Postgraduate Research Degrees Handbook

Michaelmas Term 2024

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INTRODUCTION

Welcome to the Nuffield Department of Primary Care Health Sciences (www.phc.ox.ac.uk), part of the Medical Sciences Division in the University of Oxford. Our mission is to deliver world-class research, engagement and training that advances primary care, influences health policy and develops professional skills for the delivery of better health care in the community. We offer currently offer two DPhils in the department: the DPhil in Primary Health Care and the DPhil in Translational Health Sciences; both of which are available both full-time ad part-time.

The Nuffield Department of Primary Care Health Sciences is based over two sites in the Radcliffe Observatory Quarter: the Radcliffe Primary Care Building (RPC) and the Gibson Building; as well as Eagle House which is a short walk away. RPC is our primary site and the postal address is:

> Radcliffe Observatory Quarter 554,
> Woodstock Road,
> Oxford,
> OX2 6GG.

There is a single reception telephone number for the department: 01865 617855.

The department website includes an intranet section with a lot of practical information about the department (https://www.phc.ox.ac.uk/intranet) as well as a section that details all of the research groups with contact details for group members: http://www.phc.ox.ac.uk/research.

MEDICAL SCIENCES DIVISION

Head of the Division: **Professor Gavin Screaton**.

The Medical Sciences Division (http://www.medsci.ox.ac.uk/) is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. The division comprises over 5,900 academics and staff, 2,000 graduate students (Medical Sciences Graduate School) and 1,800 undergraduates; about 350 NHS Clinicians and GPs contribute to teaching activities.

KEY CONTACTS

Head of Department: **Professor Sir Aziz Sheikh**.

Professor Rafael Perera is the Director of Graduate Studies. Rafael provides additional advice and support if necessary as advisor in the supervisory team, particularly resolving problems not satisfactorily addressed by the supervisor. Rafael is always available to arrange to meet with all students to provide advice and support about training opportunities and requirements.
Rafael.perera@phc.ox.ac.uk

Associate Professor Geoff Wong is the Deputy Director of Graduate Studies. Geoff supports Rafael and will be available if Rafael is not for any reason.
geoffrey.wong@phc.ox.ac.uk

Daniel Long is the Graduate Studies Officer in the department, supporting Professor Perera in his role as Director of Graduate Studies. Daniel will be in contact with you throughout your time in the department to keep you up to date with department graduate events; to support you with graduate study related issues. Daniel will be your first contact if you have any queries about the administration of your studies.
daniel.long@phc.ox.ac.uk

Nicola Small is the department's Head of Administration and Finance, responsible for the smooth running of the department. She and her team look after the departmental finance; all personnel issues; all building related matters and other departmental administration. Nicola's team also deal with all grant application costing and administration of grant finances.
nicola.small@phc.ox.ac.uk

Judy Irving is the department's Head of Programmes.
Judy is responsible for the administrative leadership of the department's postgraduate taught programmes, which includes development of new course proposals and the smooth running of existing courses in the department. Judy works with Daniel Long to ensure the efficient running of the DPhil programme.
judy.irving@phc.ox.ac.uk

The department website includes a section that lists all departmental members of staff and full time students/trainees including: contact details, a profile picture and a brief description of their role/research: https://www.phc.ox.ac.uk/team. A profile page will be created for you when you start with us; you can log into this to complete your details using your SSO.

GENERAL INFORMATION

Induction
The department has an online induction module available on the website, as well as an introductory video introducing key members of the department:
- Induction module - https://www.phc.ox.ac.uk/about/work-with-us/online-induction/;
- Induction video - https://www.phc.ox.ac.uk/intranet/hr-and-personal-development/new-starters

Although principally aimed at new staff members, these resources have a wealth of information about the department that you will find useful so we recommend that you look this it before you join us.

For students starting in October, the main induction to the department will be provided at the start of your first term. You will be notified about arrangements by email. Divisional and College Inductions will also take place during the first few weeks of term. Other arrangements will be made for students starting at other times of the year. Your supervisor(s) will arrange more specialised induction subsequently.

You need to register on course online using the Student Self Service system (https://www.ox.ac.uk/students/registration/) at the beginning of each academic year. Please ensure that the contact details you provide, including your primary email address, are up to date. If your contact details change during your programme of study, please update them using this system.

Overriding Responsibility of the Student

The University expects students to accept their obligation to act as responsible members of the University's academic community. Students are also expected to take ultimate responsibility for their research programme and to develop an appropriate working relationship with their supervisor(s). (This is taken from the university's "Policy on Research Degrees" the full text of which can be found here: https://academic.admin.ox.ac.uk/research-degrees).

