples.

The Literature Review must be submitted as a pdf file and be formatted for double spacing with 3.5 cm left margin and 3 cm for top, bottom and right hand margins, using either Times New Roman 12 font or Arial 11 font (note: margins specified to allow for binding should you wish to print a paper copy.) This pdf review should be submitted via your 'Transfer' subfolder on our 'Materials: PGR Progression' WebLearn site by noon on Friday of week 8 of your third full term (15 June 2018). Please read the notes you will find on the 'Overview' page of this site.

****Please make sure that you submit your review on time****

The filename for the report should be:

SURNAME Forename PRS Literature Review

(formatted exactly as this example please)

The Review should comprise a 5,000 to 6,000 word survey of your research field (the word count excludes the title page, table of contents, acknowledgements, references and figure captions). Your survey should not omit any references to work that would crucially affect the nature or direction of research, but it should not be simply a catalogue. It should show critical judgement and discussion, and above all it should tell a scientific 'story', setting the scene for your own work. You should regard this as the preparation of an early draft for a chapter of your eventual thesis. Its structure and content are discussed further in the 'Writing Skills' workshop. Your Literature Review will be read by your lead transfer of status assessor, whose comments on overall standard, breadth of coverage, critical judgement shown, and style and presentation of the review will be copied to you. A satisfactory Literature Review is a requirement for transfer of status. The Director of Graduate Studies will send you feedback on the literature review after your transfer of status examination.

A further incentive for writing a high-quality critical review is provided by the Institute of Materials, which offers a Materials Literature Review Prize for the best review from a graduate studying in the UK. Further information can be found on <http://explore.tandfonline.com/page/est/iom3-publication-awards/ymst-literature-review-prize>. Winning reviews are published in the Institute's journal, Materials Science & Technology. Students from the Department have won a number of prizes in the past, so a high standard has been set.

10.4 APPLICATION PROCESS (GSO2) and EXAMINATION FOR TRANSFER OF STATUS

In the tenth month of your first year, usually July, it is time for you to upload to the 'Materials: PGR Progression' WebLearn site a set of documents pertaining to transfer of status. Please read the notes you will find on the 'Overview' page of this site. This overview page contains links to a number of helpful documents / webpages, including a 'Transfer Checklist' and our Graduate Handbook. In the latter you can see a sample copy of the assessment proforma and associated guidelines that will be used by your Assessors (Appendix XI). Remember too the 'Preparing for Transfer of Status' document that you have seen already.

- In Materials, your application to be considered for transfer of status is **submitted** by means of uploading a completed form GSO2 plus appendices (as one document) to our WebLearn site.
- Seeking your supervisor's guidance, you should complete this GSO2 form as a Word document including asking your supervisor(s) to add their report to Section 2, and adding the appendices described below. Then print out the form, sign it and request endorsement of this application first by your supervisor, then by your college, and finally by your DGS (Adrian Taylor).
- Once the DGS is satisfied your application is complete and has signed it, our Graduate Studies Secretary, Marion, will return it to you temporarily so that you can create a colour scanned copy (pdf) which you then upload to our 'Materials: PGR Progression' WebLearn site. **Please give this pdf a filename EXACTLY according to the following protocol:**
SURNAME Forename GSO2
- Once uploaded your completed form is available on the WebLearn site for you, the DGS, your supervisor(s), your Department advisor, and your assessors to view.
- If you believe there are mitigating circumstances which may have had a significant impact on your progress to date you should inform the DGS in writing of these at the same time you request his endorsement of your GSO2 form.

As you will read on the GSO2 form, within this form your supervisors have to write a short report on your progress. In this report they comment on

- (i) Your progress, including the quality of your work, your competence and application to your project, the balance between your own input to the project and the assistance given by your supervisor and the members of the research team, your original contributions to date, and your readiness to undertake advanced, increasingly independent, research.
- (ii) The proposed research project.
- (iii) The extent to which the project forms part of a well-established research programme in the group.
- (iv) Any major factors outside your control that have significantly affected the progress of the work.

Your lead supervisor will also liaise with your Assessors to fix a date and venue for your Transfer of Status interview, normally towards the very end of your first year (usually mid-September to early October). You might need to remind them to do this.

Students - what must you include in your GSO2 form?

Please read this guidance very carefully:

In addition to completing section one of the form, Materials students are required to append the following to their GSO2 form:

- A 2000 to 2500 word summary of their research progress to date.

The report should be no more than 2,500 words (excluding the title page, table of contents, acknowledgements, references and figure captions). It should give an account of the background to your project (including brief references to the key literature), an outline of your research plans for the 3, 3.5 or 4 years of your project (including an explicit indication of the new science it is anticipated that the project will lead to if all goes to plan – typically this new science section should be 300-500 words in length), and a description of the progress you have made so far. When writing this report please use the first person singular – that is, 'I' rather than 'we' – to distinguish clearly those parts of the report which refer to your **own** work (experiments, results, conclusions, plans for the rest of the project, etc).

- An updated laser-printed A4 copy of their latest Gantt Chart, using a legible font size. Be sure that this chart is concise but includes sufficient task lines within the work packages, to enable your assessors to understand your current intended work plan for the duration of your project.
- Finally please complete the supplementary information section of GSO2. Materials students are asked simply to provide a bullet point list of relevant items in each section. Taking guidance from the helpful examples provided within the form please take care to list 'research skills' in section A and transferable 'career skills' in section B. For example, since you all attended the Project Management training in year one and have practised this at six-monthly intervals thereafter you can include a bullet point for 'Project Management Training' in section B.

The Transfer interview

At the Transfer interview, which involves only you and your two assessors, you will be asked about your work and progress over the whole of your research project to date and your plans going forward. Prior to the interview your assessors will have read your GSO2 form and the Lead Assessor will have assessed your Literature Review and uploaded a report on the latter to our Weblearn site. The duration of the interview will be between 15 to 30 minutes; the first five minutes for you to summarise your work to date and your intended next steps, and the remainder of the time for your Assessors to ask questions and engage in discussion with you. For your five-minute introduction you may use up to five slides. At the end of this five minute introduction you should display an additional final slide to summarise the new science to which it is anticipated your project may lead.

After the interview the Assessors complete a report form and make a recommendation on the outcome of the assessment (as mentioned already, you can see a blank copy of this form in Appendix XI of the present Materials Graduate Course Handbook – do have a look at this form as it gives a good idea of what the assessors will be taking into account).

You will receive an e-mail direct from the MPLS Division once your Transfer outcome has been processed.

11. SECOND-YEAR TALK

Tuesday, Wednesday and Thursday (10.00 am – 6.00 pm) of Week 7 in Hilary Term are reserved for the second-year talks, in which the students present their current research findings. **In your second year you must keep all of these days free.** You are required to include in the introduction section of your talk one slide which explicitly identifies the key new science to which the project has led

and/or is expected to lead. The talk should include an appropriate introduction for a mixed audience of Materials Scientists, but focus mainly on your own results, the interpretation of these results and how they relate to other work in the field. The talks are each allocated 20 minutes, which comprises 15 minutes for presentation and 5 minutes for questions. Please take care to time your talk carefully. You are requested to load your slideshow onto the desktop of the PC in the lecture theatre in advance of your session – remember to include your name in the filename! Your progress as indicated by this talk provides a useful informal guide on your trajectory towards Confirmation of DPhil Status. If the senior member of staff who chairs the session in which you give your talk has concerns over your progress the DGS will alert you and your supervisor to these concerns, giving you ample time to address these in advance of your Year 3 Confirmation of Status assessment.

In advance of the talks please upload to our 'Materials: PGR Progression' WebLearn site the title and an abstract for your talk, of length 100 to 150 words, as a pdf, **using the following protocol for the filename:**

SURNAME Forename Y2 talk abstract

And immediately after giving your talk please upload your slides:

SURNAME Forename Y2 talk slides

The best talk in terms of preparation and presentation is awarded the Hetherington – Armourers & Brasiers' Prize. This provides a prize of £200 and the winner's name is added to the list on the award board in the foyer to the library. The talks will be judged by the DGS and by the senior members of academic staff that chair the sessions. They will be looking at the quality of the visual aids; the pace and diction; the structure of the talk; the ability to get points across to a mixed audience at peer-group level; self-confidence and the handling of questions; effectiveness of your presentational style; and timing. The DGS will give **collective** written feedback to all speakers within a week of the talks and in any cases where significant improvement is needed will write individually to the students concerned.

The members of each research group are requested to make arrangements such that for each speaker from your group one or more group members will take notes during the talk in order to provide constructive feedback on strengths and weaknesses. You will be able to provide this feedback soon after the talks and in the light of the generic feedback provided by the DGS.

The Head of Department and the DGS wish to strongly encourage all research students and supervisors to support the individual speakers and the event by attending at least one of the several sessions. Further, we encourage the speakers to attend their own session and **at least** one other session. Unless they have made special alternative arrangements, normally at least one of a student's supervisors is required to attend a student's talk. Unless there are exceptional reasons

please show courtesy to your fellow scientists by attending a whole session and not just “parachuting in” for one talk within a session.

12. CONFIRMATION OF DPHIL STATUS

Helpful general guidance on ‘Confirmation of Status’ may be found on the MPLS Grad School website, (<https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression>)

As outlined in [Section 4.3](#) of the present Handbook, towards the end of your third year your progress is reviewed in the Confirmation of Status assessment that is conducted by the two members of staff who were appointed in Year One as your Assessors.

The purpose of confirmation of status is to enable research students to receive an independent assessment of their work by two assessors other than their supervisor(s). It is intended to provide an important indication of progress towards submission of a DPhil thesis.

If you are successful in the assessment your assessors will recommend that your DPhil Status is confirmed.

In the normally rare event that the Confirmation of Status assessors of a Materials student are minded to recommend ‘Failure to Confirm Status’, if the ‘Failure to Confirm Status’ recommendation is confirmed upon review by the DGS, then the student has a right to one, and only one, further attempt to confirm DPhil status, usually one term after the original attempt.

In the normally rare event that after a **2nd attempt** at Confirmation of Status the assessors of a Materials student are minded to recommend ‘Failure to Confirm Status’ the student will be asked to attend a second interview, conducted by the Department’s Graduate Panel together with the two assessors, and with his/her supervisor(s) in attendance. Following this second interview, which will be held as soon as practicable after the first, the Assessors and the Graduate Panel will make the final decision on the student’s application to confirm status. The purpose of the second interview is to allow consistency in ‘failure’ decisions.

In the present section we provide more detail on the key stages of confirmation of status.

12.1 PREPARING FOR CONFIRMATION OF STATUS FORM

In weeks 6-7 of the second term of your third year (Hilary Term in most cases), as in every term, you are required to submit a GSS report. To accompany this particular report you are expected by the MPLS Division to upload a completed copy of the 'Preparing for Confirmation of Status' form. The purpose of this is to start you thinking about the requirements for a successful Confirmation of Status ahead of the actual assessment. The form is available from a link on the ['Progression & Key Milestones'](#) page of the MPLS Graduate School webpages.

12.2 APPLICATION PROCESS (GSO14.MPLS) and ASSESSMENT FOR CONFIRMATION OF STATUS

Towards the end of the second term of your third year, usually Hilary Term, it is time for you and your supervisor to upload a set of documents pertaining to confirmation of status to the 'Materials: PGR Progression' WebLearn site. Please read the notes you will find on the 'Overview' page of this site. This overview page contains links to a number of helpful documents / webpages, including a 'Confirmation Checklist' and our Graduate Handbook. In the latter you can see a sample copy of the assessment proforma and associated guidelines that will be used by your Assessors (Appendix XI). Remember too the 'Preparing for Confirmation of Status' document that you have seen already.

- In Materials, your application to be considered for confirmation of status is **submitted** by means of uploading a completed form GSO14.MPLS to our WebLearn site.
- Seeking your supervisor's guidance you should complete this form as a Word document, print it out, sign it and then request endorsement of this application first by your supervisor, then by your college, and finally by your DGS (Adrian Taylor).
- Once the DGS is satisfied your application is complete and has signed it, our GSS, Marion, will return it to you temporarily so that you can create a colour scanned copy (pdf) which you then upload to our 'Materials: PGR Progression' WebLearn site. **Please use the following protocol for the filename:**
SURNAME Forename GSO14
- Once uploaded your completed form is available for you, the DGS, your supervisor(s), your Department advisor, and your assessors to view.

- If you believe there are mitigating circumstances which may have had a significant impact on your progress to date you should inform the DGS in writing of these at the same time you request his endorsement of your GSO14.MPLS form.

As you will read on the GSO14.MPLS form, your **supervisors** have to write a confidential report on your progress using an MPLS proforma and then upload this to our WebLearn site at about the same time that you upload the GSO14.MPLS.

Your lead supervisor will also liaise with your Assessors to fix a date and venue for your Confirmation of Status interview, normally during the third full-term of your third year (usually Trinity Term). You might need to remind them to do this.

Students - what must you include in your GSO14.MPLS form?

Please read this guidance very carefully:

- Within the GSO14 form, under 'Progress Report (i)': In this section Materials students are required to provide a **500 to 1000 word summary of their research achievements to date**. This summary should outline in particular the key new science which the project has achieved and/or is on target to achieve, and should include a list of any refereed publications or patents that have arisen from their work to date.
- Also as part of GSO14 you are required to provide a **timeline to submission**: in the box under 'Progress Report (ii)' Materials students should just type 'See appended Gantt Chart' and then append as a final page to the GSO14 form an updated laser-printed A4 copy of your latest Gantt Chart, using a legible font size. Be sure that this chart is concise but includes sufficient task lines within the unfinished work packages, including that for thesis writing, to enable your assessors to understand in outline your timeline to submission.
- Finally please complete the **supplementary information** section of GSO14. Materials students are asked simply to provide a bullet point list of relevant items in each section. Taking guidance from the helpful examples provided within the form please take care to list 'research skills' in section A and transferable 'career skills' in section B. For example, since you all attended the Project Management training in year one and have practised this at six-monthly intervals thereafter you can include a bullet point for 'Project Management Training' in section B. Similarly you all presented a third year poster, and had the opportunity to attend training on preparing a poster, so you can include a bullet point for 'Communication Skills – Poster Presentation'.

The Confirmation interview

At the Confirmation interview, which involves only you and your two assessors, you will be asked about your work and progress over the whole of your research project to date and your plans going forward. Prior to the interview your assessors will have read your GSO14 form and your supervisor's confidential report. The duration of the interview will be between 15 to 30 minutes; the first five minutes for you to summarise your work to date and your intended next steps, and the remainder of the time for your Assessors to ask questions and engage in discussion with you. For your five-minute introduction you may use up to five slides. At the end of this five minute introduction you should display an additional final slide to show in outline your vision at present of the table of contents for your thesis (chapter headings only, not sections within chapters).

After the interview the Assessors complete a report form and make a recommendation on the outcome of the assessment (you can see a blank copy of this form in Appendix XI of the present Materials Graduate Course Handbook – do have a look at this as it gives a good idea of what the assessors will be taking into account).

You will receive an e-mail direct from the MPLS Division once your Confirmation outcome has been processed.

13. THESIS WRITE-UP, SUBMISSION AND VIVA

The 'Postgraduate Researchers' section of the Vitae website <https://www.vitae.ac.uk/doing-research/doing-a-doctorate/completing-your-doctorate/writing-and-submitting-your-doctoral-thesis> contains an excellent section on 'Writing-up', with many helpful tips. Some of these will be covered during the 'Writing skills' lecture in Week 4 of Hilary Term, which will also deal with the practicalities of producing the thesis.

The primary source of advice on the structure and scientific content of your thesis is your supervisor. Before you first discuss this with her/him you should look at a recently published thesis from your research group.

Please note that University Guidance and Regulations covering the use of 3rd Party proof-readers for pieces of work of 10,000 words or more ([http://www.admin.ox.ac.uk/edc\(policiesandguidance\)](http://www.admin.ox.ac.uk/edc(policiesandguidance))).

The initial soft-bound copies for the viva can be printed in the Department. Materials IT Support can offer guidance on the most appropriate way to do this.

Following a successful examination and once 'leave to supplicate' has been granted, you will need to prepare at least four hard-bound copies of the thesis: one for the University's Bodleian Library, one for the Department's Library, one (or more) for your supervisor(s), and one for yourself. You are also required to submit an electronic copy of your thesis to the Oxford Research Archive (you should check what, if any, automatic period of embargo is applied – only after this period will it be accessible via the ORA). For this purpose you will need to provide copies of permissions granted for the use of any copyrighted material that may be within your thesis (see [Section 21](#), under 'copyright'). It is up to you to cover the cost of producing the copies of your thesis. However, you can claim a contribution of £30 towards the cost of DPhil or MSc theses when you submit one final hardbound copy to the Department Librarian.

