
Graduate Induction Course Oct 2018

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Aims of Induction Course

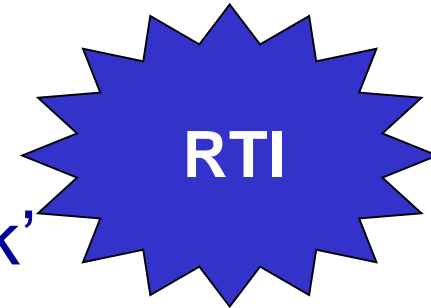
- To introduce you to the Department's:
 - staff
 - buildings
 - facilities
- To give you an overview of the structure of the degree programme you are about to start
- To give you a chance to meet each other, and some of the other graduate students
- To help you get started with the rest of the term...

Support structure

- Supervision Team, Research Group & Dept. Advisor
- Joint Consultative Committee for Graduates (JCCG)
- Director of (Graduate) Studies & Grad Studies Secretary
- Graduate Studies Panel
- Head of Administration & Finance and Deputies
- Facilities Manager
- Technical Support, Receptionist and Finance Team
- Confidential Harassment Advisors
- College Advisor
- Divisional Skills Training Officer
- MPLSD Grad School, Univ. Education Cttee. and Proctors

Handbooks and guides (also on web)

- **Materials Graduate Student Handbook**
 - the Materials DPhil Research Programme
- MPLSD PG Research Student 'Handbook'
- EdC Notes of Guidance for Research Degrees
- **Materials PG Lecture & Training Course Synopses and Research Colloquia Details**
 - information on training and teaching
- **MPLSD Researcher Training & Development Opportunities Brochure, and the RTI site**
- Department of Materials 'Handbook'
 - where to find what you need (and who to ask!)

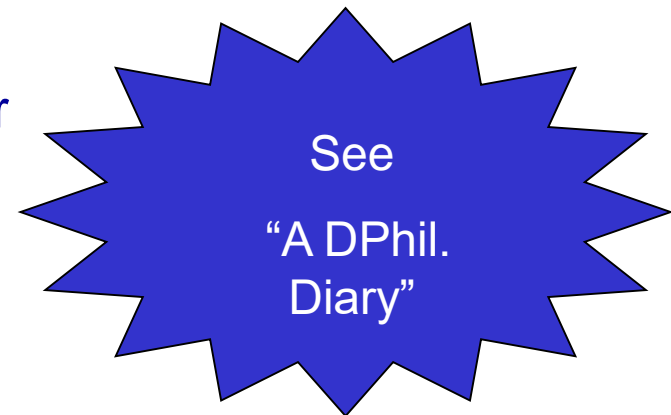


Forms/tasks that need to be completed

- 'New Graduate Student' questionnaire
 - your personal details + supervision team
- Risk Assessment
 - your safety in the type of work you will be doing
- Radiation protection form
 - arranging training for use of X-rays, lasers and radioactive materials
- Key application form
- Swipe card access (Fob for Begbroke)
 - to allow you access to building and labs/offices

Overview of the D.Phil. programme

- First Year: Probationer Status
 - begin research
 - transferable 'career skills', research skills training, academic courses & broadening elements
 - informal meeting with Lead Assessor
 - literature review
- Second Year
 - transfer of status exam
 - main research year
 - skills training, including research talk to Department
- Third Year (plus a further 6 or 12 months if funded for 3½ or 4 years)
 - completion of research and thesis submission
 - skills training, including poster competition



Overview of the M.Sc. programme

- First Year: Probationer Status
 - begin research
 - transferable ‘career skills’, research skills training, academic courses & broadening elements
 - begin research
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Supervision Team

- Supervisor(s) – one of whom will be your ‘**Responsible Supervisor**’, the others being co-supervisors. Together these supervisors will:
 - be the main source of advice and guidance for your project
 - keep a watch on your progress and report to Dept, University and College (**GSR: quarterly on-line reports**)
- Associate Supervisor – in addition, a postdoctoral researcher of less than three full years at that level may be appointed as an associate supervisor but this role does not carry the responsibilities of the ‘full’ supervisors

Supervision Team

- Departmental Advisor:
 - should be familiar with your research area
 - there for help and advice if things go wrong
- Deputy-supervisor (appointed for laboratory safety):
 - will be **either** one of your co-supervisors (not the lead) **or** your Dept Advisor
 - to give safety advice if supervisor(s) absent
 - if appropriate may temporarily take the role of Responsible Supervisor (RS) in the event of an extended absence of your normal RS

Your supervisor(s):

- What you should expect from them:
 - help with planning your research programme
 - skills audit (what training and teaching you need)
 - regular discussions of your work and academic advice
 - feedback on progress (formal and informal)
- What they should expect from you:
 - conscientious working, according to their advice
 - follow Departmental rules at all times (e.g. safety)
 - keep them informed of problems in good time

It is important for **you** to arrange regular meetings

Project Management Arrangements

3.5y project \equiv 777 working days to completion!