University of Oxford Terms

Michaelmas Term	Early October to Early December
Hilary Term	Mid-January to Mid-March
Trinity Term	Mid-April to Mid-June

Exact dates for terms can be found at https://www.ox.ac.uk/about/facts-and-figures/dates-of-term. For research students, every day of the year is part of a university term; this means that one term only officially ends the day before the next one begins.

Supervision
You will have named supervisors (at least two but you may have more), normally as indicated in your offer letter but others may be added as your project develops, who will have overall responsibility for the direction of your work on behalf of the department. Your supervisors and the Director of Graduate Studies constitute your supervisory team. You will meet with your supervisor at least three times per term for formal meetings. You should expect one meeting a term that you have with your supervisor to be an opportunity in which your research and progress will be reviewed and the contents of the termly submitted supervision report is discussed and agreed. These reports are submitted to the Graduate Supervision Reporting System (GSR: accessed through Student Self Service https://www.ox.ac.uk/students/selfservice?wssl=1). It is not compulsory for students to submit reports however it is very strongly encouraged by the university, the division and the department. Deadlines for submitting reports are circulated termly. Students should meet with their supervisors within the first month of starting to discuss their work programme. During the first and second term it may become apparent that the supervisory team needs to be changed. Students are advised to contact the Graduate Studies Officer or Director of Graduate Studies as soon as possible to make alternative arrangements.

Coffee Mornings
There are weekly departmental coffee gatherings on Tuesdays and Fridays at 10:30. These are a good way to meet people from the department in an informal setting. These take place in both main buildings – in the atrium at RPC and in the common room in the Gibson Building and you are welcome to attend whichever you wish.

IT Support and Library Facilities
You can access IT support via ithelp@medsci.ox.ac.uk or on 01865 (2)71371.The department's IT support is jointly provided by Medical Sciences Division IT Services (https://www.medsci.ox.ac.uk/divisional-services/support-services-1/information-technology) as well as a small team within the department.

You will have access to the University Library services such as the Cairns Library at the John Radcliffe Hospital and the Knowledge Centre at Old Road Campus (shared website for both: https://www.bodleian.ox.ac.uk/medicine), as well as the Radcliffe Science Library on Parks Road.

Our outreach librarian is Nia Roberts, an information specialist, based in the Knowledge Centre (nia.roberts@bodleian.ox.ac.uk). Other facilities specific to your research will be discussed with your supervisor as you plan your project.

Department events
The department hosts seminars/workshops etc throughout the year, run by members of the department as well as external speakers. The full details of upcoming events can be found on the department intranet https://www.phc.ox.ac.uk/events.

Department Open Meetings
Department open meetings provide an opportunity to share and talk about research, highlights the work of our Better Workplace Groups and facilitates termly Q&As with senior members of the department.

Held twice-per-term, there are two different types of meeting:
- Research and Better Workplace Group: includes talks from three research teams and one Better Workplace Group
- Panel Q&A with leadership talk: Questions will be collected in advance of these meetings. Leadership talks will cover a range of topics from 'creating a research group' to 'working with policy makers.'

Bicycles
There is a secure bike shed behind the Radcliffe Primary Care building adjacent to Somerville College accessible using your university card; and various areas of cycle racks around the Radcliffe Observatory Quarter. The department has a number of bicycles (in varying frame sizes) that can be used by any member of the department. Please speak to RPC reception if you are interested in borrowing a bicycle. Safety equipment is also available from reception and it is strongly advised that you wear a helmet at all times when riding a bicycle.

Building Access
You can enter and exit the department's buildings at any time using your university card.

Email Lists
The department has a circulation list for emailing information or queries to all members of the department; if you need to use this please send your message to Daniel Long in the first instance. There is also a weekly email newsletter that contains useful information about department matters.

Office Services
Day-to-day office services such as post, booking meeting rooms, reception etc are managed by the reception team in RPC. Building maintenance and security matters should also be referred to reception.

Graduate Studies Committee
The Graduate Studies Committee (GSC) has oversight of the graduate students in the department. A student representative sits on the GSC to provide feedback to the Director of Graduate Studies and other senior members of the department on how to continue improving the support the department provides. The terms of reference for the committee can be found in the appendices of this handbook.

Student Representative
The student representative, who will sit on the department's GSC and Research Committee as well as the divisional Graduate Joint Consultative Committee (GJCC), will be elected by their fellow graduate students.

Oxford University Student Union
Information about the Oxford University Student Union (OUSU) can be found here: https://oxfordsu.org/

Disability Advisory Service
Guidance and advice from the Disability Advisory Service can be found here: https://www.ox.ac.uk/students/welfare/disability

Student Parental Leave and Sickness Policies
Information regarding the departmental student parental leave and sickness policies can be found on the intranet: https://www.phc.ox.ac.uk/intranet/better-workplace-groups-committees-open-meetings/department-policies-a-2013-z

Pastoral and Welfare Support
Within the department, your supervisor and the Director of Graduate Studies are available to offer support. Students' views and concerns can be communicated to the departmental graduate committee or to the Medical Sciences Divisional Graduate Join Consultative Committee via the department's student representative.