Further detailed information on the examination process may be found in:

- (i) **the notes of guidance**
(<http://www.ox.ac.uk/students/academic/guidance/graduate/progression>) **from the Graduate Studies Office. You should look at these notes early on during the writing of your thesis and make sure that you are in a position to submit form GSO3 and, if needed, GSO3c four to six weeks prior to submitting your thesis.**
- (ii) the 'Mathematical, Physical and Life Sciences Division's on-line Graduate Handbook (<https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students>). This contains useful sections on the preparation and submission of theses, the appointment of examiners and examination arrangements, and the notification of the results of the viva and the conferring of the degree.
- (iii) the on-line University Examination Regulations, look at chapters on General Regulations Governing Research Degrees, General Regulations Governing ... MSc(Res) and DPhil, and Research Degrees in the MPLSD and Research Degrees in Physical Science and Doctoral Training Programme in MPLS - see <http://www.admin.ox.ac.uk/examregs/information/contents/>.

It suffices to note here that for the award of a DPhil you will need not only to have demonstrated a good general knowledge of your research discipline but also to have presented '**a significant and substantial**' piece of research of a kind which might '**reasonably be expected of a capable and diligent student after three or at most four years of full-time study**' (from Oxford University's

‘Examination Regulations’). External examiners will interpret this phraseology to mean that the DPhil thesis exhibits **‘substantial evidence of original scholarship and contains material worthy of publication (in a peer-reviewed journal)’**. For the award of an MSc the standard required is that the candidate should have made **‘a worthwhile contribution to knowledge or understanding of a kind which might reasonably be expected after two years of full-time study’**.

Note the word limits for Materials Science theses (<http://www.admin.ox.ac.uk/examregs/2014-15/rdinphysscie/>):

- (i) MSc (by Research) 25,000 words;
- (ii) DPhil 40,000 words.

Only in exceptional circumstances will your supervisor be able to make a case to the Director of Graduate Studies for an increased word limit. There is no limit on references, diagrams, tables, photographs, computer programmes, etc.

Materials Science theses must be A4 size and formatted with double line spacing. Further details can be found in document GSO20a. You are advised to use a font size of Arial 11 or Times Roman 12.

For the purpose of the examination, you only need to submit two soft-bound copies of your thesis (though you ought to make a third copy for yourself). Normally these are submitted a few weeks after the form GSO.3 for Application for Appointment of Examiners. They must be delivered to the Examination Schools, Research Degree Exams Office, High Street, Oxford, OX1 4BG. Staff at researchexams@admin.ox.ac.uk may be contacted for further information and tracking of progress. Once appointed, the internal examiner (usually a senior member of the Department) will contact you to arrange a date for the viva. This is usually 2-3 months after submission of your thesis, but special arrangements can be made for an early examination if you have good reason to need this. In this case, you should contact the Department's Graduate Studies Secretary well in advance of submission to ensure all the paperwork is handled quickly.

If all goes well at the viva you will be granted ‘leave to supplicate’, a quaint Oxford term dating back to 1691. You will then submit to the Examination Schools forms GSO3a and GSO26 (with an additional copy of the abstract of your thesis and a hard-bound copy of your thesis incorporating any amendments required by the examiners for deposit in the Bodleian Library) and wait for a suitable Saturday when you may have your degree conferred at the Sheldonian Theatre. Good luck!

Guidance about the additional requirement to deposit a digital copy of your thesis can be found at <http://ora.ox.ac.uk>.

Useful Books:

W E Russey, H F Ebel and C Bliefert, How to Write a Successful Science Thesis (Wiley, 2006);

R Arshady, Science and Medical Style Guide, Volume 1 (Kentuo, 2006);

H Kirkham, R C Dumas, The Right Graph: A Manual for Technical and Scientific Authors (Wiley, 2009).

FINALLY, JUST BEFORE YOU LEAVE THE DEPARTMENT FOR PASTURES NEW (OR START ON A POST-DOC CONTRACT WITH US) IT IS A COMPULSORY REQUIREMENT THAT YOU SUBMIT A HARD COPY THESIS TO MARION (OR GRACE IN THE MATERIALS LIBRARY) FOR DEPOSIT IN THE DEPARTMENT LIBRARY AND YOU COMPLETE A LEAVER'S FORM: THE INFORMATION IN THIS IS VERY IMPORTANT TO US, INCLUDING INFORMATION ON YOUR ROLE NOW THAT YOU HAVE FINISHED YOUR DOCTORATE.

14. EXTENSIONS OF TIME

Students undertaking a DPhil in Materials are expected to submit their thesis within 3 to 3.5 years of full-time study [2 years for MSc(Res), 4 years for a CDT DPhil]. As indicated in Section 2 and 3 of this Handbook, if you do not think you will meet this expectation you should arrange to meet with the DGS to discuss your progress. If you are unable to complete your research within the maximum period normally allowed by the University (9 terms for MSc by Research, 12 terms for the DPhil), then you may apply for an extension of time. Approval for extensions will be granted only if you and your supervisor can justify the request. The maximum total periods of extension are up to 6 terms for DPhil candidates and MSc by Research candidates. Students are allowed to apply for a maximum of three terms at any one time. However, it is MPLS policy that where a request for an extension is approved normally this be only one term at a time, so that your progress can be kept under close review.

To make a request to extend you need to complete a GSO15, which can be found on the Graduate Progression Forms webpage <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>. You must give full reasons for your request, and these must also be supported in writing by your supervisor and College. On the form you need to indicate the present state of your thesis, ie how much has been completed and how much remains to be done, include a new Gantt Chart which should contain a timetable for completion and also when you expect to apply for confirmation of status (if this is yet to be done), and the expected submission date for your thesis. Your application

must be submitted before your status lapses. See also Section 20 (Continuation Bursaries & Continuation Charges).

15. SUPPORT STRUCTURE

The Department of Materials is a relatively small and cohesive unit so that you will find support as a graduate student from many quarters, not only from your own immediate research group and supervisor. In addition, of course, you have a second line of support from your College, not only for personal and academic matters, but also often for help with travel, conference attendance and hardship. The following is a list of people in the Department you might need to approach for personal, financial, technical or academic advice; you should have been given a corresponding list for your College.

Graduate Studies Administration:

Director of Graduate Studies: Dr Adrian Taylor
(adrian.taylor@materials.ox.ac.uk, 83227)

Graduate Studies Secretary: Mrs Marion Beckett
(marion.beckett@materials.ox.ac.uk, 83226)

Graduate Studies Panel:

Chair (DGS): Dr Adrian Taylor
(adrian.taylor@materials.ox.ac.uk, 83227)

Head of Department: Prof Patrick Grant
(patrick.grant@materials.ox.ac.uk)

Senior Member of Staff: Prof Martin Castell
(martin.castell@materials.ox.ac.uk)

Joint Consultative Committee for Graduate Students (JCCG):

Chair: Sabin Sulzer (sabin.sulzer@materials.ox.ac.uk, 13070)
Secretary: Zhao Shen (zhao.shen@queens.ox.ac.uk, 83658)

First-year representatives:	To be elected at Induction Course
Second-year representatives:	Arthur Moya (arthur.moya@linacre.ox.ac.uk, 73660/73657) Hazel Gardner (hazel.gardner@trinity.ox.ac.uk, 73634) Colum O'Leary (colum.oleary@mansfield.ox.ac.uk, 73657) Lukas Fieber (lukas.fieber@ccc.ox.ac.uk, 83707)
Third-year representatives:	Gabrielle Bourret-Sicotte (gabrielle.bourret-sicotte@oriel.ox.ac.uk, 83097) Zhao Shen (zhao.shen@queens.ox.ac.uk, 83658) Sabin Sulzer (sabin.sulzer@wolfson.ox.ac.uk, 13070) Arutyun Arutyunyan (arutyun.arutyunyan@lincoln.ox.ac.uk, 73714)
Fourth-year representatives:	James Somerville (james.somerville@materials.ox.ac.uk, 12765) Jiale Wang (jiale.wang@materials.ox.ac.uk, 73766) Robert Abernethy (robert.abernethy@materials.ox.ac.uk, 83326) Zhanet Zaharieva (zhanet.zaharieva@stx.ox.ac.uk, 13456)
Part II representatives:	TBC
Department Representatives:	Director of Graduate Studies: Dr Adrian Taylor Member of Graduate Panel: Prof Martin Castell Part II Organiser: Prof K A Q O'Reilly Graduate Studies Secretary: Marion Beckett
Oxford Lead for 'Fusion CDT'	Prof David Armstrong (david.armstrong@materials.ox.ac.uk)
Oxford Lead for 'Diamond CDT'	Prof Jason Smith (for 2017/8 – Prof Richard Todd) (jason.smith@materials.ox.ac.uk)
Department Safety Officer:	Prof Andrew Watt (andrew.watt@materials.ox.ac.uk, 13455)
Department Disability Coordinator:	Ms Phjilippa Moss (philippa.moss@materials.ox.ac.uk, 73750)

Harassment Advisors:	Dr Alison Crossley (alison.crossley@materials.ox.ac.uk, 83726)
	Prof Jan Czernuska (jan.czernuska@materials.ox.ac.uk, 73771)
	Mrs Paula Topping (paula.topping@materials.ox.ac.uk, 73658)
	Professor Hazel Assender (hazel.assender@materials.ox.ac.uk, 83715/73781)
Counselling Service:	Secretary (no formal referral required) (70300)
Teaching:	
Practical Class Organiser:	Prof K A Q O'Reilly (keyna.oreilly@materials.ox.ac.uk, 73743)
Teaching Laboratory Technician:	Mrs Paula Topping (paula.topping@materials.ox.ac.uk, 73658)
Maths Classes Organiser:	Prof Marina Galano (for MT 2017 - Dr Jenny Barnes) (marina.galano@materials.ox.ac.uk, 73731)
Chair, Tutors' Committee:	Prof Jonathan Yates (jonathan.yates@materials.ox.ac.uk, 12797)
Chair, Faculty of Materials:	Dr Adrian Taylor (adrian.taylor@materials.ox.ac.uk, 83227)
Chair, Dept Academic Committee:	Dr Adrian Taylor (adrian.taylor@materials.ox.ac.uk, 83227)
Library:	
Librarian:	Mrs Grace Sewell (library@materials.ox.ac.uk, 73697)

Academic Librarian: Prof Patrick Grant
(c/o lorraine.laird@materials.ox.ac.uk, 73737)

Access & Outreach Manager: Mrs Jayne Shaw
(jayne.shaw@materials.ox.ac.uk, 73710)

IT Support: Dr Paul Warren
(paul.warren@materials.ox.ac.uk, 73727)

Mr Rob Saunders
(rob.saunders@materials.ox.ac.uk, 73930)

Mr Chris Akinola
(chris.akinola@materials.ox.ac.uk, 73667)

Engineering Machine Shop: Mr Maurice Keeble-Smith
(maurice.keeble-smith@eng.ox.ac.uk, 73903)

Materials Workshop: Mr Tony Wheeler, Engineering Technician
(tony.wheeler@materials.ox.ac.uk, 73740)

Mr Pete Flaxman, Instrument Technician
(pete.flaxman@materials.ox.ac.uk, 73664)

Chemicals and Materials Laboratory
Support Technician: Dr Mimi Nguyen
mimi.nguyen@materials.ox.ac.uk, 83337

Stores Technician (am only): Mr Ian Sutton
(ian.sutton@materials.ox.ac.uk, 73691)

Administration:

Head of Administration & Finance: Dr Charlotte Sweeney
(charlotte.sweeney@materials.ox.ac.uk, 73747)

Head of Facilities	Mr Les Chorley (les.chorley@materials.ox.ac.uk, 73681)
Deputy Administrator (Academic):	Ms Philippa Moss (philippa.moss@materials.ox.ac.uk, 73750)
Deputy Administrator: (Research & Finance)	Dr Joanna Roberts (joanna.roberts@materials.ox.ac.uk, 73712)
Deputy Administrator (Finance):	Mr Tim McAree (tim.mcaree@materials.ox.ac.uk, 73722)
Personal Assistant to Head of Department:	Ms Lorraine Laird Lorraine.laird@materials.ox.ac.uk, 73737)
Administrative Secretary:	Mrs Alison Jewitt (alison.jewitt@materials.ox.ac.uk, 73666)
Research Grants Officer:	Mrs Jane Kent (jane.kent@materials.ox.ac.uk, 83770)
Finance Officer:	Ms Debbie Townsend (debbie.townsend@materials.ox.ac.uk, 73702)
Finance Officer at Begbroke:	Mrs Julie Page (julie.page@materials.ox.ac.uk, 83777)
Reception:	Miss Tara Haydon (tara.haydon@materials.ox.ac.uk, 73777)

16. FACILITIES

The Department and University provide a range of general facilities to which you will have access during the course of your research:

- Libraries (books, journals, literature searching, study space)
- Mechanical workshop (shared with Engineering, tools, construction of components)
- Heat treatment workshop (furnaces for a variety of needs)
- Specimen preparation (cutting, grinding, polishing)
- Electron microscopes (SEMs, TEMs, microprobes)
- Optical microscopes
- X-ray diffraction facilities
- Stores (supply of chemicals, components, stationery etc.)
- IT Support (hardware, software, modelling, advice and help)
- Digital Print Room (A4/A3 colour printing, scanning, laminating)
- Binding can be carried out in Reception and plastic covers can be obtained from Stores
- A wide range of analytical instruments (see <http://www-omcs.materials.ox.ac.uk>).

You will find full details of the facilities and how to obtain access and training in the Department Handbook <http://www.materials.ox.ac.uk/local/DH.html> and at <http://www-omcs.materials.ox.ac.uk>.

Research students may request access to the facilities in the teaching laboratory. Access should always be arranged in advance with the Practical Class Technician. Users must provide their own consumables, and supervisors should endorse the request having judged whether or not the researcher is competent in using the necessary equipment. Pre-arranged and planned access should negate the need for out-of-hours access, and access during afternoon undergraduate practicals is actively discouraged. All usage is subject to having satisfied the Practical Class Technician that adequate training has been received. A well-equipped metallographic outfit, including resources, is available at Begbroke and when access to the teaching laboratory is not possible or convenient suitably trained researchers should use the equipment there.

The provision of appropriate COMPUTING FACILITIES for your particular research project is the responsibility of the individual research group. It is very important that you discuss this provision with your supervisor soon after induction (see [Section 25.5](#) of the present Handbook). Research students may also use the computers in the teaching laboratory computer room, but undergraduates have priority use of this resource. Outline guidance on software (recommendations and availability) can be found on the Departmental website at

<http://www.materials.ox.ac.uk/local/it/itsoftware.html>, and excellent support and guidance is available on hardware and software both from the Departmental IT Support team (<http://www.materials.ox.ac.uk/local/it>) located in the ETB building room 10.14 and also from Oxford University IT Services (<http://www.it.ox.ac.uk>) located beside our 21 Banbury Road laboratories.

17. GAINING TEACHING EXPERIENCE

Some experience of teaching, whether as a demonstrator in the laboratory, as a tutor, or assisting with activities provided for school pupils, is a very useful transferable skill. Also, such teaching is paid work. As part of your skills training you are encouraged to volunteer for teaching and/or outreach duties. Unless your sponsor forbids it, the Department expects its graduate research students to participate in a minimum of 30 hours per annum teaching if so requested by the Department. This teaching is paid at the standard University rates.

UK students: please note that earnings from sources such as teaching and demonstrating may be taxable and should be aggregated with income from any other employment when assessing income tax liability for a given tax year (your EPSRC maintenance grant is counted as a training award and not normally regarded as income for UK income tax purposes, a small number of exceptions include certain European Commission-funded studentships, where you are paid a salary).

Overseas students: please note that whether or not we are able to pay you will depend on the terms of your visa. In some cases your visa may still permit you to take a teaching role but unpaid.

17.1 JUNIOR DEMONSTRATING IN THE TEACHING LABORATORY

An essential part of the undergraduate courses is practical work which is undertaken in the Teaching Laboratories. This provides an opportunity for graduate students to gain experience of teaching by acting as junior demonstrators and at the same time earn a useful supplement to their subsistence grant. The Department promotes this by way of Teaching Assistantships (TA).

Each year the Department requires about 15 TAs to help with the Undergraduate Practical Classes. The TA appointments are for one year, with the expectation of renewal for a second and perhaps a third year subject to satisfactory performance, and provided the Department continues with the scheme. Students will be remunerated at the appropriate rate **for work done**.

Normally all new research students are required to attend our JD Training Workshop (usually held in MT). This means that you all become eligible to apply for a JD role.

Each Teaching Assistant on Practical Class duty will be in the teaching laboratory for, typically, 4-6 afternoons (2.00 - 5.00 pm) for each of two terms. Second year students should ensure that any commitments they agree to do not clash with the 2nd Year Talks in Hilary Term. There will also be some training time, including a requirement to assist with setting up equipment and a requirement to attend experiment specific training, and to carry out the full experiment and to produce a set of model results. Each TA will be expert in one particular undergraduate practical being done during the term. The contract is for up to 120 hours per year, but in most years for most TA's the actual requirement is much less. As ever, good verbal communication skills and a reasonable amount of practical expertise will be essential requirements. You should also have the agreement of your supervisor from whom we will seek a reference. Further details on junior demonstrating can be obtained from the Practical Class Organiser.