- Aim of the scheme:
 - to allow you as the student to take responsibility for the successful outcome of your research project by assessing expectations and progress throughout duration of your course and flagging up any problems
- Structure of scheme:
 - 6-monthly forms assessing progress and future aims
 - student-led
- Workshop explaining the scheme:
 - Friday wk4 12-4 (HRLT & 21BRCC); **In advance you should draft PMF1 – please consult with your supervisor for this**

Research & Transferable 'Career Skills' Training

- Safety (Dr Watt, wk 1 MT)
- Project management skills (wk 4 MT)
- Career-related skills (wk 5 MT)
- Research Integrity – mandatory on-line course (by 31st July 2019)
- Training for role of TA in the UG Practical Classes (tbc MT)
- MatLab and LabVIEW (tbc & MT Wk 5)
- Presentation skills/PowerPoint/PPT for posters/Adv a/v skills, (HT)
- Writing skills, Lab notebooks, IPR & Patents (HT)
- Literature searching skills & Patent information skills (Wks 2 & 7 MT)
- Reference Management skills (HT)
- Workshop skills (throughout year)
- Microscopy skills (modular)
- Institute of Materials - Benefits of Membership (wk 4 MT)
- Poster Presentations (wk 8 MT & wk 6 HT)
- Teaching skills (a series of workshops, some early in MT)

Transferable 'Career Skills' Training

- Other skills training courses at University level
 - IT Services, MPLSD, OUCaS, Bodleian
 - Language Centre
 - MPLS Entrepreneurship workshops & activities
 - Scientific Computing for DPhil students
- MPLS Graduate Summer School
 - Voluntary, preferably attend during summer of 2nd year
- Further information & links from MPLSD web site (**RTI**)
 - MPLSD Grad School welcome event (HT, time tbc)
- Keep a portfolio as a record of your skills training

MPLSD GRAD SCHOOL TRAINING FRAMEWORK

| Phase Category | Foundations Phase (0-12 months) | Intensive Research Phase (12-30 months) | Completion Phase (24+ months) |
|----------------------------|--|--|----------------------------------|
| Transferable Career Skills | Project Management Career Planning TA for UG Practicals - Training | Research Talk | |
| Research Skills | Safety Induction Talk Colloquia Brief presentation during 'Transfer of Status' interview Research Integrity Training | | Poster Presentation |
| Academic Skills | Two assessed lecture courses Literature Review | | |

Broadening elements

- DPhil Examiners' Rubric:
 - to satisfy themselves that candidates possess good general knowledge of research discipline

Hence

Requirement to attend 7 colloquia

Requirement to pass 2 assessed courses:

- one of which must be 'broadening' not 'deepening'
- assessment by written work and sometimes classes/tutorials
- Look at 'Postgraduate Lecture Synopses' handbook
 - PG level teaching in Department (includes Yr.3 Options courses)
 - UG-level teaching in Department (for graduates of other subjects)
 - interdisciplinary assessed courses (see RTI lecture list)

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

Check choices with supervisor/DGS in advance

Transfer of Status Examination

- Normally conducted in mid-September to early-October 2019 by two assessors [not your supervisor(s), Dept Advisor or College Advisor]
- Details provided in 2018/19 Materials Graduate Student Handbook

Transfer from PRS to D.Phil./M.Sc. Status

- Four threshold requirements for transfer
 - Passes in two assessed courses
 - Attend at least seven MT & HT colloquia
 - Submission of Literature Review
 - Completion of on-line Research Integrity course
- Informal meeting with Lead Assessor (early TT)
- Apply for Transfer of Status (form GSO.2.MPLS)
 - Normally by 31st July 2019
 - Form includes comments by your supervisor on your progress
 - Form includes a summary of skills training attended

Literature review

- 5,000 - 6,000 word survey of your research field
- Aim: to familiarise yourself with the topic area
- Feedback from a member of staff:
 - overall standard
 - breadth of coverage
 - critical judgement shown
 - style and presentation
- Submit to WebLearn by Fri Week 8 TT 2019
- Taken into account for Transfer of Status Exam
- IoM³ prize offered for best Materials Literature Review from graduate students studying in UK