There is an extensive framework for support of graduates within each college. Your college will allocate you to a college advisor from among its senior members, who will arrange to see you from time to time and whom you may contact for additional advice on academic or other matters. In college you may also obtain advice from the Tutor for Graduates. The Tutor for Graduates is a fellow of the college with particular responsibility for the interests and welfare of graduate students.

The university has a professionally staffed confidential Student Counselling Service which offers assistance with personal, emotional, social and academic problems. Their website can be found here: https://www.ox.ac.uk/students/welfare/counselling/

Harassment Advice
If you have experienced, or are experiencing, harassment, you may want to discuss the matter with your college dean, or another college officer with pastoral responsibilities. At a common room level, the Welfare or Equal Opportunities Officer may be a good person to talk to. OUSU also provides a confidential and impartial listening and advice service. Alternatively the University has a professionally staffed confidential Student Counselling Service for assistance with personal, emotional, social and academic problems.
You may, however, prefer to make use of the University's confidential harassment advisor network. There are approximately 370 harassment advisors within the University, with at least two (one of either sex) appointed within each department and faculty. The department's Bullying and Harassment intranet page contains advice and contact details for the department's Harassment Advisors https://www.phc.ox.ac.uk/intranet/hr-and-personal-development/bullying-and-harassment. Colleges also appoint their own confidential advisors; please check with your college directly for details of who these might be for you.

The University recommends that you discuss the situation with a harassment advisor before taking any other steps in response to the alleged harassment. Talking through the events

and your feelings with the advisor will help you decide on the best way to deal with the behaviour and will clarify the options available to you.

The university's harassment procedure flowchart for students can be found here.

Further information and advice on harassment can be found at https://www.ox.ac.uk/students/welfare/harassment and https://edu.admin.ox.ac.uk/support

Student Complaints and Appeals
Information is available here: http://www.ox.ac.uk/students/academic/regulations

ACTIONS FOR THE FIRST FEW WEEKS IN THE DEPARTMENT

- Meet with your supervisor, and get a regular meeting commitment in both of your diaries.
- Make a meeting time with Rafael Perera, Director of Graduate Studies to talk about your supervisory arrangements and training needs during your time in the department. You will be expected to meet with the DGS at least once a year to review your needs and progress.
- Read the university's information security pages (https://www.infosec.ox.ac.uk/stay-safe-online-oxford) and complete the online information security awareness training module.
- Familiarise yourself with the department's Postgraduate Research Degrees Canvas site: https://canvas.ox.ac.uk/courses/72788.
- Read all the relevant handbooks for graduate students (especially the MSD Graduate School Canvas page – see below) and familiarise yourself with the Medical Sciences website: www.medsci.ox.ac.uk.

The Medical Sciences Division Graduate School maintains an excellent Canvas site that offers all of the general information that you should need to progress through your programme of study, this is essential reading:
https://canvas.ox.ac.uk/courses/22105

TRAINING

Throughout the year, principally in Michaelmas and Hilary Terms, the department provides a bespoke suite of training sessions on areas that are likely to be of use to you during the studies – these sessions are compulsory for all 1st year students to attend. You will receive a timetable of these sessions at your induction (https://www.phc.ox.ac.uk/intranet/students-supervisors-and-tutors/dphil-training-programme).

An early step towards planning your research training timetable should be to discuss with your supervisor and with the DGS the skills you need for your research, and what additional skills it is valuable to develop for a career in academic research. You are strongly advised to attend a variety of skills training sessions offered by the Medical Sciences Division (MSD) and the University, as appropriate to the different stages of your graduate career.

The University of Oxford has extensive training programmes, mostly available at no cost to all graduate students and research staff across the university.

Skills Training

- The **Medical Sciences Division** delivers both research methods and additional skills training (e.g. writing papers, preparing presentations, teaching skills). There is information for graduate students and advice on what courses would be most appropriate at what stage of DPhil training: https://www.medsci.ox.ac.uk/skillstraining

- The University of Oxford also delivers an extensive programme of training: **Canvas** is an online portal for research students and research staff at Oxford, bringing together information about transferable skills development in a searchable database. The portal provides details of skills training courses, seminars and workshops offered throughout the University, and links to articles on topics such as project management, teaching and career planning. It includes a message board for asking questions and discussing issues with other researchers.