17.2 TUTORING

A special feature of undergraduate courses at Oxford is the college tutorial. Every week students prepare work for 1-2 tutorials, which they then discuss (usually in pairs) with a college tutor. Tutoring undergraduates is valuable experience and an excellent way of consolidating your knowledge. It also provides extra income. If opportunities arise, in an area where you feel confident, you are encouraged to take on a moderate amount of teaching (discuss it with your supervisor). You should be aware though that the ratio of staff and postdoctoral researchers to undergraduates is high in the Materials Department and relatively few postgraduate students actually have this opportunity. Some demonstrators are needed for crystallography classes and tutors for mathematics classes. Further details on tutoring can be obtained from the Chair of the Tutors' Committee, Professor Jonathan Yates or from Professor Susie Speller and for Maths Classes from Professor Marina Galano (in MT 2017 from Dr Jenny Barnes).

17.3 TRAINING TO TEACH

A number of training workshops are organized for those new to teaching. Details are announced by e-mail and appear in the termly lecture lists, <http://www.materials.ox.ac.uk/teaching/lecturelists.html> and/or in the on-line Researcher Training Tool.

17.4 SCHOOLS OUTREACH WORK

There are a wide range of opportunities to help with the Department's substantial outreach work to schools: giving short talks, assisting with laboratory-based workshops for school pupils, helping with open days, visiting schools, acting as a host for residential courses held at Oxford and acting as a STEM Ambassador (see [Section 8](#) of this booklet). We offer training and support to those interested in developing and delivering outreach activities and we are always looking for enthusiastic volunteers. For more details, please contact our Access & Outreach Manager, jayne.shaw@materials.ox.ac.uk.

18. THE JOINT CONSULTATIVE COMMITTEE FOR GRADUATES (JCCG)

The Department of Materials is very interested in receiving feedback and suggestions from its students on everything that impacts their time here. For this reason we have the JCCG, a body through which the postgraduate students have an official voice in the decision making of the Department. The JCCG consists of 2 or 3 student representatives from each year together with a small number of members of staff. Meetings are held once a term (and one in the Long Vacation) and student representatives act as Chair and Secretary. The minutes of the JCCG are then brought to the attention of the senior committees in the Department. The JCCG Chair reports each term to the Academic Committee. It is the aim of the JCCG to provide the Director of Graduate Studies and the hierarchy of the Department with a sounding board to gauge postgraduate opinion as well as to provide postgraduates with a forum to bring up issues concerning the running of our research degree programmes and the many other issues concerning them and the Department.

A similar committee exists for the undergraduate course (JCCU), and both JCCU and JCCG have managed to influence many decisions of the Department on the course structure and teaching provision, and helped to introduce new initiatives.

One of the roles of the JCCG is to collate feedback on graduate lectures and report this to the lecturers concerned. All the lecturers are asked to circulate questionnaires at the end of their course. The JCCG is keen to obtain your feedback on the courses, and sees the questionnaires as very important, so please make sure you receive, complete and return your forms. Apart from student feedback on graduate lectures, the JCCG organizes an annual questionnaire covering a broad range of subjects such as facilities, course structure and colloquia. However, it is also the intention that the student representatives will raise any matters or suggestions brought to their attention by other postgraduates. Therefore, your feedback on any aspect of the course is welcome at all times throughout your stay in the Department. Any comments will be brought up at the next JCCG meeting, so feel free to contact any of the representatives. (A full list is given in section 15 of this booklet.)

To provide a forum at which (i) your views can be sought and (ii) you can meet and network with research students from other groups, once a week, on Wednesdays at 11.00 am in the Holder Café, and at the same time in the Hirsch Building common area (next to the NanoSIMS) for those at Begbroke, the JCCG organise free coffee and biscuits for all research students.

19. CONFERENCES AND STUDY TRAVEL

(It is essential that you refer also to the paragraph on Travel and External Working in Section 2 of this Handbook.)

During the course of your postgraduate studies, it is likely that you will have to travel to a conference or to visit other laboratories as part of a collaborative research programme. The Department is keen that every student should have the opportunity to attend at least one conference in their field of study during the course of their project. We do not expect students to cover the cost of such travel, this being funded instead from grants or other sources. However, this means it is essential that students organise themselves to secure sources of funding well in advance of the date of registration and travel, and before any expenditure has been incurred. This of course does not apply to routine travel, such as visits to an industrial sponsor, the costs of which should be included within the grant allocation for the project and are claimed by means of a Departmental travel claim form or direct from the sponsor. The form can be found on the internal website <http://www.materials.ox.ac.uk/local/documents.html#AdminForms> under 'Administrative Forms and Documents'. For pre-authorized expenditure that you pay from personal funds and will then claim reimbursement it is essential that you obtain paper receipts (credit card slips are not accepted by the University Finance Office) and follow exactly the latest procedure required by the University Finance Office.

If you are considering travelling to attend a conference or for a study visit, first consult your supervisor and consider possible sources of funding **several months before you plan to travel**. There are a number of sources to which you can apply for travel funds, including your College, the Institute of Materials (all students are encouraged to join), the Institute of Mechanical Engineers (if you are a member) and the Institute of Physics (if you are a member). Some sources are available for travel to given locations, such as the Sasakawa Fund for study visits to Japan. Your supervisor will be able to advise you on suitable sources of funding.

There are sources of funding, both internal and external (such as the Worshipful Company of Armourers and Brasiers and the Worshipful Company of Founders), which are available to graduate students to fund conference and study travel. In 2017/18 grants from the Department would typically be to the value of up to £900, and would normally be awarded only once during the period of a programme of study. However, it is also possible to apply more frequently for smaller amounts of money (say, £200) to 'pump-prime' applications to other sources who would be paying the majority of the cost (such as the Sasakawa Fund). **Note that students with earmarked research funding (such as a CASE studentship, project studentship or a government or industrial research**

grant) are expected to use these sources to cover the cost of travel and conferences and are NOT eligible to apply to the Department.

Applications for Departmental conference/travel funds should be made **well in advance**, using the specific Department form, a sample of which is attached as an appendix to this Handbook. The form can be downloaded from the Department's website at

<http://www.materials.ox.ac.uk/local/documents.html#AdminForms>. It is located under the 'Administrative Forms and Documents' section. Students will need to obtain the support of their supervisor for the application, and also indicate the other sources of funding they have approached to cover at least some of the cost of travel.

If they are to be offered in that year, in a given year, usually in Hilary Term, the Head of Department will circulate information on how to apply for one of four annual 'Founders Graduate Travel Scholarships', each worth £500.

Information on support for members of the Institute of Materials can be found at

<http://www.iom3.org/scholarships-grants-and-bursaries>.

Information on support for members of the Institute of Mechanical Engineers can be found at

<http://www.imeche.org/membership-registration/become-a-member/associate-member>.

Requests for support from the Armourers and Brasiers' company should be made to The Clerk, Armourers & Brasiers' Company, Armourers Hall, 81 Coleman Street, London, EC2R 5BJ.

A number of awards are available for postgraduate students in any subject who are travelling to countries within the Santander network for academic-related activities (namely Argentina, Brazil, Chile, Colombia, Mexico, Peru, Puerto Rico, Uruguay, Venezuela, Spain and Portugal). This includes short visits to Santander universities to carry out collaborative work, to conduct fieldwork, to attend a conference, or to engage in other study projects. The maximum value of each award is £1,000. Awards will be made subject to the availability of funds. The application form together with deadlines will be available to download from <http://www.ox.ac.uk/students/fees-funding/international/scholarships-exchanges/santander>. Also available at <http://www.ox.ac.uk/students/fees-funding/international> is information for all nationalities to study, work and travel abroad.

You might wish to consider attending the "Junior Euromat" conference at some point during your DPhil (<https://junior-euromat.org/>).

You may also be interested in taking a look at the online research funding opportunities database <http://www.admin.ox.ac.uk/researchsupport/findfunding/rp/training/> where you will find information about <https://www.researchprofessional.com/0/rr/home>. Much of the information on this site is aimed at post-docs and academics, but some funding for research students is covered too.

Finally, in addition to all of the funding described above, any EPSRC-sponsored students who attended the first-year Presentation Skills Workshop and/or Poster Skills Workshop may in their second year apply to the Director of Graduate Studies for a grant of up to £500 from the 'Roberts Skills Training Fund', in order to attend a conference at which they are presenting their work as an oral or poster contribution. Applications should be made using the abovementioned Department form.

20. CONTINUATION BURSARIES, HARDSHIP FUNDS, AND CONTINUATION CHARGES

(a) Materials Continuation Bursaries

As indicated in Section 2 of this handbook, the normal period for completion of a DPhil is 3 or 3½ years, and one of the purposes of the regular project management reviews is to assist in achieving the relevant target. However it sometimes happens that unavoidable or unpredictable delays or problems prevent completion in the allotted time. For this reason the Department has provision to fund a small number of continuation bursaries to assist with living costs during a few months over-run. Note however that the award of such a bursary is an exception: the funds for any one year are sufficient to help only a small fraction of the total number of DPhil students. **Normally, a student who has been funded for a 3½-year or 4-year project or a 4-year CDT programme will not be eligible for consideration for a continuation bursary (an exception to this rule is where substantial and extended delays, beyond those delays which are a common feature of any research project, have occurred that were outside the control of student and supervisor and could not be mitigated by careful project management).**

If you think that you are likely to over-run you should discuss this with your supervisor, and if necessary the Director of Graduate Studies, **before** your three year period has ended. The procedure for application for a continuation bursary is as follows:

- (i) The student/supervisor to make best efforts to source matching funds (bursaries will be awarded only in exceptional circumstances if matching funds are not offered).
- (ii) A **realistic** timetable for completion, including thesis writing, must be agreed with your supervisor and submitted as a Gantt chart with your application.

- (iii) A formal written letter of application should then be made to the Director of Graduate Studies, via the Graduate Studies Secretary (not by e-mail), to include an outline of the reasons your project is over-running, its planned timescale, your agreed completion plan and evidence of the matching funding.
- (iv) Your supervisor should e-mail to the Graduate Studies Secretary a brief statement for the attention of the DGS to support your application and, in particular, to confirm that your completion plan is realistic. This e-mail should also identify the grant code for any matching funds.

Please note that normally the DGS and GSS will take no action at all on receipt of an incomplete application for a continuation bursary, so please ensure you address ALL the requirements outlined above and CHECK with your supervisor that he or she has sent the supporting e-mail.

The rate for a continuation bursary is pro-rata to the lower value of the guidance on living costs range published annually on the University of Oxford Graduate Admissions website, for 2017/18 this figure is £12,000 pa (rounded to nearest £100) and the Department will normally fund up to 3 months (£3,000). Thus with the matching funding a period of **up to** 6 months funded continuation is possible. Regardless of this funding cap your completion plan is expected to be a genuine assessment of the time required for completion - which rarely will be exactly six months.

(b) Hardship Funds

In total there is only a relatively small amount of money available within the Collegiate University to help with hardship. Your College Office is a key source of advice on some of the sources of hardship funds. Enquiries can also be made to student.funding@admin.ox.ac.uk. The website below outlines several sources for hardship funds.

Hardship Funding (<http://www.ox.ac.uk/students/fees-funding/assistance/hardship>). Details are given for several sources of funding. For some sources applications can be made at any time during the academic year, for others there are specific deadlines (University hardship Fund – very early in each term; Vice Chancellors Fund – annually, usually early in Hilary term). You should discuss applications with your College in the first instance.

(c) Continuation Charges

The period of standard fee liability is six terms for the MSc (by research), nine terms for a standard DPhil programme and twelve terms for an EPSRC CDT 4-year DPhil programme.

If you have not submitted your thesis within the period of standard fee liability then, subject to the exceptions described in the next two paragraphs, you **will** be liable for both college and University Continuation Charges for each subsequent term.

For MPLS research students the University Continuation Charge for the first three terms after the period of standard fee liability is covered by the Department.

For Materials DPhil students supported by a 3- or 3½-year EPSRC-funded studentship the Department will cover your **college** continuation charge for the first two terms after the period of standard fee liability.

Continuation charge rates can be found at <http://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge>.

21. PLAGIARISM, REFERENCING AND COPYRIGHT (Including a note from the University's Education Committee)

This information can be applied to all aspects of assessment during the course.

In their **Disciplinary Regulations for Candidates in Examinations**, the University's Proctors and Assessor draw attention to three extremely important disciplinary regulations for all students:

“3 No candidate shall cheat or act dishonestly, or attempt to do so, in any way, whether before, during or after an examination, so as to obtain or seek to obtain an unfair advantage in an examination.

4 No candidate shall plagiarise by presenting someone else's work as their own, or by incorporating other people's work or ideas into their own work without full acknowledgement. This includes: verbatim quotation, cutting and pasting from the internet, and paraphrasing without clear acknowledgement; collusion; inaccurate citation; failure to acknowledge assistance; use of material written by professional agencies or other persons; and autoplagerism.

All students must carefully read regulations 3, 4 and 5 in the Proctors' Disciplinary Regulations for University Examinations, which make clear that:

- you must always indicate to the examiners when you have drawn on the work of others, using quotation marks and references in accordance with the conventions of your subject area
- other people's original ideas and methods should be clearly distinguished from your own
- the use of other people's words, illustrations, diagrams etc should be clearly indicated regardless of whether they are copied exactly, paraphrased or adapted
- material you have previously submitted for examination, at this University or elsewhere, cannot be re-used unless specifically permitted in the special Subject Regulations.

Failure to acknowledge your sources by clear citation and referencing constitutes plagiarism. The University's description of plagiarism should be read carefully. That description includes a link to the University's online course about understanding what plagiarism is, and how to avoid it. You are strongly advised to complete the course.

<http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

weblearn.ox.ac.uk/x/f4XeLu

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 some examinations, all candidates are asked to submit electronic copies of essays, dissertations etc for screening by 'Turnitin'. Any matches might indicate either plagiarism or collusion. Although you are encouraged to use electronic resources in academic work, remember that the plagiarism regulations apply to online material and other digital material just as much as they do to printed material.

...Where plagiarism is proven, it will be dealt with severely: in the most extreme cases, this can result in the student's career at Oxford being ended by expulsion from the University."

(The Proctors' and Assessor's Memorandum, Section 8.8

<http://www.proctors.ox.ac.uk/handbook/handbook/8examinationscourserequirements/>).

Guidance from the University's Education Committee defines plagiarism as:

'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.

Further guidance from the University's Education Committee can be found at <http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism> and within its associated resources menu.

An on-line training course on how to avoid plagiarism is available at <https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic/avoidplag>. You will need to have a Weblearn address before taking an on-line course.

Some Brief Guidance

Text

Take care when referring to the work of others. Not only are published words subject to plagiarism, but ideas and opinions can be plagiarised too. You should not allow the opinions and conclusions of others to appear to be your own or confused with your own criticism.

An extract from Stone IC & Tsakirooulos P, Materials Science and Engineering A, Vol.189 (1994) 285-290:

“The peak-aging time of Al-4wt.%Cu, aged at 463 K, was not altered by the addition of 20 wt.%SiCp. The particle size of the reinforcement and the matrix to reinforcement particle-size ratio did not affect the peak-aging time. This implies that, on a bulk scale, aging is not affected by the spatial distribution of the reinforcement, although it is likely to be affected locally.”

Here is one example of the use of this extract:

Stone and Tsakirooulos studied the aging of metal matrix composites based on Al-4wt%Cu containing 20wt% SiC particles [Stone & Tsakirooulos, 1994]. The peak-aging time of Al-4wt.%Cu, aged at 463 K, was not altered by the addition of 20 wt.%SiCp. The particle size of the reinforcement and the matrix to reinforcement particle-size ratio did not affect the peak-aging time. This implies that, on a bulk scale, aging is not affected by the spatial distribution of the reinforcement, although it is likely to be affected locally.

The first sentence is fine and is properly referenced. However the rest is plagiarised because (i) it is **directly copied** from the original without being identified as a quote and (ii) the author has not attributed the opinion in the fourth sentence to the original authors.

A second example:

Stone and Tsakirooulos studied the aging of metal matrix composites based on Al-4wt%Cu containing 20wt% SiC particles [Stone & Tsakirooulos, 1994]. They showed that the addition of the reinforcing particles had no effect on the time for peak aging of the matrix at 463K. The implication of this is that whilst aging is likely to be affected locally by the dispersion of the particles, it is not affected macroscopically by the spatial distribution of the reinforcement.

This example is an improvement because the second sentence is now attributed to the original authors. The opinion in the final sentence is still plagiarised. This final sentence could be improved by

The authors concluded that the implication of this is that whilst aging is likely to be affected locally by the dispersion of the particles, it is not affected macroscopically by the spatial distribution of the reinforcement. This is a sensible conclusion.

because whilst the new author agrees with the original opinion/conclusion they have not passed it off as their own. A belt and braces approach might be:

The authors concluded, "This implies that, on a bulk scale, aging is not affected by the spatial distribution of the reinforcement, although it is likely to be affected locally" [Stone & Tsakirooulos, 1994]. This is a sensible conclusion.

