



FINAL HONOUR SCHOOL OF MEDICAL SCIENCES 2018
FINAL HONOUR SCHOOL OF CELL & SYSTEMS BIOLOGY 2018
FINAL HONOUR SCHOOL OF NEUROSCIENCE 2018

THE RESEARCH PROJECT: NOTES FOR SUPERVISORS

1. Work for a research project is intended to occupy the student for a total of approximately 8 full weeks, or an equivalent period (e.g. 16 half-time weeks).
2. The project should consist of original experiments and/or data acquisition and analysis carried out by the candidate alone or in collaboration with others where such collaboration is, for instance, needed to produce results in the time available. The contribution of the student within any such such collaboration should be clearly defined in the report.

The work should be original, and there is a reasonable expectation that it can reach a satisfactory conclusion in the time available. Occasionally, for instance for technical reasons, the experimental work for a dissertation has to be abandoned and very few results turn out to be usable. Supervisors should consult the Undergraduate Studies Office if this problem arises.

Proposed FHS research projects that are likely to have intellectual property or related sensitivity should not be offered to or undertaken by students, as this may lead to difficulty in release of data to the examiners.

If students intend to conduct *in vivo* procedures they will need a Home Office personal license. A student wishing to do this would need to attend the approved training courses and pass the examination. There may be a considerable delay (in some cases several weeks) before the license is granted by the Home Office. The laboratory supporting the student for their research project would need to provide the funds for both the Home Office training course and the license.

Please contact the Undergraduate Studies Office for guidance about obtaining student access to the Biomedical Sciences Building.

Ethical approval from 'CUREC' is required for undergraduate projects involving human subjects: for details, see <http://www.admin.ox.ac.uk/curec/>. **Please ensure that ethical approval is in place** before the student begins work on the project, otherwise this can cause serious problems.

Indemnity is normally 'automatic' under the University's insurance policy. For enquiries please contact Research Services via research.services@admin.ox.ac.uk.

We regret that the Faculty has no extra funds to support the direct costs of project work. Your department will be allocated a proportion of the T-JRAM associated with Year 2 of the student's course (usually an amount of c. £2,000) towards the cost of hosting this project, a proportion of which may be made available to the supervisor by their Head of Department, to help with project costs.

3. Unless specifically agreed by the FHS committee, no PI should supervise or co-supervise more than three students and each student must have a clearly defined topic, which is solely his/her responsibility.

4. Timing should be agreed between you and the student before the project begins. Work can start as early as week 1, Trinity Term for Biomedical Sciences students and week 3, Trinity Term for Medical students. Data gathering and or/ data analysis should occupy the student for approximately 8 full weeks, or an equivalent period (e.g. 16 half-time weeks). Students have a complete academic year to complete and write-up their projects, but students will be fairly heavily occupied with lectures, seminars and tutorial teaching from October onwards. NEW for 2017: a small amount of Advanced Option lectures and seminars will be delivered in Trinity Term of Year 2, but students will still have the large majority of their time free to work on their research projects. If you are going to be unavailable for any part of the academic year, please make this clear to students. If this is likely to occur in the middle of a project, please ensure that a well-briefed deputy will be available. Many students like to use part of their summer vacation to work on their project: there is no routine provision to cover students' additional expenses, although some colleges may be able to offer some financial support.

5. Please ensure that yourself, or an appropriately senior person, will be available to give the student help and guidance at the start of the project. Graduate students should not act as senior supervisors in their own right, but can act as day-to-day supervisors under the oversight of the principal supervisor.

6. Payment for project supervision will be paid to the individual identified as the day-to-day supervisor on the project offer form.

The rate of payment is as for 8 single tutorials at the standard rate as set by the Senior Tutors Committee of the Conference of Colleges (£207.18 for 2016-17). Supervisors submit a report and claim this payment from the student's college using OxCORT

You can log in to OxCORT (<http://www.oxcort.ox.ac.uk/>) using your Oxford University Single Sign-On username and password. If you have not claimed for payment using OxCORT before, you will need to contact the student's college to arrange for your authorisation as a tutor.

7. Students are required to produce a project write-up for submission to the examiners of no more than 10 pages. The finished report or dissertation must be submitted by 8th week, Hilary Term.

The aim of the work should be clearly stated. Raw data should be presented where possible, or if normalised data are shown then the normalisation procedure should be clearly explained. A statistical analysis should be included where appropriate. Overall, the student should demonstrate an intelligent critical approach and arrive at a set of conclusions that are clearly justified by the results under consideration.

Supervisors are asked to advise students on at least one draft of their written work on the proviso that students hand in such a draft at least two weeks before the submission deadline. The individual identified as the head of lab or PI will be asked to submit a brief confidential report to advise the examiners of any special difficulties that arose during the project. After the examination, we send supervisors a copy of the students' written submission, and inform them of the mark awarded.

All students are required to make an oral presentation and discuss their project with examiners in week 1 of Trinity Term.

8. Medical students proceeding to the Oxford Clinical Course (Years 4-6) will have opportunities to return to their research project during their clinical studies if this is the mutual wish of the student and the supervisor. In Year 4 students undertake a 4-week Special Study Module which presents a very good opportunity for them to continue their research.

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