- The **Centre for Teaching and Learning** exists to support excellence in learning, teaching and research at the University of Oxford by promoting professional, vocational and management development and contributing to policy development.

IT related Training

- The **Oxford University IT Services** deliver an extensive programme of training which covers both research directed training (use of STATA, SPSS etc) and general organisation tools (e.g., databases, digital technology, Canvas etc). See their website here: https://www.it.ox.ac.uk/do/training-and-facilities.

The Medical Sciences Division Researchers' Toolkit contains a wealth of useful resources, including links to training opportunities: https://www.medsci.ox.ac.uk/research/researchers-toolkit

Look out for mailings from the department and the division, and check noticeboards for posters advertising learning and networking opportunities such as courses, conferences and seminars.

Language skills
The Oxford University Language Centre can be found at 12 Woodstock Road (very close to the Radcliffe Observatory Quarter). The centre offers a number of courses in English for Academic Studies that non-native English speakers may find useful. More information can be found on their website: https://www.lang.ox.ac.uk/.

Research Staff Support
General information on support available for all research staff can be accessed via: https://www.ox.ac.uk/research/support-researchers.

All postgraduate students are eligible to take modules from the MSc in Evidence-Based Health Care run jointly by the Departments of Continuing Education and Primary Care Health Sciences. Funding for these modules may be provided within studentships or a discounted rate is available, see the policy here: https://www.phc.ox.ac.uk/intranet/better-workplace-groups-committees-open-meetings/department-policies-a-2013-z. For details of the modules available please see: https://www.conted.ox.ac.uk/about/msc-in-evidence-based-health-care.

Research Training & Support Grant (RTSG)
All students who do not have a RTSG within their funding award can claim up to a maximum of £3,000 from the department for this purpose over the lifetime of their studies. Students who have a RTSG within their award that does not total £3,000 over the lifetime of their studies can apply for the difference if required. These funds must be applied for via the Graduate Studies Officer.

RESEARCH INTEGRITY AND ETHICS

Oxford University expects the highest levels of academic integrity from its students. The University's code of conduct concerning academic integrity is set out on the university website at https://researchsupport.admin.ox.ac.uk/governance/integrity. All research students are advised to make themselves aware of the document's contents.

Plagiarism
It is important to know the University policies on plagiarism. Details can be found at:
https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism

We strongly recommend taking the online course on plagiarism. Access to this course is available via the **Canvas** website: https://canvas.ox.ac.uk/courses/22105/pages/academic-integrity-good-practice-in-citation-and-the-avoidance-of-plagiarism.

Human Participants in Research
The University of Oxford is committed to ensuring that its research activities involving human participants are conducted in a way which respects the dignity, rights, and welfare of participants, and which minimises risk to participants, researchers, third parties, and to the University itself.

The University requires that all such research be subject to ethical review. Ethical review for DPhil students in the Department is conducted by the Central University Research Ethics Committee. The Department does not operate its own research ethics committee. Full information is provided at https://researchsupport.admin.ox.ac.uk/governance/ethics
The ethical dimensions of the proposed research should be discussed with the DPhil supervisor(s) from the outset. Students must not submit material for ethical review without the approval of their supervisor(s).

PROGRESSION OF YOUR STUDIES

Field Work and Conference Travel
The department encourages the development of students, and supports activities that are likely to benefit you during your study. This may include attending training sessions and workshops to improve you research technique or it may mean attending conferences to discuss and present work. In the case of DPhil students, conducting research projects overseas may also become necessary. If this is the case, you must obtain appropriate insurance. Students should note that risk assessments are required for all field research. Please contact Daniel Long for further information.

Research Student Working Arrangements
The normal expectation is that students should be working full-time. Students should not feel obliged to work beyond the legal maximum which applies to employees of the University, i.e. a maximum average working week of 48 hours, including overtime (calculated over a 17

week reference period). You should discuss with your Supervisor the pattern of working hours. Students should normally be permitted to take up to 38 days of holiday leave per annum (inclusive of public holidays). Annual leave must be agreed with your Supervisor and communicated to the Graduate Studies Officer, Daniel Long.

Progression on your programme of study
Students must pass certain milestones in order to progress on their programme of study. The first of these is the *Transfer of Status*; this must be completed by the end of their fourth term at Oxford.

DPhil students must also pass *Confirmation of Status* (MSc (res) students do not need to do this) this must be completed before the end of the student's ninth term at Oxford but it is recommended that you apply for confirmation during your eighth term.

In preparation for the above milestones, and at some other points during your DPhil research, you will need to complete a Graduate Studies Office (GSO) form: some of these can be downloaded as Word documents, but some are now completed online only. Please ensure you use the latest version of the relevant form, which you can find at https://www.ox.ac.uk/students/academic/guidance/graduate/progression or https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional

For invaluable information relating to milestones, examinations, extensions etc. please read through the Medical Sciences Graduate School Canvas site. If you have any further queries or require clarification on any points, please speak to the Graduate Studies Officer, Daniel Long.