Quite often you will be not simply referring to a single piece of published work, but comparing & contrasting several reports of relevance to a particular point in your own document and then offering your own considered opinion on this previous work and/or comparing it with your own data and conclusions. The principles illustrated above in respect of Stone & Tsakirooulos of course still apply to this more complicated case and in addition it is necessary to separately identify each contribution, for example:

It has been reported by two groups that the time for peak aging of the matrix at aging temperatures in the range 460-475K is not affected by the addition of reinforcing particles [Stone & Tsakirooulos (1994), Bloggs & Jones (1997)]. Although a more recent study did observe an apparent influence of the reinforcing particles [Smith (2006)], in the present work we have been unable to reproduce this effect, our data being fully consistent with the original work of Stone & Tsakirooulos. It seems likely that the results reported

by Smith were an artefact of the analytical method that they adopted, such artefacts having been observed by others in related studies of a series of Al-Cu-Mg alloys [Jones et al (1999)].

Figures

Figures too are a potential source of plagiarism. If you use somebody else's diagram, graph, photograph or other artwork without acknowledging the original source then you are guilty of plagiarism (and possibly also of breach of copyright). If you use a figure from elsewhere then you should cite the original reference in the figure caption and in the associated body text. Even if you redraw a figure then you should still refer to the original source, e.g. [redrawn from Jones et al, 2006]. If you use a collection of data from other works to create a completely new figure (eg a graph to show a trend arising from a collection of data from several sources) then you must acknowledge the original data sources.

Copyright

If you wish to use artwork (this includes drawings, images, graphs and other figures etc) in a publication that is "communicated to the public" (including your thesis or material placed on an 'ox-only' website) you must seek permission from the copyright holder(s). A hard-copy thesis that is for examination purposes only is exempt from this rule but, since (i) such theses have to be deposited with the Bodleian and the British Library, who make them available to readers, and in particular (ii) you are required to deposit an e-thesis with the Oxford University Research Archive, you will not normally be able to take advantage of this exemption. For articles in journals the copyright holder is usually the publisher, although it is professional courtesy to ask the lead author too. Seeking permission from most publishers is a fairly painless task these days, usually achieved by completing a simple web-form. See for example <http://www.sherpa.ac.uk/romeo/> and <http://www.elsevier.com/about/company-information/policies/copyright>. You will then receive a certificate of permission from the publisher. Keep these permissions in a safe place – you will need to provide copies when you make the mandatory deposit of your e-thesis with the Oxford University Research Archive. Where web-based application for permission to use material in a thesis is not available you should e-mail the publisher, or other copyright holder, directly to seek such permission.

Why is referencing important?

Quite apart from the need to avoid plagiarism because of the danger that this may invalidate a piece of assessed work and/or lead to some other penalty, there are a number of other good reasons for the internationally accepted practice of using references in a factual document:

- (i) It is a simple professional courtesy to a fellow scientist who has laboured long & hard to generate the work that you are referring to.
- (ii) It enables the reader to verify the statements that you are making, to make his/her own judgements on both the conclusions that you report from the referenced work and the judgements that you make on this work, and of course to learn more about the detail of the original work.
- (iii) Your work is strengthened by its reference to respected authorities in a given field; as scientists we all build our work 'on the shoulders of giants'.
- (iv) It enables the reader to identify very clearly what are your own original contributions to the matters discussed. Since these contributions will undoubtedly be erudite and valuable, you will want the world to know that they are yours and to be able to give you credit for them when your work is referenced in the future!

The two main referencing systems are Harvard (author name, year of publication) and Vancouver (numbered sequentially in order of use). Whichever system you decide to use, good practice dictates that references should include (depending on publication type): authors, title of book or article, title of journal or other work, name of conference, place of publication, date of publication, publisher and page numbers. The conventions for citing internet resources include URL and date accessed. Your supervisor will be able to provide further guidance.

22. UNIVERSITY POLICY ON INTELLECTUAL PROPERTY RIGHTS

The University of Oxford has in place arrangements governing the ownership and exploitation of intellectual property generated by students and researchers in the course of, or incidental to, their studies. These arrangements are set out in the University's Statutes 2000 (page 121 refers) under which the University claims ownership of certain forms of intellectual property which students may create. The main provisions in the Statutes are as follows.

Intellectual property (IP) is the result of creativity and innovation, to which legal rights (intellectual property rights) may be associated, such as patents, copyright, trademarks, design and database rights. Oxford was one of the first UK universities to develop an intellectual property policy to govern the ownership and exploitation of IP generated by students and employees in the course of their employment or studies.

Oxford's IP policy is governed by the University's Statutes and Regulations. For ease of reference, an extract from the Statutes and Regulations is contained below. The Statutes and Regulations, as they relate to the University's IP policy, together with regulations for the administration of the IP policy, may be found in full on the University website

(<http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml> and <http://www.admin.ox.ac.uk/statutes/790-121.shtml>).

Essential ingredients of the University's approach are a generous revenue-sharing policy, which brings significant personal benefits to researchers (employees or students), and a hugely successful and well-resourced technology transfer operation, Oxford University Innovation (OUI), which has earned national and international recognition. OUI was established specifically to help researchers in the University commercialise their research. OUI files, on average, one new patent a week, and has helped create more than 75 spin-out companies and many more licence deals. OUI works closely with Research Services, a part of the University's central administration. Research Services' remit includes the management of research grants and contracts to the University, and the assignment of University intellectual property to Isis for exploitation.

University intellectual property policy

(Extract from Statute XVI – Part B)

5. (1) The University claims ownership of all intellectual property specified in section 6 of this statute which is devised, made, or created:

- (a) by persons employed by the University in the course of their employment;
- (b) by student members in the course of or incidentally to their studies;
- (c) by other persons engaged in study or research in the University who, as a condition of

their being granted access to the University's premises or facilities, have agreed in writing that this Part shall apply to them; and

(d) by persons engaged by the University under contracts for services during the course of or incidentally to that engagement.

(2) The University's rights under sub-section (1) above in relation to any particular piece of intellectual property may be waived or modified by agreement in writing with the person concerned.

6. The intellectual property of which ownership is claimed under section 5 (1) of this statute comprises:

- (1) works generated by computer hardware or software owned or operated by the University;
- (2) works created with the aid of university facilities including (by way of example only) films, videos, photographs, multimedia works, typographic arrangements, and field and laboratory notebooks;
- (3) patentable and non-patentable inventions;

- (4) registered and unregistered designs, plant varieties, and topographies;
 - (5) university-commissioned works not within (1), (2), (3), or (4);
 - (6) databases, computer software, firmware, courseware, and related material not within (1), (2), (3), (4), or (5), but only if they may reasonably be considered to possess commercial potential;
- and
- (7) know-how and information associated with the above.
7. The University will not assert any claim to the ownership of copyright in:
- (1) artistic works not listed in sub-section (2) of section 6 of this statute, books, articles, plays, lyrics, scores, or lectures, apart from those specifically commissioned by the University;
 - (2) audio or visual aids to the giving of lectures;
 - (3) student theses, exercises and answers to tests and examinations save to the extent that they contain intellectual property claimed by the University under subsection (6) of section 6 of this statute; or
 - (4) computer-related works other than those specified in section 6 of this statute.
8. For the purpose of sections 6 and 7 of this statute, 'commissioned works' are works which the University has specifically employed or requested the person concerned to produce, whether in return for special payment or not, but, save as may be separately agreed between the University Press and the person concerned, works commissioned by the University Press in the course of its publishing business shall not be regarded as 'works commissioned by the University'.
9. Council may make regulations:
- (1) defining the classes of persons or naming individuals to whom section 5 (1) (c) of this statute shall apply;
 - (2) requiring student members and such other persons as may be specified in regulations to sign any documents necessary in order to give effect to the claim made by the University in this Part and to waive any rights in respect of the subject-matter of the claim which may be conferred on them by Chapter IV of Part 1 of the Copyright, Designs and Patents Act 1988; and
 - (3) generally for the purposes of this Part.
10. This Part shall apply to all intellectual property devised, made, or created on or after 1 October 2000 and is subject to the provisions of the Patents Act 1977.

23. COMPLAINTS AND APPEALS

Complaints and academic appeals within the Department of Materials:

1. The University, the Mathematical, Physical and Life Sciences Division and the Materials Department all hope that provision made for students at all stages of their programme of study will

make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

2. However, all those concerned believe that it is important for students to be clear about how to raise a concern or make a complaint, and how to appeal against the outcome of assessment. The following guidance attempts to provide such information.

3. Nothing in this guidance precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.

4. Many sources of advice are available within colleges, within faculties/departments and from bodies like OUSU or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

5. General areas of concern about provision affecting students as a whole should, of course, continue to be raised through Joint Consultative Committees or via student representation on the department's committees.

Complaints

6. If your concern or complaint relates to teaching or other provision **made by the faculty/department**, then you should raise it with the Director of Graduate Studies (Dr Adrian Taylor). Within the department the officer concerned will attempt to resolve your concern/complaint informally.

7. If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. A complaint may cover aspects of teaching and learning (e.g. teaching facilities, supervision arrangements, etc.), and non-academic issues (e.g. support services, library services, university accommodation, university clubs and societies, etc.). A complaint to the Proctors should be made only if attempts at informal resolution have been unsuccessful. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the Proctors and Assessor's Memorandum [<http://www.proctors.ox.ac.uk/handbook/handbook/>] and the relevant Council regulations [<http://www.admin.ox.ac.uk/statutes/regulations/>].

8. If your concern or complaint relates to teaching or other provision **made by your college**, then you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for

Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

Academic appeals

9. An appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

10. For undergraduate or taught graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. **It must not be raised directly with examiners or assessors.** If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college. As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are on the web [<http://www.admin.ox.ac.uk/statutes/regulations/>].

11. For the examination of research degrees, or in relation to transfer or confirmation of status, your concern should be raised initially with the Director of Graduate Studies. Where a concern is not satisfactorily settled by that means, then you, your supervisor, or your college authority may put your appeal directly to the Proctors.

12. Please remember in connection with all the cases in paragraphs 5 - 7 that:

- a) The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
- b) The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.
- c) On no account should you contact your examiners or assessors directly.

13. The Proctors will indicate what further action you can take if you are dissatisfied with the outcome of a complaint or appeal considered by them.

(see <http://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml> and section 7 of "Research Degrees" at <http://www.admin.ox.ac.uk/edc/policiesandguidance/>)

24. DISCIPLINARY PROCEDURE: MISUSE OF ICT FACILITIES BY RESEARCH STUDENTS (Further details provided during the IT briefing)

1st Offence: Referral to the DGS following investigation by the Dept IT Manager. If the offence is confirmed a written warning will be issued by the DGS. This will be placed on file and copied to the Supervisor(s) and the Dean/Senior Tutor for Graduate Students at the offender's college (it will include a reminder of the consequences of a 2nd offence). Also the Department's IT Manager will present to the offender a detailed verbal reminder of the University ICTC Regulations. In addition the Department reserves the right to (i) require surrender to the Department's IT staff of the offending PC (for the removal of prohibited software), (ii) to require the student to pay any administration charge imposed by IT Services in relation to the offence, and (iii) in the case of infringements judged to be more serious to report the matter for action by the Proctors and to withdraw access to ICT facilities pending a Proctorial investigation.

2nd Offence: Referral to the Proctors. Pending an investigation, access to ICT facilities may be withdrawn or made subject to such conditions as the Proctors shall think proper in the circumstances. In addition the Department reserves the right to require the student to pay any administration charge imposed by IT Services in relation to the offence. The Supervisor(s) and the Dean/Senior Tutor for Graduate Students at the offender's college will be informed of the referral to the Proctors.

25. GENERAL

25.1 DATES OF TERM

A list of term dates for 2017-18 and 2018-19 can be found on the website and also the provisional dates for 2019-2023. These can be found at <http://www.ox.ac.uk/about/facts-and-figures/dates-of-term>.

25.2 STUDENT HOLIDAYS AND WORKING HOURS

The Department of Materials policy is as follows: You should agree any days off in the working week (Monday-Friday) with your supervisor. As a minimum you are entitled to take six weeks leave per year plus bank holidays (8 days); the six weeks to include periods of fixed closure for the Department (at Christmas and Easter, 6 days in total). You must also inform your College about holiday dates. Keep a record of the days you have taken as holiday.

Standard DPhil working hours, defined by the MPLS Division for all of its research students, are an average of **40 hours of focussed, quality work time per week** (this excludes extended coffee breaks and non-work internet surfing, for example).

Should you voluntarily work for longer hours than this you are strongly advised normally not to exceed the UK Government's Working Hours Directive of a maximum average working week of no more than 48 hours, when averaged over a 17 week period (<https://www.gov.uk/maximum-weekly-working-hours>).

See also the MPLS website under "Your rights and responsibilities" which can be found at <http://www.mpls.ox.ac.uk/study/currentpostgraduates/information-for-postgraduate-research-students/your-rights-and-responsibilities>.

25.3 PAID WORK (including Consultancy)

You should not normally undertake more than about 120 hours of paid work, including teaching and outreach each year while you are studying full time for a research degree.

In principle this paid work could include consultancy. If you wish to engage in consultancy then you should seek your supervisor's permission. Clearly such consultancy must not conflict with the topic(s) of your DPhil or MSc(R) project, and must be acceptable to any sponsor of your full-time DPhil project. You are strongly advised to conduct such consultancy under the auspices, and with the support, of Oxford University Innovation Ltd (<http://innovation.ox.ac.uk>).

25.4 NATIONAL INSURANCE (NI)

Home students should be aware that they can, if they wish, pay contributions as non-employed persons (normally your maintenance grant is counted as a training award and is not regarded as income for UK income tax purposes, a small number of exceptions include certain European Commission-funded studentships, where you are paid a salary). Please consult your local office of the Department for Work and Pensions about your position to determine the impact of non-payment of contributions on any future claims for benefit including the basic State Pension. Students may become liable for NI contributions in connection with any paid work, including teaching, they undertake.

25.5 COMPUTING FACILITIES

Computing facilities vary from group to group dictated by specific needs for that group. You should discuss what computing facilities are available to you with your supervisor(s). Your supervisor is permitted to allocate up to £700 of the 'baseline research costs' allowance^a they receive for each research student for purchase of a computer (a larger amount may be spent for this purpose if you are engaged on a theory project since your consumables needs will be lower). Normally when you have completed your research degree the computer remains the property of the Department. If you are unhappy with your computing provision you should let your supervisors know and if this issue is not resolved satisfactorily you could either speak to members of the JCCG to compare your set up with other students and/or discuss the issue with the Director of Graduate Studies. You should also discuss with your supervisors the possibility of using research money to buy appropriate software, such as EndNote, BUT ONLY IF THIS IS NOT AVAILABLE FROM OTHER SOURCES – in the first instance you should take a look at the Materials website at <http://www.materials.ox.ac.uk/it/itsoftware.html> and then discuss the issue with Paul Warren from IT Support.

^a This allowance is currently £2,700 over the 3 to 4 year period of a DPhil. This sum does not include the approximately £900 conference allowance. The allowance is funded from one of three sources depending on your main funding source, namely the EPSRC DTP, the Department, or part of a (often larger) research costs allowance from another sponsor.

25.6 EXTENSION OF VISAS

All new overseas PhD students will have a visa which is valid for 4.5 years. If your research project is delayed or you have ill health and subsequently your project overruns, you may require a visa extension. Students should email the Graduate Studies Secretary, Marion Beckett, at least 4 weeks before their original visa expires. Make sure that you request your CAS number in good time before you need to make your visa application. This is because Marion is required to contact both your supervisor and College to seek relevant information for the extension. It may also take Student Immigration several days to issue the CAS. The CAS number will be e-mailed direct to you when it is ready.

Please be aware that renewal applications can be made no more than 3 months in advance from your current visa expiry date.

NOTE: information for the CAS application is taken from the student database (e-Vision system). If you have renewed your passport it is vital to update your passport information. If you have difficulties

then let Marion know the new visa number and the new expiry date so that the student database can be updated BEFORE a CAS number is requested. If you have failed to update your address details this could delay the process whilst a new CAS request is prepared. Please ensure that you maintain the correct address and other details on the Student Self-Service system and we should like to point out that this is a requirement for overseas students during your stay in the UK under the new Immigration Rules.

25.7 TIER 4 DOCTORATE EXTENSION SCHEME

The Doctorate Extension Scheme (DES) is open for applications from students who are close to finishing their DPhil. The Scheme is part of Tier 4 which means applicants need sponsorship in the form of a CAS (Confirmation of Acceptance for Studies) from their Department so that they can apply for a visa extension.

