

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

For completeness also showing:

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

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

\* Indicates Mandatory Divisional Requirement or University Requirement by Regulation

Y1	<b>MT+HT</b>	<b>Pass two assessed lecture courses and attend a minimum of seven colloquia plus the three compulsory workshops</b>
	<b>MT</b>	<b>Wk0</b> <b>Induction</b>
		<b>Wk4</b> <b>SUBMIT 'NEW GRADUATE STUDENT' ON-LINE QUESTIONNAIRE</b>
		<b>Wk7</b> <b>Informal introductory meeting with your Department Advisor</b>
		<b>Wk7-9</b> <b>*Student report to GSR</b>
	<b>HT</b>	<b>Wk0-1</b> <b>PMF1 to the 'Materials: PGR Progression' on-line site</b>
		<b>Wk7-9</b> <b>*Student report to GSR</b>
	<b>TT</b>	<b>Wk2-4</b> <b>Informal meeting with Lead Assessor</b> (arranged by student) [In advance upload to 'Materials: PGR Progression' a single pdf comprising: project title, Gantt chart, and a 100-word summary of the new science and/or technology to which it is anticipated the project will lead]
		<b>Wk7-9</b> <b>*Student report to GSR (inc *Preparing for Transfer of Status form)</b>
		<b>Wk8</b> <b>Lit Review to 'Materials: PGR Progression' (5,000 to 6,000 words)</b> [* Assessors are required to judge a candidate's understanding of the literature]
	<b>LV</b>	<b>July</b> <b>PMF2 to 'Materials: PGR Progression'</b>
		<b>July</b> <b>*Apply to be considered for transfer of status</b> (before applying you must have completed the University's on-line course on <b>*Research Integrity Training</b> ): Submit by email to the Materials Graduate Studies Office a <b>Word</b> version of your fully completed <b>GSO.2.MPLS</b> form together with 2,500 word summary of progress to date + Gantt Chart + Research Integrity Certificate for DGS approval
		<b>mid-Sept</b> <b>*Student report to GSR</b>
Y2	<b>MT</b>	<b>Wks -3 to +1</b> <b>*Transfer of Status Interview with Assessors</b> (If authorised to do so by supervisor, arranged by student liaising with assessors) Two to three weeks prior to interview upload to 'Materials: PGR Progression' a <b>single pdf</b> comprising GSO.2.MPLS + Summary of Progress report + Gantt Chart + Research Integrity Certificate + a copy of the Preparing for Transfer of Status form you submitted to GSR in TT.
		<b>Wk7-9</b> <b>*Student report to GSR</b>
	<b>HT</b>	<b>Wk0-1</b> <b>PMF3a to 'Materials: PGR Progression'</b>
		<b>Wk7-9</b> <b>*Student report to GSR</b>
		<b>Wk7</b> <b>Research Talk</b> (Upload abstract & slides to 'Materials: PGR Progression')

	TT	Wk7-9	*Student report to GSR
	LV	July	PMF3b to 'Materials: PGR Progression'
		mid-Sept	*Student report to GSR
Y3		Wk6HT to Wk6TT	*Apply for Confirmation of DPhil Status – upload as a single pdf your GSO.14.MPLS + Gantt Chart + Preparing for Confirmation of Status form to 'Materials: PGR Progression' Prior to upload: At least four weeks before the date set for your confirmation interview and no later than Wk6TT you must submit by email to the Materials Graduate Studies Office a Word version of your fully completed GSO.14.MPLS & Gantt Chart for DGS approval. [Supervisor's report is within GSO.14.MPLS]
	MT	Wk7-9	*Student report to GSR
	HT	Wk0-1	PMF3c to 'Materials: PGR Progression'
		Wk3	Submit A3 version of Poster <u>if</u> entering competition
		Wk6	Poster Session (Upload A3 version to 'Materials: PGR Progression' )
		Wk7-9	*Student report to GSR (inc *Preparing for Confirmation of Status form)
	TT	Wks 0 to 10	*Confirmation of Status Interview with Assessors (If authorised to do so by supervisor, arranged by student liaising with assessors) [*Assessors' report will include comment(s) on the proposed thesis structure]
		Wk7-9	*Student report to GSR
	LV	July	PMF3d to 'Materials: PGR Progression'
		mid-Sept	*Student report to GSR
Y4	MT	Wk0-1	PMF4 to 'Materials: PGR Progression' (includes thesis outline)
		Wk7-9	*Student report to GSR
	HT	Jan-Feb	Apply for appointment of examiners – on-line GSO.3 form
		Wk7-9	*Student report to GSR
		March	SUBMIT THESIS VIA ON-LINE RTDS PORTAL
	TT		DPHIL VIVA

PTO for a note on the Project Management Scheme and the quarterly GSR Reports

## A note on the Project Management Scheme and the quarterly Graduate Supervision Reporting (GSR) Reports

The quarterly GSR Reports by student and supervisor(s) are a mandatory requirement of the University.

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 valuable 'career skill'.

**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 project management scheme.**

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

Student inputs their quarterly GSR report to the on-line GSR system in weeks 7-9 of each term and by mid-September in the Long Vac.

Following this submission, and **prior** to submission of the **supervisor's**\*\* GSR report, it is best practice for the supervisor(s) to meet with the student to discuss the student's progress and GSR report. We shall call this the 'GSR Meeting'.

\*\* From 2018/19 onwards the University has set a **strict four-week window** for this supervisor's submission; for example, week 10 of MT to week -1 of HT.

At the two such GSR meetings in each of years one to three that will **precede** a PMF submission<sup>#</sup> 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 GSR 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 GSR process includes 'Training Needs Analysis'.

Having read the supervisor's formal GSR report, and in the light of the discussion at the most recent GSR meeting with their supervisor(s), the student is well-placed to capture by means of the PMF a review of their project management (including training needs) and revision of their Gantt chart ready for the imminent PMF submission<sup>#</sup> to the 'Materials: PGR Progression' on-line site.

For the two quarterly GSR reports per year that do **not** precede a Materials six-monthly project management review the Department will **not** expect a training needs analysis to take place. Unless student or supervisor(s) need to raise concerns, typically these two quarterly GSR reports will be very light-touch and even may not involve a GSR meeting.

<sup>#</sup> For a student following the 3.5 year DPhil in Materials programme, the two occasions in each of years one to three when the GSR meeting will precede a PMF submission are the Weeks 0-1 HT and July PMF submissions. The same approach could be taken for the PMF4 submission in Weeks 0-1 of MT Y4.