You can also contact the **Graduate School Assistants** in the divisional office directly with any queries; they can be reached at: graduate.studies@medsci.ox.ac.uk or on 01865 851094 / 01865 220311.

PATIENT AND PUBLIC INVOVLEMENT (PPI)

The department's PPI Manager, Polly Kerr, can offer support and advice with your PPI activities. There is a dedicated PPI section on the website where you can find resources to help you get started, including information about payment, setting up a PPI group and how to recruit people to get involved. We run regular 'Introduction to PPI' training sessions that you are welcome to sign up for. The department has a PPI mailing list that you can use as one way of finding PPI contributors. There is also a PPI fund and you can apply for up to £250 to do PPI for your DPhil project – this is a rolling scheme so you can apply at any time. You can find out more here and also read reports of PPI activities that we have funded.

OXFORD UNIVERSITY RESEARCH ARCHIVE (ORA) AND DIGITAL PUBLICATION OF THESES

The University of Oxford is committed to the widest dissemination of research theses produced by its graduate students. The Oxford University Research Archive (ORA) is an online archive of research output including theses created in fulfilment of Oxford awards, produced by graduate students at the University of Oxford.

All students following the DPhil or MSc (by Research) who registered for the DPhil from 1 October 2007 onwards, are required to deposit a digital copy of their thesis with the Bodleian Libraries. Please be aware that this is a condition for award of the degree and it is enforced. The digital copy should be deposited into ORA at http://ora.ox.ac.uk **after Leave to Supplicate (LTS) has been granted**.

ORA provides maximum visibility and digital preservation for Oxford digital theses. Students should read the important information about the deposit of, and access to, digital theses which is available at http://ox.libguides.com/digitaltheses and includes:

• Legal requirements (including funder mandates) and author responsibilities
• When to deposit the digital copy of your thesis
• How to deposit the digital copy of your thesis
• Options for open access and embargos. Theses, or parts of theses, can be embargoed for reasons such as sensitive content, material that would affect commercial interests, pre-publication or legal reasons
• Information about file formats, fonts and file sizes

Copyright of the thesis usually rests with the author: this does not change when depositing your thesis in ORA. The author does not give away any rights to the Oxford University Research Archive or the Bodleian Libraries. However, students should read the information on third party copyright at:

http://ox.libguides.com/aecontent.php?pid=435474&sid=3564761

Third party copyright

If material has been incorporated within the thesis where copyright is held by an individual or group that is not the author (third party copyright) permission will be needed to make such material freely available on the Internet. It is best to obtain such permission when sourcing the material. Proof of permission should be provided when depositing the thesis in ORA (e.g. e-mail or letter). Authors should contact ORA staff (ORA@bodleian.ox.ac.uk) if they are unsure. A useful template to keep track of permissions for use of third party copyright materials is available for download at: http://ox.libguides.com/aecontent.php?pid=435474&sid=3564761

Further information or queries about depositing digital theses should be addressed to ORA@bodleian.ox.ac.uk.

Dispensation from consultation of your thesis – The Bodleian Libraries and ORA

i. Authors may apply for dispensation from consultation beyond the end of an embargo period (or other period specified by their funding body) of the copy of the thesis deposited in the Bodleian or other University Library **and/or** of the electronic copy of the thesis deposited in ORA if there is good reason for such a request. Reasons for requesting dispensation might include Intellectual Property considerations: that consultation or reproduction would put at risk confidential material or invalidate an application for a patent on a product or process described in a thesis. Students are advised to be particularly mindful of the terms of any agreements with an outside body

or sponsor governing supply of confidential material or the disclosure of research results described in the thesis.

ii. (Dispensation will always be granted (a) in cases where confidentiality has been made a condition of access to materials that are subsequently incorporated in a thesis and (b) for material where copyright is held by a third party and permission to disseminate it via the Internet has not been granted by the copyright holder. Current students should apply for dispensation by completing the on-line application form available from student self-service:

https://www.ox.ac.uk/students/selfservice

If you need to apply for a dispensation having completed your course, you should apply for dispensation by completing the GSO.3C form available at:

https://www.ox.ac.uk/students/academic/guidance/graduate/progression

Dispensation from consultation is granted by the Board not the Bodleian Libraries or ORA staff. If you need any help with progression forms, please contact your Graduate Studies Assistant:

https://www.ox.ac.uk/students/academic/guidance/graduate/contacts?wssl=1

Plagiarism

Making the thesis open access increases its visibility, gains recognition for the author and certifies them as author of the work. It can also give rise to concerns about increased risk of plagiarism. However, when work is available open access, plagiarism is easier to detect (by using a web search engine).