The visa will be granted for 12 months from the 'expected end date' on the CAS and allows holders to seek and take work in the UK. Students are only allowed to start working under the conditions of the Tier 4 DES when they have received their Leave to Supplicate.

The student must submit their visa application **before the 'expected end date'** and **before Leave to Supplicate is granted**. The 'expected end date' is the date when the University estimates students will be completing their DPhil course and needs to be put in the CAS. This should take into account the timeframe for possible corrections being approved, the examiner submitting the GSO11 Examiners form to the MPLS Division which then needs to be processed and signed off by the Department. The Examination Schools will then issue a 'Leave to Supplicate' letter approximately 2 weeks after that.

The timing is crucial as you need to indicate a realistic completion date, based on the outcome of your viva and any corrections you might need to submit. You should contact your Internal Examiner and explain you will be applying for a Tier 4 DES and how long they estimate it will take to look at your thesis, bearing in mind other commitments such as holidays, conferences, etc as the CAS needs to be issued before you are granted Leave to Supplicate.

We can only issue a DES CAS number when you are within 60 days of your estimated Leave to Supplicate date, and once you have the CAS number, you must make sure that you have submitted your visa application – which you can only do from within the UK – before the expected completion date.

Students should be aware that if you wish to avoid having to obtain a new ATAS certificate, which can take 4-6 weeks, you will need to wait until you are within 28 days of your expected completion date before we can issue a CAS number for DES.

Finally you should be aware that the CAS number will be issued the day after the Graduate Studies Secretary submits the confirmation. The end date needs to be indicated in the CAS and it is a requirement that you submit your visa application before the end date shown in the CAS. Once corrections have been completed we advise that you contact the Graduate Studies Secretary. It is recommended that the CAS end date should be approximately a month after the corrections submission date. Once the CAS is submitted the end date shown is the date we believe the student will complete their studies. This is the date the Home Office use for the basis of the DES visa and **set the visa duration as one year from our CAS end date.**

Procedure for obtaining a Tier 4 Doctorate Extension Scheme CAS

1. Read the instructions very carefully, then download the Tier 4 Doctorate Extension Scheme and CAS Request Form which can be found at <http://www.ox.ac.uk/students/visa/work>.
2. As per instructions send the completed CAS Request Form to Marion Beckett, Graduate Studies Secretary and tier4Compliance@admin.ox.ac.uk. Indicate in your e-mail the date of your Viva.
3. E-mail Marion Beckett when you have submitted your corrections and confirm you have been in touch with your Internal Examiner and what the likely turnaround for confirmation that the corrections have met the Examiners' requirements.
4. The CAS will then be drafted and approval sought from the student that all the information contained in it is correct. NOTE: Once a CAS has been submitted it CANNOT be changed.
5. Once the contents of the CAS have been approved, the CAS will be submitted at a time agreed with the student, taking into account when the corrections will be submitted – approximately one month from that submission.

25.8 RETENTION OF AND ACCESS TO DATA

Please note that your laboratory notebooks (or equivalent), data and other information gained during your research project, whether in manuscript, typescript, electronic or other form, is the property of your supervisor and should be left with him/her when you complete or withdraw from your degree. You are required to give your supervisor access to files containing any such data which is in electronic format. You may wish to make copies of written data for your own files. Your supervisor will advise you further on statutory or fuller requirements regarding "Open Access" and "Open Data".

25.9 HEALTH, WELFARE AND DISABILITY (including Parental Leave)

If you become ill during your studentship, whether for one day or for several weeks, please inform your supervisor on the day you go off sick and indicate when you hope to return. If your sickness is serious, you should talk to your supervisor and consider whether it is appropriate to suspend your studies for a term.

Further information on health and welfare can be found in the MPLS Division's Graduate Handbook and on the Student Gateway website at <http://www.ox.ac.uk/students/welfare>.

There is also information on the Student Gateway about university policy on student maternity, paternity and adoption leave. The main elements of the policy are that student parents will now be entitled to take an additional period of suspension of study (up to 1 year) for maternity, extended paternity or adoption leave (consonant with the requirements of their funding bodies). This will be granted automatically and is additional to the 6 terms of leave that their board may allow. Fathers may also take a standard two weeks' of paternity leave, which is not treated as a suspension of study. Further information can be found in the Health and Welfare Section of the University's website at <http://www.ox.ac.uk/students/welfare/childcare?wssl=1>. There is a helpful summary on the MPLS website at <http://mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/your-rights-and-responsibilities>.

The University Disability Advisory Service provides information and advice on disability issues and facilitates support for those with, for example, sensory or mobility impairments, long-term health conditions, specific learning difficulties, autistic spectrum conditions or mental health difficulties. Further details may be found at <https://www.ox.ac.uk/students/welfare/disability>.

The Department of Materials Disability Contact is Ms Philippa Moss. If you have any questions concerning a known or suspected, declared or undeclared disability you are encouraged to speak to any of Philippa, the DGS (Adrian), your Supervisor, your Department Advisor, your College Advisor, or directly to the Disability Office. At your request any of these people will be happy to speak with you in strict confidence.

25.10 DISPLAY SCREEN EQUIPMENT SELF-ASSESSMENT FORM

Linda Curson, the Department's Safety Officer will be in touch with you in your first term (Michaelmas Term) to provide you with details of the on-line DSE Self-Assessment System which can be found at <http://www.materials.ox.ac.uk/local/documents.html>.

26. APPENDICES

On the following pages you will find copies of forms that you will need to complete over the course of your research project:

- (i) Graduate student questionnaire and the MPLSD Brief Guide to Research Supervision
- (ii) Project management form 1
- (iii) Project management form 2
- (iv) Project management form 3
- (v) Project management form 4
- (vi) Application form for conference/travel/skills training funds
- (vii) Provision for a Materials research student
- (viii) MPLSD Code of Practice on the Supervision of Research Students
- (ix) Summary of and rationale for the compulsory requirements for Materials Research Students
- (x) MSc(Research) programme: Overview and two-year diary
- (xi) Sample copies of assessment proformas used for the Transfer of Status Examination and the Confirmation of Status assessment.

You can find downloadable copies of the forms on the Departmental web pages at <http://www.materials.ox.ac.uk/local/documents.html#AdminForms> as well as project management forms under the heading Research and Teaching Forms and Documents from the same web page.

UNIVERSITY OF OXFORD
Department of Materials
'New Graduate Student' Questionnaire

Last Name: (Surname or family name)	First Name:	Preferred Name:
Oxford Address:	Telephone:	
Post Code:	Alternative email address (not your University of Oxford email):	
Name of person to contact in an emergency:	Address:	
What is the relationship of this person to you?	Telephone Number:	
A note on disability: If you feel you have a disability, including specific learning difficulties such as dyslexia, we encourage you to disclose this to the University Disability Advisory Service https://www.ox.ac.uk/students/welfare/disability?wssl=1 so that appropriate help can be offered. If you have declared or intend to declare a disability please tick here: <input type="checkbox"/>		
Project Title:		
Lead Supervisor:	Oxford Co-Supervisor(s) (if applicable):	
Departmental Advisor* (must not be one of your supervisors):		
External Co-Supervisor (if applicable):	Deputy Supervisor*: (if you have a single supervisor this will be your Departmental Advisor; if you have co-supervisors it will be one of these other than your Lead supervisor)	
Full Address:		
Tel:	College Advisor (must not be one of your supervisors; can be your Departmental Advisor; your College will appoint this person):	
E-mail:		

<p>In consultation with your Lead Supervisor name four members of the Faculty of Materials from whom the DGS should select your Lead Assessor* for Transfer and Confirmation of Status</p> <p>(1): <input type="text"/> (2): <input type="text"/> (3): <input type="text"/> (4): <input type="text"/></p> <p>The following are not permitted to act as your Assessors: Supervisor(s), Deputy Supervisor, Department Advisor or College Advisor</p> <p>Supervisor signature: Date:</p>	
<p>Total Period expected to be spent at external premises - name of host organisation and months per year (if none, please state nil):</p>	
<p>Professional Body Membership:</p> <p>IoM3: <input type="checkbox"/> IoP: <input type="checkbox"/> RSC: <input type="checkbox"/> Other: <input type="checkbox"/></p>	
<p>Please confirm that you have discussed with your supervisor what transferable 'careers skills' training and research skills training you should undertake in the first few weeks of Michaelmas Term (Delete as necessary) Yes / No</p>	
<p>Please confirm that you have considered with your supervisor the MPLS Statement of Provision for research students in Materials and the associated Divisional Code of Practice on supervision of Graduate Research Students, attached as appendices (IX) and (X) in your Graduate Handbook. Yes / No</p>	
Signed:	Dated:
<p>PLEASE RETURN TO MARION BECKETT, DEPARTMENT OF MATERIALS GRADUATE STUDIES SECRETARY BY THE END OF WEEK 2 (20 OCTOBER 2017)</p>	

**An outline of the roles of Deputy Supervisor, Department Advisor and Lead Assessor can be found in sections 2, 3 and 4 respectively of the Materials Graduate Course Handbook*

Research Supervision: A Brief Guide to the roles of research students and supervisors

The primary purpose of a research degree programme in the Mathematical, Physical and Life Sciences Division is to enhance and develop your knowledge in a specific area of research, and to equip you with the research and transferable skills needed to become an independent researcher, or to prepare you to be able to adapt the skills you have learnt to pursue a career in other fields. Our aim is to provide you with an excellent educational experience, which should also be enjoyable, as well as hard work. To achieve this result, both supervisors and students need to be clear about their respective roles and responsibilities. This note provides a brief guide to these roles. If you have any

questions about the roles described below, do discuss these with your supervisor or the Director of Graduate Studies in your department.

The role of the Supervisor (and in some cases the supervisory team) is to:

1. Establish a timetable of regular meetings for detailed discussion of your progress (these meetings should take place at least once every two weeks averaged across the year)
2. Agree a research plan and programme of work, and to establish clear academic expectations and milestones
3. Agree with you a timetable for the submission of any written work and to return your work within a reasonable time
4. Advise you of your department's health and safety regulations. Supervisors are responsible for all aspects of safety under their control, and in particular for the safe conduct of all experiments carried out in the course of their student's research
5. Assess formally your subject-specific and personal and professional skills training needs on a regular basis and ensure you are aware of the opportunities available to meet these needs. A full review of your skills training needs should be carried out each year with your supervisor
6. Write a report on your progress at the end of each term on the graduate supervision system (GSS)
7. Ensure you are aware of the formal requirements in relation to transfer and confirmation of status and final submission, and help you to incorporate these into your plan of work
8. Inform the departmental Director of Graduate Studies through termly reporting mechanisms of any concerns about your progress, attendance or other needs

The role of the Student is to:

1. Meet with your supervisor regularly and give due weight to any guidance or corrective action proposed, keeping a written record of your discussions where appropriate
2. Draw up a research plan and timetable of work in consultation with your supervisor, and to keep relevant records of all aspects of your work

3. Reflect and report on your progress at the end of each term on the graduate supervision system (GSS)
4. Take ultimate responsibility for your research programme, including the development of subject-specific, research, personal and professional skills
5. Carry out research with proper regard to good health and safety practices
6. Be aware of the University's guidance on plagiarism and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research
7. Pursue opportunities to engage with the wider academic community at University, national and international level
8. Inform your supervisor immediately if you need to be away from the department, for example if you are ill.

The Division's more detailed Code of Practice on the Supervision of Graduate Research Students is provided as appendix (VIII) to your materials Graduate Course Handbook and also is available at <http://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/supervision>. Also included in the appendix is a copy of Section 5 of the University Education Committee's Policy on Research Degrees (Responsibilities of the students) <http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/section5responsibilitiesofthestudent/>.

Contacts

If you have any queries about the Division's code of practice on supervision please contact Louise Sumner, Divisional Graduate Officer, email louise.sumner@mpls.ox.ac.uk.

If you have any queries about the implementation of the code of supervision in your department please contact: the Director of Graduate Studies in your department, or the Departmental Graduate Office.

The Department's statement of provision for a research student is provided as appendix (VII) to your Materials Graduate Course Handbook.

Project Management Form 1**Materials Graduate Studies - Initial Project Description PM Form**

After discussion with your supervisor YOU should complete this form and associated Gantt Chart

Upload both PMF1 and Gantt Chart as a single pdf to WebLearn in Weeks 0-1 of your second term – usually Hilary Term (Fusion CDT students: Weeks 0-1 of your third term)

Name:

Title of project:

Supervisor(s):

In general terms describe the overall scientific objectives of your project. (Do not put in much detail at this stage.)

For the **next 6 months** of your project:

What are your major objectives?

What research training will you need (eg. specific experimental equipment, software etc.) and how are you going to obtain that training?

What resources will you need (equipment, materials, technician support etc.) and are they available?

What transferable 'career skills' training have you agreed with your supervisor it is appropriate for you to undertake (the equivalent of approximately 100 hours per year in years 1-3 is expected)?

Now complete a Gantt Chart for your project.

Your signature:

Your supervisor's signature:

Date:

Date:

You may find it helpful to first construct a Work Breakdown Structure

There are some helpful prompts in the MPLS '[Training Needs Analysis](#)' guidance and the MPLS '[Project Initiation Plan](#)'

Project Management Form 2
Materials Graduate Studies - Interim Progress Report PM Form

After discussion with your supervisor complete this form and update your Gantt Chart

Upload both PMF2 and Gantt Chart as a single pdf to WebLearn in your tenth month as a Probationer Research Student – usually July

(Fusion CDT students: Weeks 0-1 of MT of your second year)

Name:

College:

Title of project:

Supervisor(s):

Refer back to your initial Project Description Form. List your objectives for the previous 6 months and indicate briefly to what extent have you achieved them?

For the next 6 months of your project:

What are your major objectives?

What training will you need (eg. specific experimental equipment, software etc.) and how are you going to obtain that training?

What resources will you need (equipment, materials, technician support etc.) and are they available?

What transferable 'career skills' training do you plan to undertake in the next 6 months?

Describe the objectives for the remainder of your project. Include brief details of the science involved and any experiments and/or models that you may need to develop. Then complete a revised Gantt Chart covering the period from the start of your project up to thesis submission. Show all necessary tasks with their approximate dates. Indicate those tasks and milestones already completed.

Sample

Your signature:

Your supervisor's signature:

Date:

Date:

Project Management Form 3A, 3B, 3C, 3D, 3E (please circle correct number)

Materials Graduate Studies - Regular Project Analysis PM Form

After discussion with your supervisor complete this form and update your Gantt Chart

Upload a PMF3A and Gantt Chart to WebLearn as a single pdf in weeks 0-1 in year 2 – usually Hilary Term
(Fusion CDT students: Weeks 0-1 of TT, year 2)

PMF 3B and Gantt Chart: tenth month of year 2 – usually July
(Fusion CDT students: Weeks 0-1 of MT, year 3)

PMF 3C and Gantt Chart: weeks 0-1 of HT, year 3
(Fusion CDT students: Weeks 0-1 of TT, year 3)

3.5-year, non-CDT, projects only:

PMF 3D and Gantt Chart: weeks 6-7 of TT, year 3

4-year projects only:

PMF 3D and Gantt Chart: tenth month of year 3 – usually July
(Fusion CDT students: Weeks 0-1 of MT, year 4)

4-year, non-CDT, projects only:

PMF 3E and Gantt Chart: weeks 0-1 of HT, year 4

Name:

Title of project:

Supervisor:

Describe the progress you have made in the last six months. To what extent have you achieved your objectives?

For the **next 6 months** of your project:

What are your major objectives?

What resources will you need (training equipment, materials, technician support etc.) and are they available?

Are you satisfied with the progress of your work? If not can you identify how you may improve matters?

What transferable 'career skills' training do you plan to undertake in the next 6 months?

Describe the objectives for the remainder of your project. Include brief details of the science involved and any experiments and/or models that you may need to develop. Then complete a revised Gantt Chart covering the period from the start of your project up to thesis submission. Show all necessary tasks with their approximate dates. Indicate those tasks and milestones already completed.

Sample

Your signature:

Your supervisor's signature:

Date:

Date:

Project Management Form 4**Materials Graduate Studies - Completion Phase PM Form**

After discussion with your supervisor complete this form and update your Gantt Chart

Upload PMF4 and Gantt Chart, as a single pdf, to WebLearn by one of:

3-year projects - Friday of 2nd week of your 9th term, usually your final Trinity Term;

3.5-year projects - Friday of 1st week of your 10th term, usually your final Michaelmas Term;

4-year, non-CDT, projects – Friday of 1st week of your 12th term, that is your final Trinity Term;

Fusion CDT projects – Friday of 1st week of your 12th term, that is your final Trinity Term;

Diamond & TMCS CDT projects – Friday of 2nd week of your 9th term on the DPhil programme, that is your final Trinity Term;

MSc(Res) projects - Friday of 5th week of your 6th term, usually your final Trinity Term.

Name:

College:

Title of project:

Supervisor:

Describe the progress you have made in the last six months. To what extent have you achieved your objectives?