Transfer of Status Examination

- Report
 - 2,500 words on progress during first year
 - project timetable for completion (2, 3, 3½ or 4 years)
 - Submit to WebLearn with GSO.2.MPLS by 31st July 2019
 - **Warning:** see section 21 of handbook, on plagiarism
- Interview
 - 5 minute presentation (using visualiser)
 - 10-25 minutes questions & discussion (and advice)
 - **Mid-September to Early October 2019**
 - Feedback

Second-year talks

- 9am-6pm, Tues, Weds & Thurs of Week 7 HT
 - 15 minute presentations (often PowerPoint)
 - 5 minute questions
- Written collective feedback from DGS after talk.
 - quality of visual aids
 - pace, diction, structure and timing
 - ability to get points across to peer-group
- Individual feedback from Supervisor and Peers
- Hetherington Prize awarded by Department for best talk in terms of preparation and presentation.

Third Year (for D.Phil students)

- Already you should have:
 - written Literature Review (one chapter of your thesis)
 - completed a significant amount of original work that will form a substantial part of your thesis
- **This year you will:**
 - apply for confirmation of status
 - define a timetable for the completion of your thesis within 12 months (3y funding) or 18 months (3½y funding)
- **You should aim to be completing your main research work SIX months before your funding expires** and hence start writing your thesis in April 2021 (3y funding), October 2021 (3½y funding) or April 2022 (4y funding)
- HT Poster Competition (RR & Ironmongers prizes)
- Continuation Bursaries

Confirmation of D.Phil. Status

- Threshold requirement for confirmation of status
 - satisfactory Y2 presentation on research progress to all members of the Department (Tues, Wed & Thurs week 7 HT, 9am-6pm)
- Apply for Confirmation of Status (form GSO.14.MPLS)
 - including timetable for completion of thesis
 - requires satisfactory written report from student
 - requires support of supervisor
 - form includes summary of skills training attended
 - normally submit form in HT 2021
- Confirmation of Status Interview (Y3, Trinity Full-Term)

M.Sc. and D.Phil. examinations

- Examiners' Rubric for D.Phil:
 - '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 3 or at most 4 years of full-time study.'
- which External Examiners will interpret as:
 - 'the D.Phil. thesis exhibits substantial evidence of original scholarship and contains material worthy of publication [in peer-reviewed journals].'
- Examiners' Rubric for M.Sc:
 - 'to have made a contribution to knowledge or understanding of a kind which might reasonably be expected after 2 years of full-time study'.

Thesis write up and Viva

- Useful information on writing a thesis:
 - writing skills lecture (HT)
 - Postgraduates section of the Vitae website
 - MPLSD's Graduate Student Handbook / Website (procedures)
- After thesis submission, examiner will arrange viva
 - usually 2-3 months after submission
 - usually lasts 2-3 hours, where work is discussed in detail
 - examiners make a report to the University
 - corrections are often required before report submitted
- Need to deposit final hardbound copies with University and Department (for which Department offers a £35 contribution to costs) and e-thesis with Oxf Res Archive

Facilities

- Libraries
- Mechanical workshop
- Heat treatment workshop
- Photographic/Imaging
- Specimen preparation
- Electron microscopes
- Optical microscopes
- X-ray diffraction facilities
- Stores
- Computing

See Dept Handbook (web-only) for full details of facilities and how to gain access and training...

See <http://begbrokenano.materials.ox.ac.uk> for details of the extensive materials characterisation facilities

Conference/Study Travel & Fees

- The Department expects that every student should have the opportunity to attend at least one conference
- Students are not expected to cover the cost of this (or other work-related travel themselves)
- Make funding arrangements **in plenty of time**
 - consult your supervisor
 - try College, conference, University and other sources
 - Department has some funding available (see form)
- Routine travel (e.g. to sponsor) should be funded from grants
- Transferable Skills training
 - EPSRC-funded students may apply to the DGS for funding

What to do next...?

- Settle in and get to know people!!
- Fill in forms with supervisor(s)
 - ‘New Graduate Student’ questionnaire (inc. selection of Advisor)
 - Risk assessment form
 - Radiation Protection form
 - Key request form and swipe card access
- Compulsory lectures/workshops/training:
 - Safety (Dr Andrew Watt, wk.1)
 - Project Management Skills (Dr Adrian Taylor & others, wk 4)
 - Career Planning & Skills (Alumni of the Department, wk 5)
 - Training for role of TA in the UG Practical Classes (wk 5)
 - On-line Research Integrity course (by 31st July 2019)
- Plan project and carry out skills audit
 - decide on what teaching/training courses to go to
- See DGS/Graduate Secretary if there are problems