General Queries

Any further information or queries regarding the deposit of your digital thesis, should be referred to ORA@bodleian.ox.ac.uk.

OUTLINE OF SUPERVISORY RESPONSIBILITIES

Student:
- Meet with your supervisor regularly, keep a written record of your discussions, and give due weight to any guidance or corrective action proposed

- Draw up a research plan and timetable of work in consultation with your supervisor, and keep relevant records of all aspects of your work

- Co-operate with your supervisor to make a detailed joint report on your progress at the end of each term

- Take ultimate responsibility for your research programme and the writing up of your thesis, together with the development of subject-specific, research, and personal and professional skills

- 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

- Pursue opportunities to engage with the wider academic community at University, national and international level

Supervisor:
- Provide guidance and encouragement and bear overall responsibility for the direction of the students' work on behalf of the student's department or faculty

- Establish a timetable of regular meetings for detailed discussion of the student's progress. This should include a one to one formal meeting at least once a term where research and progress are reviewed and the contents of the termly submitted supervision report discussed and agreed. Supervisors should ensure that they personally meet with their students at least twice a term.

- Agree a research plan and programme of work, and establish clear academic expectations and milestones

- Agree with the student a timetable for the submission of written work and return work to the student within a reasonable time

- Assess formally the student's subject-specific and personal and professional skills training needs on a regular basis and ensure that these needs are met

- Co-operate with the student to produce a detailed joint report on their progress at the end of each term

- Ensure that the student is aware of the formal requirements in relation to transfer and confirmation of status and final submission, and help the student to incorporate these into their plan of work

Director of Graduate Studies (DGS):
- To act as the first point of contact where differences of opinion arise between supervisor and student

- To ensure that students are aware of all University requirements and that relevant administrative matters (transfer and confirmation of status, appointment of examiners etc) are completed in good time

College Advisor:
Every graduate student at Oxford has a College Adviser, who is an academic member of his or her College, usually a Fellow. The role of the College Adviser is additional and complementary to that provided in the student's department or faculty. The College Adviser is not expected to perform the role of the Department or Faculty Supervisor(s), or to be responsible for directing students' academic work. Rather, the intention is to provide a focal point for an individual student's relationship with the College, and general academic or pastoral advice and assistance throughout the student's course of study.

Your College Adviser can:
- Provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance

- Monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email
- Discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor
- Consult the Tutor for Graduates/Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work
- Offer guidance on sources of support available within the College and University.

GRADUATE SUPERVISION REPORTING

Graduate Supervision Reporting (GSR) is used by you and your supervisor(s) each term – plus a report to cover the summer months – to review, monitor and comment on your academic progress and performance and to assess your skills and training needs. Your supervisor(s) can submit their report from week 10 of each term or from immediately after you have submitted your report.

You are given the opportunity to contribute to your termly supervision reports by reviewing and commenting on your academic progress. You will receive a report of your termly supervision from your supervisor. You can submit your progress reports during weeks 7, 8 and 9 of each term.

Graduate Supervision Reporting (GSR) can be accessed via Student Self Service.

The supervision reporting process is controlled by a structured timetable with automatic reminders sent at the beginning of the reporting period and again throughout the term if a report is outstanding. Once reports are entered into the system they are immediately available to the student, supervisor and DGS for review.

EQUALITY AND DIVERSITY AT OXFORD

"The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish." University of Oxford **Equality Policy**

As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy and consideration.

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the 'protected characteristics' of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex and sexual orientation. Visit our

website for further details or contact us directly for advice: edu.web.ox.ac.uk or equality@admin.ox.ac.uk**.**

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges as part of the Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: edu.web.ox.ac.uk/harassment-advice

There are a range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit: edu.admin.ox.ac.uk/religion-and-belief-0

Student Welfare and Support Services

The University's unique and close-knit collegiate system provides a wealth of pastoral and welfare services for students to support engagement with studies and University life, promoting student wellbeing by providing opportunities for social interaction and sport and arts. Additionally, the central Student Welfare and Support Services department offers professional support that complements provision in colleges and departments. More detail can be found in the University's Common Approach to Support Student Mental Health.