When do you expect to submit your thesis?

For the **final 5 months** of your funded period (**4 months** for MSc):

1. Outline any remaining experiments/modelling runs that are essential to the completion of your thesis.

Are the resources for the above all available?

2. Give an outline structure for your thesis in the form of a provisional detailed table of contents page.

3. Are you satisfied with the progress of your work? If not can you identify how you may improve matters?

4. Finally, complete a revised Gantt Chart covering the period from the start of your project up to thesis submission. Show all necessary tasks with their approximate dates. Indicate those tasks and milestones already completed.

Your signature:

Your supervisor's signature:

Date:

Date:

DEPARTMENT OF MATERIALS
Application for Conference/Travel/Skills Training Funds

The Department has a policy of seeking to support each graduate student to attend a conference approved by their supervisor, during the course of their studies. Students are expected to seek support from other sources as well as approaching the Department. Please use this form when applying for funds, indicating in section 4 other sources you have approached. When you have completed sections 1-5, ask your supervisor to complete section 6 and sign it. The completed form should be sent to the Departmental Graduate Studies Secretary (Marion Beckett).

1. Your details: Name: Research Group: College: Sponsor *: Year started: * if applicable	2. Conference/Other Details: Title: Date: Location:
3. Cost: Registration: Travel: Subsistence: Other: Total: Any special feature:	4. Sources approached: (please tick) Please indicate in each case the sum requested and granted Sponsor: College: University: Other: Total:
5. Request to Department Sum requested this time: Sums previously granted: (give date)	
6. Statement of support by supervisor 	
Admin use only Amount granted Notes/special conditions Signed Date	

SUMMARY OF PROVISION FOR MATERIALS RESEARCH STUDENTS

The purpose of this statement is to indicate what a graduate research student might expect to be offered in the **Department of Materials**. It is expected that during a graduate's first term at Oxford, each graduate student and their supervisor will discuss the statement of provision, and, by means of the six-monthly Project Management Forms and the termly Graduate Supervision Reports, the student and supervisor will confirm any individualised provision as it applies to that student. The provision should be reviewed by the supervisor with the student at least once a year.

As a Materials research student you are also a member of the Mathematical, Physical and Life Sciences Division's **Graduate School** (<https://www.mpls.ox.ac.uk/graduate-school>) with access to its resources and support.

1. What arrangements will be put in place for supervising the graduate's work?

You will have a named supervisor or supervisors, normally as indicated in your offer letter, who will have overall responsibility for the direction of your work on behalf of the Department. Typically, you should expect to have meetings with your supervisor or a member of the supervisory team with a frequency of at least once a fortnight averaged across the year. The regularity of these meetings may be subject to variations according to the time of the year, and the stage you are at in your research programme. Please note that this is a minimum and your supervisors may require more frequent meetings. The MPLS Division publishes a Code of Practice for Research Supervision (<https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/supervision>). If you are co-supervised one of your Oxford supervisors will be designated by the Department as your **Lead Supervisor**, this reflects certain responsibilities they have to the Department and not necessarily the proportion of time they devote to your supervision compared to your other supervisor(s).

2. What induction arrangements will be made?

You will have Departmental Induction at the beginning of your first term. The main induction to the Department is provided at the start of Michaelmas Term. Other arrangements will be made for students starting at other times of the year. Your supervisor(s) will arrange more specialised induction subsequently. The main set of slides from the most recent Departmental Induction event can be found at <http://www.materials.ox.ac.uk/teaching/pg/pginduction>.

3. What workspace will be provided?

Workspace will be related to individual circumstances. If undertaking experimental work, you will be provided with bench space, or its equivalent, in a laboratory and, where possible, with shared office space. If undertaking theory or computational modelling research, you will have shared office space.

4. What IT support/ library facilities/ experimental facilities will be available?

You will have access to the Department of Materials IT Support Team, the Joint Materials and Engineering Student Workshop (after completing workshop induction), the Department of Materials Library (in addition to the RSL and other University libraries, and centrally provided electronic resources). Experimental and materials modelling facilities are available as appropriate to your research topic. The provision of other resources specific to your project should be agreed with your supervisor as a part of the planning stages of the agreed project. Details of the facilities mentioned above and others are given in the Department Handbook (<http://www.materials.ox.ac.uk/local/DH.html>) and at <http://www-omcs.materials.ox.ac.uk>. Library resources for Materials Science are outlined at <http://ox.libguides.com/materials>. Your college has a library too.

5. Which research seminars will be available?

You will have access to Departmental Seminars and Colloquia in the Department of Materials, and many of those offered by other departments too. You will also have access to the additional seminars that individual research groups or groups with common areas of interest organise for their own members and others. See <http://www.materials.ox.ac.uk/news/colloquia.html>.

6. What access to research funds will be available?

You will find that limited Department funds are available to assist with attendance at conferences, in addition to any allocated funds via individual research groups/supervisors.

In the Department of Materials it is the responsibility of individual research groups to provide appropriate desktop or laptop computing facilities. They are allocated a budget for this purpose. Your supervisor will have a small budget to cover both day-to-day consumables used in your project and other minor costs.

7. What formal graduate skills training will be provided?

As appropriate to the different stages of your graduate career, you will have the opportunity to attend a variety of skills training sessions and specific research training offered by the Department, as described in the Department's 'Graduate Course Handbook' and 'Postgraduate Lecture & Training Course Synopses and Research Colloquia Details' booklet (<http://www.materials.ox.ac.uk/teaching/pg/pghandbooks>). The slides from many of the generic skills training workshops are available at <http://www.materials.ox.ac.uk/teaching/pg/pgskills>, although these cannot fully substitute for engaging in discussion & group exercises at the live workshops.

The MPLS Division also organises courses and career planning events. Information about Divisional training and other courses offered across the University is available at <https://www.mpls.ox.ac.uk/training>. This site provides information about academic courses, research-specific skills training, and transferable careers skills development for research students and research

staff at Oxford University, and includes a searchable database of all courses, links to articles on subjects such as project management, teaching and career planning, and a skills blog.

8. What opportunities will be available for developing and practising teaching skills?

The Materials Department, the MPLS Division and the Oxford Learning Institute provide resources to support the development of research students and post-docs who aspire to follow an academic career, including training in teaching skills. Information about teaching skills training and teaching opportunities provided by the Department of Materials, including opportunities to contribute to our Outreach to Schools programme, can be found in the three sources given in (7) above and in the General Scheme of Lectures and the Termly Lecture Lists found at

<http://www.materials.ox.ac.uk/teaching/lecturelists.html>. These teaching opportunities are NOT restricted to those who declare a wish to follow an academic career. See also

<https://www.mpls.ox.ac.uk/training/course-programme-for-graduate-students/preparing-for-learning-and-teaching-at-oxford-plto-tutors-and-class-assistants>.

9. What arrangements for accommodation, meals and social facilities, will be made, on a year round basis?

Department:

Research students can use the Parks View Cafeteria in the Holder Building and the Café at the Begbroke Science Park. The former facility is shared by all staff and students of the Departments of Materials and of Engineering Science and facilitates interaction between different research groups and with support staff. Departmental seminars, colloquia, training workshops and the annual DPhil Poster Competition bring research students together with academic and other research staff in the Department to hear about on-going research and to develop new skills and provide an opportunity for networking and socialising. In addition to many ad hoc social events that take place, the Department's graduate student-staff liaison committee (the JCCG) organises a number of social events including free coffee once a week for all graduate students and final year undergraduates, a subsidised evening social event in Michaelmas Term and a subsidised summer barbeque.

College:

Many colleges will be able to provide you with at least one year's accommodation. Generally speaking your college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and you will need to familiarise yourself with your college's detailed arrangements. In addition there are usually self-catering facilities available in graduate accommodation. You will be a member of the Middle Common Room, or equivalent, of your college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and often may have dedicated funds for research (conference

and field grants). It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

Central:

Graduate Research Students may become members of the University Club in Mansfield Road, and participate in the range of sporting activities provided by the University.

10. What arrangements are in place for pastoral and welfare support?

Department:

Within the Department, your Supervisor(s), Director of Graduate Studies, Graduate Studies Secretary and Departmental Advisor are all available to offer support. Through its weekly coffee event the Joint Consultative Committee for Graduates (JCCG) provides an informal forum for discussion and guidance. The JCCG also provides a channel through which graduate students' views and concerns can be brought to the attention of the Department of Materials Academic Committee.

College:

There is an extensive framework of support for graduates within each college. Your college will allocate to you a College Advisor from among its Senior Members, usually in a cognate subject, who normally will arrange to see you from time to time and whom you may contact for additional advice and support on academic and other matters. In college you may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. Each college will also have other named individuals who can offer individual advice.

Central:

The University provides:

1. A professionally staffed confidential Student Counselling Service which offers assistance with personal, emotional, social and academic problems (<http://www.ox.ac.uk/students/welfare/counselling>)
2. A Careers Service (<http://www.careers.ox.ac.uk/>)
3. A Disability Advisory Service (<http://www.ox.ac.uk/students/welfare/disability>)
4. A Student Visa & Immigration Office (<http://www.ox.ac.uk/students/visa>)
5. Student-led peer support (together with the Oxford University Students Union) (<http://www.ox.ac.uk/students/welfare/peer>).

**Mathematical
Physical and
Life Sciences
Division**

**A Brief Guide to the roles of research students
and supervisors**

and the

**Code of Practice on the Supervision of Graduate
Research Students**

2017-18

A Brief Guide to the roles of research students and supervisors

The primary purpose of a research degree programme in the Mathematical, Physical and Life Sciences Division is to enhance and develop your knowledge in a specific area of research, and to equip you with the research and transferable skills needed to become an independent researcher, or to prepare you to be able to adapt the skills you have learnt to pursue a career in other fields. Our aim is to provide you with an excellent educational experience, which should also be enjoyable, as well as hard work. To achieve this result, both supervisors and students need to be clear about their respective roles and responsibilities. This note provides a brief guide to these roles. If you have any questions about the roles described below, do discuss these with your supervisor or the Director of Graduate Studies in your department.

The role of the Supervisor (and in some cases the supervisory team) is to:

1. Establish a timetable of regular meetings for detailed discussion of your progress (these meetings should take place at least once every two weeks averaged across the year)
2. Agree a research plan and programme of work, and to establish clear academic expectations and milestones
3. Agree with you a timetable for the submission of any written work and to return your work within a reasonable time
4. Advise you of your department's health and safety regulations. Supervisors are responsible for all aspects of safety under their control, and in particular for the safe conduct of all experiments carried out in the course of their student's research
5. Assess formally your subject-specific and personal and professional skills training needs on a regular basis and ensure you are aware of the opportunities available to meet these needs. A full review of your skills training needs should be carried out each year with your supervisor
6. Write a report on your progress at the end of each term on the graduate supervision system (GSS)
7. Ensure you are aware of the formal requirements in relation to transfer and confirmation of status and final submission, and help you to incorporate these into your plan of work
8. Inform the departmental Director of Graduate Studies through termly reporting mechanisms of any concerns about your progress, attendance or other needs

The role of the Student is to:

1. Meet with your supervisor regularly and give due weight to any guidance or corrective action proposed, keeping a written record of your discussions where appropriate
2. Draw up a research plan and timetable of work in consultation with your supervisor, and to keep relevant records of all aspects of your work
3. Reflect and report on your progress at the end of each term on the graduate supervision system (GSS)
4. Take ultimate responsibility for your research programme, including the development of subject-specific, research, personal and professional skills
5. Carry out research with proper regard to good health and safety practices
6. Be aware of the University's guidance on plagiarism and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research

7. Pursue opportunities to engage with the wider academic community at University, national and international level
8. Inform your supervisor immediately if you need to be away from the department, for example if you are ill.

Code of Practice on the Supervision of Graduate Research Students

Mathematical, Physical & Life Sciences Division

A. Appointment of supervisors for Graduate Research Students

The supervisory structure and sources of support

Patterns of supervision differ in the MPLS Division according to the nature of the subject. In some subjects there is typically a sole supervisor; others may typically have two or more supervisors, with one designated as the primary supervisor; and others may have supervisory teams.

Where more than one supervisor is appointed, one of the supervisors shall clearly be designated the primary supervisor.

In all cases, the department shall ensure that each graduate student has access to one or more named persons in addition to the supervisor to whom he/she can turn for support, such as the head of the research group, the Director of Graduate Studies, or where appropriate the Head of Department. Where there is a sole supervisor, these other sources of support, and the arrangements for providing cover during the absence of the supervisor referred to at 4 below, are especially crucial.

In all cases students should also expect to be able to approach a college advisor. The student's college will appoint a college advisor; receive termly supervision reports, and transfer and confirmation of status reports. The Division asks colleges not to appoint a student's departmental supervisor as a college advisor. The college may also have procedures in place to monitor the overall well-being of the graduate research student, including a discussion of academic reports. If the college identifies any concerns which might impact on the academic progress of the student concerned, and which may not already have been recognised in departmental reports, it may refer these in confidence to the Director of Graduate Studies in the department concerned, who will initiate such action in the department as seems to him/her to be necessary in the individual circumstances.

The person(s) appointed to supervise

The supervisor shall normally be:

1. *Someone of sufficient standing to be able to operate with credibility on behalf of the responsible body*

The main supervisor shall normally be a member of academic staff of the University, or a college fellow. Where specialist supervision is needed that is not available from a member of academic staff or college fellow, a senior member of research staff (Grade 8 or above) may be appointed as a subject specialist supervisor, OR, in appropriate cases, a supervisor may be appointed who is external to the University of Oxford. A person in the department holding a substantial external fellowship, e.g. a Royal Society

Fellowship or equivalent on a fixed-term contract also may be appointed to act as a student's main supervisor. In these circumstances, an experienced member of academic staff shall always be appointed as joint supervisor. This must be a member of staff responsible to the Head of Department or Head of the Division.

2. *Someone who has sufficient experience to be able to provide appropriate guidance to the student about the necessary procedures and, in particular, the academic expectations associated with an Oxford doctorate in their subject area.*

At least one supervisor will currently be engaged in research in the relevant discipline(s) so as to ensure that the direction and monitoring of the student's progress is informed by up to date subject knowledge and research developments.

Appropriate support and mandatory training will be given to new supervisors.

For supervisors undertaking their first graduate student supervision, an experienced co-supervisor will be appointed to support the student and the supervisor.

For members of academic staff in their first period of office, the Divisional Board will appoint a mentor who will, amongst his/her other duties, provide confidential advice, support, and guidance on teaching, and supervision of research students. The supervision record of a new member of academic staff is included in the review prior to appointment to retiring age.

Departments shall encourage all new supervisors to attend the Learning Institute's Seminar on Graduate Supervision

https://learningrp.nsms.ox.ac.uk/public_html/seminar_desc.php?cat=cc&ls=all&cc=AP/PGS&page=19

(These seminars can be arranged on a departmental or divisional basis when there are sufficient numbers of participants. Sessions can also be arranged if cognate departments wish to work together).

When a supervisor is not a member of academic staff at the University, or a fellow of an Oxford college, or a person with previous supervisory experience,

- an experienced member of academic staff will be appointed by the department either as joint supervisor or as an advisor to the supervisor, and will be expected to act as mentor to the new supervisor;
- when the supervisor is a member of contract research staff, s/he will be expected to attend the Learning Institute seminar.

For the avoidance of doubt, a candidate should not be admitted if there is no suitable specialist supervision available in the University or its colleges.

3. *Someone who is able to undertake the tasks assigned to the supervisor in the memorandum and notes of guidance including integrating them into the national and international network in their subject.*

In terms of academic standing and experience, this is dealt with above.

Departments should put in place mechanisms to ensure that the quality of supervision is not put at risk as a result of the excessive volume and range of burdens assigned to individual supervisors. Although for an individual supervisor with a normal academic load, a supervisory load equivalent to six full-time students would be regarded as the normal maximum, it is recognised that there is a range of supervisory practice, in terms of supervisory teams, and the Division emphasizes the importance of adhering to the Quality Assurance Agency's precepts on supervisory practice. These are that:

- "Institutions will appoint supervisors who have the appropriate skills and subject knowledge to support, encourage and monitor research students effectively.
- Each research student will have a minimum of one main supervisor. He or she will normally be part of a supervisory team. There must always be one clearly identified point of contact for the student.
- Institutions will ensure that the responsibilities of all research student supervisors are clearly communicated to supervisors and students through written guidance.
- Institutions will ensure that the quality of supervision is not put at risk as a result of an excessive volume and range of responsibilities assigned to individual supervisors."

Typically, a student should expect to have meetings with his/her supervisor or a member of the supervisory team with a frequency of at least once every two weeks averaged across the year. The regularity of these meetings may be subject to variations according to the time of the year, and the stage the student is at in his or her research programme. It follows that, alongside his/her other duties, a supervisor should be able to provide this typical level of support for each of his/her research students.

Departments should ensure that students are not disadvantaged by the appointment as a supervisor of someone who is about to go on leave, and shall make appropriate arrangements to cover for a supervisor's absence on leave or for other reasons.