The Disability Advisory Service (DAS) can provide information, advice and guidance on reasonable adjustments to teaching and assessment, and assist with organising disability-related study support. For more information visit: www.ox.ac.uk/students/welfare/disability

The Counselling Service is here to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service and the counselling team are committed to providing culturally sensitive and appropriate psychological services. Students can request to see a male or female therapist, a Counsellor of Colour, or to attend a specialist group such as the LGBTQ+ or Students of Colour Groups. All support is free and confidential. For more information visit: www.ox.ac.uk/students/welfare/counselling

The Sexual Harassment and Violence Support Service provides a safe and confidential space for any student, of any gender, sexuality or sexual orientation, who has been impacted by sexual harassment or violence, domestic or relationship abuse, coercive control or stalking, whenever or wherever this took place. More information is available from www.ox.ac.uk/students/welfare/supportservice.

A range of services led by students are available to help provide support to other students, including the peer supporter network, the Oxford SU's Student Advice Service and Nightline. For more information visit: www.ox.ac.uk/students/welfare/peer

Oxford Students' Union also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: www.oxfordsu.org/communities/campaigns/

There is a wide range of student clubs and societies to get involved in - for more details visit: www.ox.ac.uk/students/life/clubs

HEALTH AND SAFETY

The university's statement of Health & Safety Policy can be found here:
https://safety.admin.ox.ac.uk/health-and-safety-policy.

It is important to follow instructions from the University and department regarding Covid-19 safety measures, and to note any updates to these. Please also familiarise yourself with the locations of fire exits and fire assembly points. Details of these can be found at https://www.phc.ox.ac.uk/intranet/facilities-and-buildings/health-and-safety along with up-to-date lists of first aiders for each of the department's buildings.
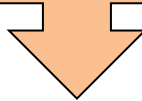
Appendices

PGR Students' Journey
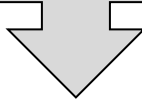
Probationer Research Student Status (PRS)

↓
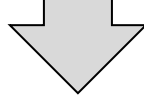
Transfer of Status
(GSO.2 MSD form + written report then viva)
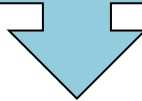
Complete before end of 4th term

↓

When Transfer of Status has been passed, transfer to DPhil/MSc by research status is granted
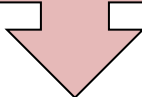
↓

Confirmation of Status *[DPhil only]*
(GSO.14 MSD form + sample chapter then viva)
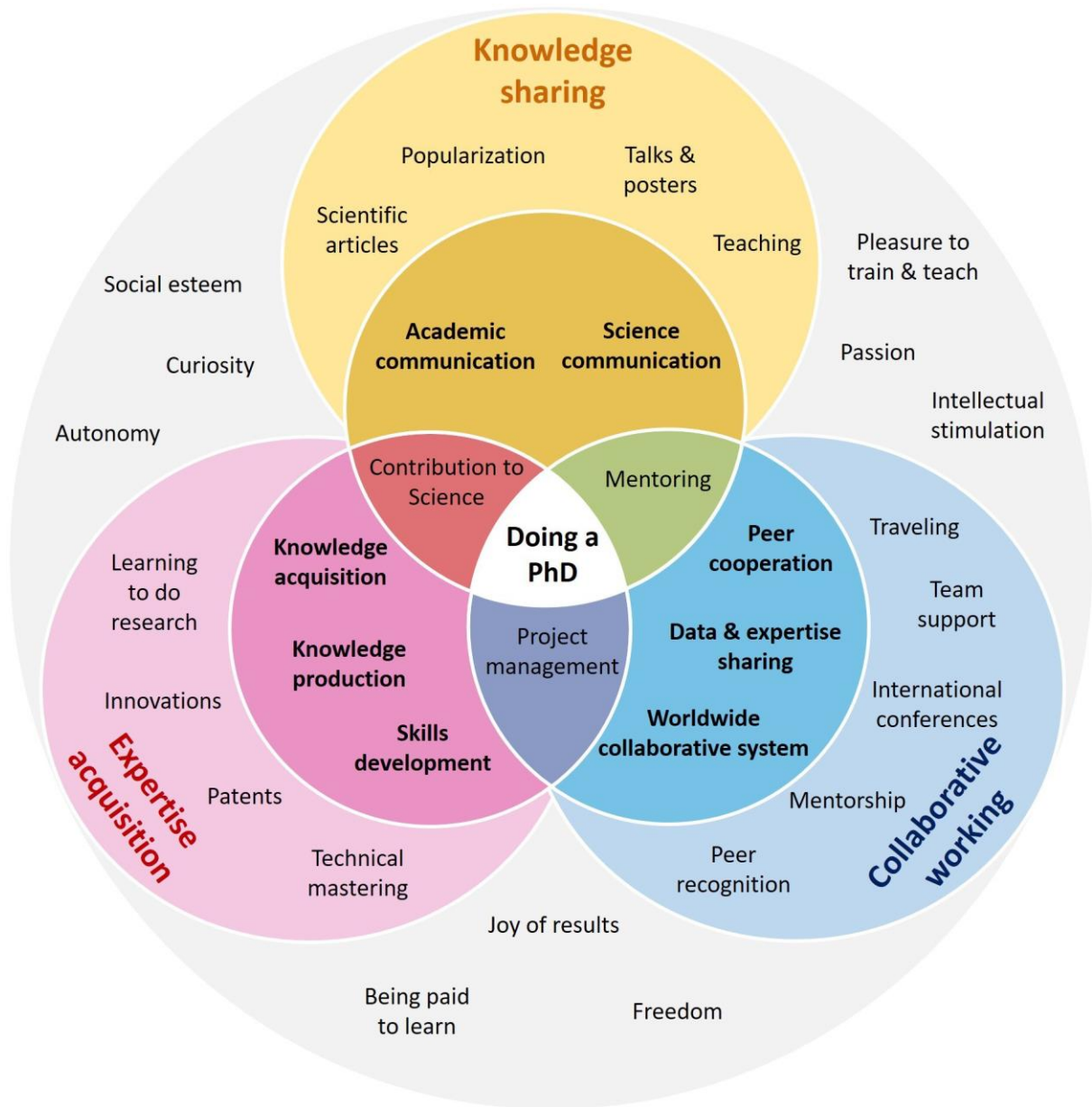
Complete before end of 9th term