4. *Someone who has sufficient security of tenure to make it likely that they will see the student's research through to successful conclusion.*

Nobody should be appointed as sole supervisor if it is known at the time of the appointment that he or she will not be in post at the time the student is due to complete the programme in question.

B. How skills training needs are to be assessed.

The Graduate Academic Programme is available to all graduate research students from all departments in the Division and includes courses in academic subjects, research skills, tools and techniques, teaching, transferable skills and career development. With access to all these courses, you and your supervisor are able to adapt a

broad individually tailored training programme to suit your specific needs and background. For details of these courses and booking instructions, please see: <http://www.mpls.ox.ac.uk/training>.

Skills training needs are an important part of a postgraduate research student's programme. These include skills that are specific to the research being undertaken, and personal and professional skills training, as outlined in the Researcher Development Statement which is derived from the Researcher Development Framework (RDF). This is the key reference statement for the development of postgraduate researchers' skills and attributes and researchers employed in higher education. Further details are available at:

<http://www.vitae.ac.uk/CMS/files/upload/Researcher%20development%20statement.pdf>

The student's skills training needs are assessed at three specific points in his/her programme: in the initial general review of the student's needs with their supervisor, at Transfer of Status, and at Confirmation of Status. It is, however, an integral part of the supervisor's role, at the regular supervisory meetings, to continue to monitor and advise the student on his/her skills training needs, and to draw to the attention of the research student, and encourage the student to take up, such opportunities that are available for the further development of these skills. A full review of your skills training needs should be carried out each year with your supervisor.

A review of research and transferable skills training needs should form part of at least one meeting per term between the supervisor and the student. In a student's third and subsequent years the supervisor should also discuss career paths with the student. The student should keep a written record of the discussions.

Extensive information about transferable skills training can be found in the Division's skills training web pages at:

<http://www.mpls.ox.ac.uk/training>

<http://www.mpls.ox.ac.uk/training/interdisciplinary-courses-for-research-students-and-research-staff>

<https://weblearn.ox.ac.uk/portal/hierarchy/grad/>

SUMMARY OF AND BRIEF RATIONALE FOR THE COMPULSORY REQUIREMENTS FOR MATERIALS RESEARCH STUDENTS

A. Introductory Note

The Oxford Materials 'DPhil in Materials' programme includes a small number of compulsory programme requirements, which are summarised below and included in the checklist on the very first page of this Handbook. More details are given in the main body of the Handbook.

It may be helpful to understand that some of these compulsory requirements serve more than one purpose, and to be aware of the rationale behind their inclusion. For this reason the summary below is provided. In particular, certain items are designed to meet some of the University & MPLS Division's requirements for **transfer** and **confirmation** of status – these are identified by the colour coding indicated. The assessed lecture courses and the items directly associated with transfer and confirmation of status are normally independently assessed/judged/reviewed by one or more members of staff other than your supervisor(s). Transfer and Confirmation of status are formal points of examination and assessment respectively of your fitness to continue on the research programme, normally occurring at the end of your first year and towards the end of your third year respectively. The independent input is an important part of these assessment processes, complementing that of your supervisor(s). Most students find it very helpful to receive this complementary, independent feedback on their progress.

In addition to the Materials requirement of a student-led six-monthly project management exercise, there is a University requirement of three formal progress reports each year, written by the supervisor(s) and with which the student is expected to engage. The purpose of these 'GSS' reports is self-evident: clearly it is important that you, your college and the Department have a regular brief update on your progress, not least so that steps can be taken to remedy any problems as soon as possible. It is compulsory for you to record your own entry as part of your termly report; you will be prompted each term to do this, the time window being weeks six to seven. If you have concerns it is essential that you raise these either verbally or through the termly report. If you wish to raise concerns in confidence you may do so directly with the Director of Graduate Studies (DGS) and/or with your college or Departmental Advisor and/or with the JCCG (the Department's Staff-Student Liaison Committee).

Project Management is itself a useful transferable skill, but our purpose in making it a compulsory requirement is to enable and encourage you to take responsibility for the progress of your research, providing a tool for regular, but not too onerous, review of progress, identification of potential major bottlenecks and appropriate action to mitigate these, planning for the next six months and, in less detail, planning beyond the next six months right up to thesis submission. The ultimate aim is to maximize your chances of submitting a good thesis within your funded period.

You take the lead on the project management, but it is essential that your supervisor engages with you in this exercise. If you raise any serious concerns in your project management forms it is expected that you flag these by e-mail to the DGS. You upload your Project Management Forms to our 'Materials: Progression' WebLearn site.

Finally, as part of the six-monthly project management process you and your supervisor are asked to review your training needs at least annually (academic training, research-specific skills training, generic transferable skills training & development). There is a Divisional expectation of a regular 'Training Needs Analysis'.

The University, and some sponsors, including the EPSRC, also expect each student to engage with roughly 100 hours per year of transferable 'career skills' training and the University requires you to report on this in your formal applications for transfer of status and confirmation of status.

B. Materials PGR Student Requirements and Timeline for **Transfer & Confirmation of Status**

Illustrated for a Michaelmas Term starter, on the DPhil in Materials programme, with a 3.5-year studentship

For completeness also showing:

Project management form (PMF) submissions. Mandatory GSS submissions. Whole-cohort events.

(MT = Michaelmas Term (Oct-Dec); HT = Hilary Term (Jan-Mar); TT = Trinity Term (Apr-June); LV = Long Vacation (July-Sept).

Revised Timeline - First applies to cohort who commenced programme in 2017/18

* Indicates Mandatory Divisional Requirement or University Requirement by Regulation

Y1	MT+HT	Pass two assessed lecture courses and attend a minimum of seven colloquia plus the three compulsory workshops
	MT	Wk0 Induction
		Wk2 SUBMIT 'NEW GRADUATE' QUESTIONNAIRE (Submit initially to Marion; Upload to WebLearn in Week 8 MT <u>after</u> review by Marion)
		Wk6-7 *Student report to GSS
	HT	Wk0-1 PMF1 to WebLearn
		Wk6-7 *Student report to GSS
	TT	Wk2-4 Informal meeting with Lead Assessor [In advance upload to WebLearn a single pdf comprising: project title, Gantt chart, and a 100-word summary of the new science to which it is anticipated the project will lead]
		Wk6-7 *Student report to GSS (inc *Preparing for Transfer of Status form)
		Wk8 Lit Review to WebLearn (5,000 to 6,000 words) [Note: * Assessors are required to judge a candidate's understanding of the literature]
	LV	July PMF2 to WebLearn
		July *Apply to be considered for transfer of status Combined GSO2 + 2,500 word summary of progress to date + Gantt Chart to WebLearn [Supervisor's report integral to GSO2]

Y2	MT	Wks -3 to +1 Wk6-7	*Transfer of Status Interview with Assessors *Student report to GSS
	HT	Wk0-1 Wk6-7 Wk7	PMF3a to WebLearn *Student report to GSS Research Talk
	TT	Wk6-7	*Student report to GSS
	LV	July	PMF3b to WebLearn
Y3		Wk6HT to Wk6TT	*Apply for Confirmation of DPhil Status – GSO14.MPLS to WebLearn [*Supervisor submits a separate, confidential, report]
MT		Wk6-7	*Student report to GSS
HT		Wk0-1 Wk3 Wk6 Wk6-7	PMF3c to WebLearn Submit A3 version of Poster <u>if</u> entering competition Poster Session *Student report to GSS (inc *Preparing for Confirmation of Status form)
TT		Wks 0 to 8 Wk6-7 Wk6-7	*Confirmation of Status Interview with Assessors [* Note: Assessors' report proforma includes a prompt to comment on the proposed thesis structure] *Student report to GSS PMF3d to WebLearn
	LV		Nil
Y4	MT	Wk0-1 Wk6-7	PMF4 to WebLearn (includes thesis outline) *Student report to GSS
	HT	Jan-Feb Wk6-7 March	Apply for appointment of examiners – GSO3 *Student report to GSS SUBMIT THESIS
	TT		DPHIL VIVA

A note on the Project Management Scheme and the 'Termly' GSS Reports

The project management scheme is intended as a tool to enable and encourage the student to take ownership of their project and to maximise their chances of submission within their funded period. It also enables the development of a 'career skill' that is valued by employers (and often is needed by academics too when applying for funding). Other than requiring a project management review by student and supervisor at six-monthly intervals the Department is not prescriptive in exactly how student and supervisor make best use of the scheme.

However, one model that can be effective and efficient is:

Student submits their end-of-term or, in the future, quarterly report to GSS. [From 2018/19 onwards the University intends to set the window for this to weeks 7-9 and to require **four** such reports per year – MT, TT, HT & LV.]

Following this submission, and **prior** to submission** of the **supervisor's** GSS report, it is best practice for the supervisor(s) to meet with the student to discuss the student's progress and GSS report. [** from 2018/19 onwards the University intends to set a **strict four-week window** for this submission.]

At the two such 'GSS' meetings each year that will **precede** a week 0-1 HT or July PMF submission it is logical to review the student's project management and Gantt chart (that is, in advance of the next formal PMF update by the student).

By means of a single sentence in their GSS report the supervisor can confirm that this project management review has taken place. Since our PMF includes a section on training needs, this will meet the Divisional steer that the new 2018/19 GSS process includes 'Training Needs Analysis'.

Having read the supervisor's formal GSS report, and in the light of the discussion at the most recent 'GSS' meeting with their supervisor(s), the student is well-placed to capture by means of the PMF a review of their project management and revision of their Gantt chart ready for the imminent week 0-1 HT or July PMF submission to WebLearn.

For the two quarterly GSS reports per year that do **not** precede a Materials six-monthly project management review it is anticipated the Department will **not** expect a training needs analysis to take place. Indeed it may be that in Materials we shall decide that unless student or supervisor(s) need to raise concerns these two quarterly GSS reports will be very light-touch and even may not involve a 'GSS' meeting.

C. Observations by DGS (AOT)

1. Why require the informal meeting with your Lead Transfer of Status Assessor early in Trinity full term of Year one?

So that any problems can be identified in good time for remedial action to be taken prior to the formal assessment for transfer of status. Please note that not all projects are expected to have delivered substantial results by this stage.

2. What about giving a presentation in year one?

*A short presentation to your assessors **is** incorporated in your Year One Transfer of Status interview - indeed, it is a Divisional requirement that a presentation be given at some point during your period as a Probationer Research student.*

3. Why not ask for the Literature Review earlier in year one?

*The Lit Review is a substantial piece of work, and requires the completion of a comprehensive consideration of all relevant publications on your research topic. Given the other course requirements that **have** to be timetabled in MT & HT, plus the technical training that many are engaged with, it would be very onerous to **require** the Lit Review sooner than the end of TT full term. Of course you are not prohibited from completing your review in advance of Week 8 of TT if this suits you and your supervisor! It is also helpful for supervisors to have had the opportunity to identify in advance of this substantial literature review, any student who needs additional support and/or training in writing a scientific report and/or in writing in English.*

4. Why not schedule the poster session in year two and the research talk in year three?

It is quite common for a student to give an oral presentation and or offer a poster at a conference by the two-year point in their DPhil project. We offer guidance on poster presentation in an annual two-part workshop held in MT and HT, but there is limited value in practising actually showing a poster in advance of a conference. In contrast for an oral presentation it is really helpful to have had an opportunity to practise in front of an audience other than your own research group before you speak at a conference, and to receive feedback on your oral presentation skills in good time for you to work on improving these if this is necessary.

The Senior member of staff who chairs the session in which you give your talk and the DGS are also able to take an informal view of your progress to date and if they have concerns to raise these with your supervisor in good time for remedial action to be taken in advance of your formal application for Confirmation of Status. For most students, at this eighteen-month stage a short individual research talk followed by some questions is a better means by which to gauge your progress than a poster. [If a poster session were used for this purpose we would need single author posters and a senior member of staff would have to ask you questions about your poster. Furthermore including an, albeit informal, assessment of progress would detract from the convivial social event that forms part of the Year 3 poster session.]

You are better placed to write a proper A0 research poster when you have a project that is well on the way to completion, with plenty of results and analysis, and having to do so is a good way to focus you and your supervisor's minds on what will be the key results in your thesis.

OVERVIEW OF MSc BY RESEARCH COURSE STRUCTURE

(More detail is given in sections 5 onwards of the present Handbook)

See also [Section 4.1](#) on the 'Materials: PGR Progression' WebLearn site and [Section 4.2](#) on Graduate Studies Office Forms.

The University rules stipulate that you must be resident within a 25 mile radius of the city centre for at least 3 terms (1 academic year) before you can submit your MSc thesis. The rules also stipulate that the maximum time normally allowed for a student to complete the research and write the thesis is 9 terms (3 academic years). The Department, however, aims for MSc students to submit their thesis within 2 years. A schedule for keeping to this 2-year timetable is illustrated overleaf under the title A Two-Year MSc by Research Diary. We will now consider very briefly each of the two years in turn.

THE FIRST YEAR

You have arrived at the start of your graduate degree as a Probationer Research Student (PRS). The University rules allow you to hold this status normally for up to 4 terms. PRS students who arrive intending to pursue a Materials MSc (by research) degree, are expected to transfer to MSc status towards the end of their fourth term. Permission to apply to transfer is subject to the approval of your Supervisor, College and Director of Graduate Studies, normally following the completion of three threshold requirements:

- (i) passes in two assessed courses ([see section 6](#));
- (ii) attendance at a minimum of seven Colloquia during the first two terms ([see section 9](#));

Two members of staff, other than your supervisor, College Advisor or Departmental Advisor, will be appointed as the Assessors for your Transfer of Status application, which is normally submitted in your tenth month as a PRS.

In the period of weeks two to four of your third term you will meet with your Lead Assessor for an independent, informal discussion of your progress to date. Further information on this meeting, which **you** must arrange, is given in [Section 10](#).

By the end of Trinity full-term of your first year or its equivalent if you started in HT or TT, you are required to have completed a substantial Literature Review ([Section 10.3](#)). This should ensure that you are familiar with the prior work in your area of study before you progress too far with your research. Your Literature Review must be submitted by Friday of week 8 of Trinity Term (15 June 2018). After your Transfer of Status interview you will receive written feedback on this Review from your Lead Assessor.

Having attended the Writing Skills workshop, completed your literature review, **ensured that you understand what is the new science it is anticipated your project will reveal**, engaged appropriately with your project management and held regular discussions with your supervisor, you should be beginning to have some sense of what are the requirements for a thesis (see also [Section 13](#)) and what might be the content of your thesis.

Once you have met the two threshold criteria and submitted your literature review:

In your tenth month, and normally no later than the end of that month (usually 31 July), you should complete and submit to Marion Beckett an 'Application Form for Transfer of a Graduate Student from One Status to Another' (form GSO2). In considering your application your Supervisor, College and Director of Graduate Studies will take into account your progress over the whole of your first year to date.

[Section 10](#) of this Handbook provides more detail on the transfer of status process and examination.

The purpose of the transfer of status process is to ensure that you have a convincing research proposal, that you are making satisfactory progress in its development, and to satisfy the assessors that the work is potentially of DPhil or MSc by Research quality.

Submission of the GSO2 form will, if approved, initiate arrangements for your **transfer of status examination**, which will be conducted by two assessors (neither of whom may be your Supervisor, your Department Advisor or your College Advisor). This examination will include a 15 to 30 minute interview with the assessors, to be held within the period of weeks -3 to +1 of your 4th term. Your Lead Supervisor is responsible for arranging the date for this interview and **you** should be proactive in prompting him or her to do this in a timely manner.

Further information about transfer of status and other 'progression' matters can be found in sections five to thirteen of the present Handbook and on the MPLS Graduate School webpages at <http://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/progression>.

THE SECOND YEAR

Your MSc project should now be coming together nicely and you will be asked to give a short talk on your research during Week 7 of Hilary Term ([see Section 11](#)). Allow yourself three months to write-up and finish the final version of your thesis ([see Section 13](#)). **A month or so BEFORE you are ready to submit your thesis you should apply for the 'Appointment of Examiners' (form GSO.3)**. Again, this form can be downloaded from the website <http://www.ox.ac.uk/students/academic/guidance/graduate/progression>. Once two copies of your

thesis and abstract have been submitted to the Graduate Studies Office, your Internal Examiner will arrange the date for your oral examination (*viva voce*) ([see section 13](#)).

CAVEAT

A hard and fast timetable for the successful completion of a MSc by Research project is, of course, not possible, given the unpredictability of creative research. The 'Two-Year MSc by Research Diary' shown below should be seen as a guide illustrating what is required in order to submit within two years. Part of the purpose of the Project Management structure is to enable students themselves to monitor their own progress and to flag-up to their supervisor the Department a warning signal as soon as possible if they feel that their two year MSc schedule is slipping ([see section 5](#)). **If you are not devoting most of your effort to thesis writing at the 21 month milestone, you should arrange to meet with the Director of Graduate Studies to discuss your progress.**

A Two-Year MSc by Research Diary

1st Year	
Michaelmas Term, October - January	
Week 0	First year Induction Course, including meeting with Lead Supervisor(s), Assignment of Deputy Supervisor, Department Advisor and propose Lead Assessor Department Newcomers' Party
Week 1	Safety Lecture MPLS Graduate School: Introductory talk and Welcome Party
Week 2	Deadline for completed 'New Graduate Student' Questionnaire Information Skills workshop
Week 3	Latest date for submission of Personal Registration and Risk Assessment Form and DSE Form
Week 4	Institute of Materials, Minerals & Mining Talk Project Management workshop
Week 5	Looking to the Future workshop
Week 6-7	GSS Report
Week 7	Patent Information Workshop
Week 8	Poster Presentation Skills workshop
TBC	Attend Workshop Induction
TBC	Junior Demonstrator Training Workshop
TBC	Owning a Successful DPhil Workshop
Weeks 1-8	Attend graduate courses (including 2 assessed) Thursday Departmental colloquia
Hilary Term, January - April	
Week 2	Presentation Skills and Powerpoint workshops
Week 3	Writing Skills, Lab Notebooks, IPR and Patents workshop
Week 6-7	GSS Report
Week 7 TBC	Managing your References Workshop
Week 9 TBC	Research Impact and Open Access (Chemistry and Materials)
Weeks 1-8	Attend graduate courses (including 2 assessed) Thursday Departmental colloquia
TBC	Intensive one-week Academic Writing Course (for non-UK students)
Trinity Term (including the Long Vacation), April - October	
Week 0	Deadline on Monday for First Year Interim Progress Report
Weeks 1-4	Thursday Departmental colloquia
Week 2	Knowledge & Technology Transfer Workshop (tbc)
Weeks 2-4	Arrange informal meeting with your Lead Assessor
Week 6-7	Upload 'Preparing for Transfer of Status' form to GSS and submit GSS Report
Week 8	Upload Literature Review to WebLearn
July	Upload Project Management Form 2 (with Gantt chart) to WebLearn Apply for Transfer of Status
	

2nd Year	
Michaelmas Term, October - January	
Week 1	Latest date for Transfer of Status Interview
Week 1	Active Job Hunting – Introduction to Oxford University Careers Service
Week 1	Careers and Networking Evening with Alumni
Weeks 1-8	Thursday Departmental colloquia
Weeks 6-7	GSS Report
Hilary Term, January - April	
Week 0-1	Upload Project Management Form 3A (with Gantt chart) to Weblearn
Weeks 6-7	GSS Report
Week 7	2nd Year Talks, Tuesday, Wednesday & Thursday, 10.00 am – 6.00 pm, KEEP ALL DATES FREE! Hetherington Prize
TBC	Academic Writing Course (for non-UK students)
Weeks 1-8	Thursday Departmental colloquia
Trinity Term (including the Long Vacation), April - October	
Weeks 1-4	Thursday Departmental colloquia
Week 5	^a Upload Project Management Form 4 (with Gantt chart) to Weblearn (to include thesis outline)
Weeks 6-7	GSS Report
July-August	^a Application for appointment of examiners (form GSO3)
September	^a Submission of thesis
	

^aMSc (Research) in Materials students follow the same pattern as years 1 and 2 for DPhil in Materials students, except that (i) in week 5 of Trinity Term in their second year they submit Project Management Form 4 (instead of Project Management Form 3b in July), (ii) in Week 1 of MT of their final year they attend the two careers events, and (iii) they aim to submit their thesis no later than the end of their second year.

Note: The JCCG Committee will meet every term at 12.00 noon on Wednesday of Week 1.

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION

Transfer of status form and guidance for assessors

Transfer of Status from PRS to DPhil Status (1st Attempt)

Student name:		Start Date:	
Research Title:			
Date report received:		Date Interviewed:	
Funded period:		Max submission:	

Assessors are reminded that this is a formal examination of the University of Oxford. In order for transfer of status to be conferred, assessors must be satisfied that:

1. The student has proposed a viable DPhil project that can be completed within the proposed timeframe and funded period or within 12 terms.
2. The work undertaken to date provides an appropriate background and platform for progress.
3. The student has developed a critical understanding of the relevant literature.
4. The student understands, can justify and defend their research project, its objectives and rationale.
5. The student has a clear plan for the future direction of the project.
6. The student has begun to take intellectual ownership of the project.

In making your assessments (and in judging the level of the viva) it is important that your expectations of the student are moderated by (a) the student's previous academic background and (b) the point they have reached in their DPhil studies as this is still an early stage. The assessment panel should complete this report form, the contents of which should be communicated to the student and his/her supervisors. If transfer is not recommended, then it is critical that detailed reasons for this are given along with instructions for any specific work that must be done prior to reassessment. A timescale for a subsequent meeting with the assessment panel (usually 3 months later) should be given.

On the basis of the student's transfer report/submitted work and the transfer interview, please indicate your assessment of the following, ticking as appropriate:

Assessment of verbal and written work	Excellent	Good	Adequate	Not Satisfactory
Familiarity with and knowledge of background literature				
Amount of work completed				
Quality of work completed				
Potential contribution to field of proposed work				
Coherence and organization of work				
Content of presentation				
Delivery of presentation				
Ability to defend work				
Ideas and plans for future work including a timescale for ongoing work				
Ability to work independently				
Compared to other students at this stage, this student's Research competency appears to be				
Student's competence in written and spoken English				

Sample copies of assessment proformas used for the Transfer of Status Examination and the Confirmation of Status assessment

APPENDIX (XI)

Likelihood of timely submission	Very likely	Probably	Possible	Unlikely	None
Prospect of the student submitting by their current maximum submission date					
Training and professional development	Yes – very well	Yes – but some areas requiring attention	Yes – but inadequately	No	
Has the student appropriately engaged with academic skills training?					
Has the student appropriately engaged with career focussed and professional development activities?					

Would the student benefit from additional supervision to facilitate his/her studies? Yes / No

Please tick to confirm that you, the assessors, have received and reviewed the candidates GSO.2 Application for Transfer of Status form and that the DGS has signed to approve the candidate was ready to be assessed:

Assessors are required to provide further comments in the box below on the student’s work and interview. Assessors should particularly focus on areas of excellent or unsatisfactory work. Assessors should also comment on the student’s acquisition of career skills (and plans to develop such skills) as outlined in the GSO.2/ departmental template form. This information will be reviewed by the DGS and students will receive the report once agreed.

Sample

Overall Recommendation:

- Transfer to DPhil status without reservations
- Transfer to DPhil status if a satisfactory written response to this report is obtained, signed by both the student and supervisor **(to be returned within 2 weeks)**
- Transfer to DPhil status with conditions **(please state conditions above with timeframe)**
- Student should make a 2nd attempt to transfer to DPhil status in 1 term

Signed: (Assessor 1)	Signed: (Assessor 2)
Print Name:	Print Name:
Date:	Date:
DGS Signature:	Date:

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION

Confirmation of DPhil status form to be completed by the Supervisor(s)

The purpose of confirmation of status is to enable research students to receive an assessment of their work by two assessors, other than their supervisor(s). It is intended to provide an important indication that if work on the thesis continues to develop satisfactorily, then consideration of submission of the thesis within the student's funded period/

four years (for DPhil) would appear to be reasonable. It therefore provides a second stage of formal progress review in the four years of the student's overall research programme. **It should be noted that successful completion of confirmation of status provides an indicator only for readiness for submission, not for the final outcome of the examination of the thesis.**

The University's guidelines state that:

"The purpose of confirmation is to confirm that you are continuing to work at the appropriate doctoral level and to provide assurance that if the work on the thesis continues to develop satisfactorily, then consideration of submission within the course of three further terms would appear to be reasonable."

Confirmation of DPhil Status

Student name:		Start Date:	
Research Title:			
Planned Sub. Date:		Max submission:	

This is a formal assessment of the University of Oxford. In order for confirmation of status to be conferred, assessors must be satisfied that:

1. The student's DPhil project is following a trajectory that will lead to completion and submission within the remaining timeframe (and not exceeding 12 terms).
2. The work undertaken to date provides a sufficient background and a platform for completion/submission.
3. The student's work/research has the potential to make a 'significant and substantial contribution' to their field of study
4. The student has developed critical knowledge and understanding of the relevant literature.
5. The student understands, can justify and defend their research project, its objectives and rationale.
6. The student has a clear plan for the future direction of the project.
7. The student has taken intellectual ownership of the project.

In making their assessment (and in judging the level of the presentation/interview) the assessors' will moderate their expectations of the student by the nature of the project on which the student is engaged, for example if the work is interdisciplinary. Their primary focus will be on the quality of the work completed, that it is at the right level, and that a sufficient volume has been completed to enable them to be confident in their confirmation that the student is following the correct trajectory. Please complete this report form giving your own assessment of the student's work/progress to date, the contents will then be reviewed by the assessors and DGS. If you have any concerns about the progress of the student and their readiness for confirmation then please provide detailed reasons of this in the box below along with any information about specific work that you think should be completed before confirmation of status is recommended. **Note:** All information and comments provided should be consistent with what you have previously reported to the student on GSS.

On the basis of the student's confirmation report/supporting evidence, please indicate your evaluation of the following, ticking as appropriate:

Assessment of written work	Excellent	Good	Adequate	Not Satisfactory
Sufficient familiarity with and in depth knowledge of the relevant background literature				
Amount of work completed				
Quality of work completed				
Potential to make a 'Significant and substantial				

Sample copies of assessment proformas used for the Transfer of Status Examination and the Confirmation of Status assessment

APPENDIX (XI)

Assessment of written work	Excellent	Good	Adequate	Not Satisfactory	
contribution' to field of work/study					
Coherence and organization of work (proposed structure of the final thesis)					
Assessment of written work	Excellent	Good	Adequate	Not Satisfactory	
Ideas and plans for future work including a timescale for writing up					
Ability to work independently					
Student's research competency					
Student's competence in written and spoken English					
Likelihood of timely submission	Very likely	Probably	Possible	Unlikely	None
Prospect of the student submitting a satisfactory thesis by their current maximum submission date					
Training and professional development	Yes – very well	Yes – but some areas requiring attention	Yes – but inadequately	No	
Has the student appropriately engaged with academic skills training?					
Has the student considered their career post DPhil, and undertaken any activities in support of them e.g. professional development?					

Do you think the student would benefit from additional supervision to facilitate his/her studies? Yes / No

Please provide further comments in the box below on the student's work/research and progress to date, particularly focusing on areas of excellent or unsatisfactory work. Please also provide comments on the student's acquisition of career skills (and plans to develop such skills) as outlined in the GSO.14. Following the assessment the student will then receive a final report once agreed by the DGS.

Supervisor(s) Name (print in full):	
Supervisor Signature:	
Date:	
DGS Signature:	Date:

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION

Confirmation of DPhil status form and guidance for assessors

The purpose of confirmation of status is to enable research students to receive an assessment of their work by two assessors, other than their supervisor(s). It is intended to provide an important indication that if work on the thesis continues to develop satisfactorily, then consideration of submission of the thesis within the student's funded period/

four years (for DPhil) would appear to be reasonable. It therefore provides a second stage of formal progress review in the four years of the student's overall research programme. **It should be noted that successful completion of confirmation of status provides an indicator only for readiness for submission, not for the final outcome of the examination of the thesis.**

The University's guidelines state that:

"The purpose of confirmation is to confirm that you are continuing to work at the appropriate doctoral level and to provide assurance that if the work on the thesis continues to develop satisfactorily, then consideration of submission within the course of three further terms would appear to be reasonable."

Confirmation of DPhil Status (1st Attempt)

Student name:		Start Date:	
Research Title:			
Date report received:		Date Assessed:	
Planned Sub. Date:		Max submission:	

Assessors are reminded that this is a formal assessment of the University of Oxford. In order for confirmation of status to be conferred, assessors must be satisfied that:

1. The student's DPhil project is following a trajectory that will lead to completion and submission within the remaining timeframe (and not exceeding 12 terms).
2. The work undertaken to date provides a sufficient background and a platform for completion/submission.
3. The student's work/research has the potential to make a 'significant and substantial contribution' to their field of study
4. The student has developed critical knowledge and understanding of the relevant literature.
5. The student understands, can justify and defend their research project, its objectives and rationale.
6. The student has a clear plan for the future direction of the project.
7. The student has taken intellectual ownership of the project.

In making your assessments (and in judging the level of the presentation/interview) it is important that your expectations of the student are moderated by the nature of the project on which the student is engaged, for example if the work is interdisciplinary. The primary focus should be on the quality of the work completed, that it is at the right level, and that a sufficient volume has been completed to be confident in your confirmation that the student is following the correct trajectory. The assessment panel should complete this report form, the contents of which will be communicated to the student and his/her supervisors. If confirmation is not recommended, then it is critical that detailed reasons for this are given along with instructions for any specific work that must be done prior to reassessment. A timescale for a subsequent meeting with the assessment panel (usually 3 months later) should also be given.

On the basis of the student's confirmation report/supporting evidence and the confirmation interview/presentation, please indicate your evaluation of the following, ticking as appropriate:

Assessment of verbal and written work	Excellent	Good	Adequate	Not Satisfactory
Sufficient familiarity with and in depth knowledge of the relevant background literature				
Amount of work completed				
Quality of work completed				

Sample copies of assessment proformas used for the Transfer of Status Examination and the Confirmation of Status assessment

APPENDIX (XI)

Assessment of verbal and written work	Excellent	Good	Adequate	Not Satisfactory	
Potential to make a 'Significant and substantial contribution' to field of work/study					
Coherence and organization of work (proposed structure of the final thesis)					
Content of presentation/interview					
Delivery of presentation/interview					
Ability to defend work, and its significance					
Ideas and plans for future work including a timescale for writing up					
Ability to work independently					
Student's research competency					
Student's competence in written and spoken English					
Likelihood of timely submission					
	Very likely	Probably	Possible	Unlikely	None
Prospect of the student submitting a satisfactory thesis by their current maximum submission date					
Training and professional development					
	Yes – very well	Yes – but some areas requiring attention	Yes – but inadequately	No	
Has the student appropriately engaged with academic skills training?					
Has the student considered their career post DPhil, and undertaken any activities in support of them e.g. professional development?					

Would the student benefit from additional supervision to facilitate his/her studies? Yes / No

Please tick to confirm that you, the assessors, have received and reviewed the candidates signed GSO.14 Application for Confirmation of Status form and the Supervisors report:

GSO.14 signed by DGS

Supervisor's Report

Assessors are required to provide further comments in the box below on the student's work and assessment. Assessors should particularly focus on areas of excellent or unsatisfactory work. Assessors should also comment on the student's acquisition of career skills (and plans to develop such skills) as outlined in the GSO.14/ departmental template form. This information will be reviewed by the DGS and students will receive the report once agreed.

If some additional work is required e.g. further results, but the above evaluation of statements is satisfactory, confirmation can be recommended with conditions.

Overall Recommendation:

- Confirmation to DPhil status without reservations
- Confirmation to DPhil status if a satisfactory written response to this report is obtained, signed by both the student and supervisor (to be returned within 2 weeks)
- Confirmation to DPhil status with conditions (please state conditions above with timeframe)
- Student should make a 2nd attempt to confirm DPhil status in 1 term

Signed: (Assessor 1)	Signed: (Assessor 2)
Print Name:	Print Name:
Date:	Date:
DGS Signature:	Date:

The Oxford Week numbering system for Michaelmas, Hilary and Trinity Terms

2017

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
S	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
M	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
T	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
W	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
T	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
F	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
S	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24
	0 1 2 3	3 4 5 6 7	7 8 9	0 1 2	2 3 4 5 6	6 7 8 9
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S	2 9 16 23 30	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
M	3 10 17 24 31	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
T	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
W	5 12 19 26	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
T	6 13 20 27	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
F	7 14 21 28	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
S	1 8 15 22 29	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
				0 1 2 3 4	4 5 6 7 8	8 9

2018

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
S	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24
M	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
T	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
W	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
T	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
F	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
S	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
	0 1 2 3	3 4 5 6 7	7 8 9	0 1 2	2 3 4 5 6	6 7 8 9
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S	1 8 15 22 29	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
M	2 9 16 23 30	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
T	3 10 17 24 31	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
W	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
T	5 12 19 26	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
F	6 13 20 27	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
S	7 14 21 28	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
				0 1 2 3 4	4 5 6 7 8	8 9

2019

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
S	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
M	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24
T	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
W	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
T	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
F	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
S	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
	0 1 2 3	3 4 5 6 7	7 8 9	0 1	1 2 3 4 5	5 6 7 8 9
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S	7 14 21 28	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
M	1 8 15 22 29	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
T	2 9 16 23 30	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
W	3 10 17 24 31	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
T	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
F	5 12 19 26	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
S	6 13 20 27	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
				0 1 2 3	3 4 5 6 7	8 9



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