↓

Complete GSO3 form to appoint examiners

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Submission of thesis

DPhil: Before end of 12th term
MSc by Research: Before end of 9th term

Graduate Studies Committee
Terms of Reference: August 2022

Provides strategic direction for training for PGTs, PGRs, ACFs and operational PG matters. Specifically:

- Develop, implement, review, and amend policies practices relating to training of students
- Conduct graduate studies business including decisions in relation to the admission, progression and examination of PG students.
- Provide advice on the organisation, development and delivery of curricula for the MSc courses and on the facilities and the framework of support for PGTs.
- Provide advice on the organisation, development and delivery of DPhil programmes and on the facilities and the framework of support for PGRs.

Meeting frequency:

Once a term, ideally in 0th Week with an additional meeting if needed (8th Week)

Membership: Defined by the roles that members hold e.g. DGS, head of course etc

- Director of Graduate Studies: Rafael Perera (Chair)
- Deputy Director of Graduate Studies: TBC
- Departmental Training Lead: Paul Aveyard
- Head of Department: Richard Hobbs
- Head of Administration & Finance: Nicola Small
- Head of Programmes: Judy Irving
- Director of Programmes in EBHC: Carl Heneghan
- Directors of individual MSc EBHC programmes as required (or to deputise for the Director of Programmes): Annette Plüddemann (MSc EBHC)/ Kamal Mahtani (Systematic Reviews)/ Richard Stevens (Statistics)
- Director of DPhil in EBHC: Jamie Hartmann-Boyce
- Director of MSc Global Healthcare Leadership: Kamal Mahtani
- Director of MSc Applied Digital Health: John Powell
- Director or Programmes in Translational Health Sciences: Trish Greenhalgh
- Director of MSc Translational Health Sciences: Anne Ferrey
- Clinical Training Lead: Oliver van Hecke
- DPhil Student Representative: Laura Heath
- Graduate Studies Officer: Daniel Long (Secretary)

Standing items on the agenda:

MT:
1. Admissions review
2. Discussion of results of the student barometer (and departmental student survey if applicable)

TT:
1. Report on post-doc training and Oxford Qualitative Courses (relevant representatives to be included for this meeting only)

For all meetings:
1. PGR update
   a. DPhil Primary Care
   b. DPhil Translational Health Sciences

        c. DPhil EBHC
2. PGT updates, by course:
        a. MSc Global Healthcare Leadership
        b. MSc Applied Digital Health
        c. EBHC programmes
        d. THS programmes
3. ACF update
4. Student report
        a. DPhil
        b. PGT programmes via Course Directors
5. Departmental Culture: EDI/Environment

Research Skills Toolkit

"Research skills that students wish they had learnt?"

A free hands-on workshop
for graduate research students.

When :
2-hour sessions throughout Week 1, Hilary Term

Where :
IT Services, 13 Banbury Road, OX2 6NN

Find out more :
www.skillstoolkit.ox.ac.uk

10 things I wish I knew before starting my DPhil

1) Doing a DPhil is about becoming an independent researcher. At the start, you should ask your supervisors for as much feedback as possible. By the end, you should be able to know whether your work is good enough, and if not, how to fix it.

2) Early on, read the theses of students who have already been awarded the DPhil. Doing this will give you a much better idea what the final product should look like, and what you need to do to get there. Students who have finished their degree are always happy to help out with this!

3) Become aware of the deadlines and requirements for transfer of status, confirmation of status, and thesis submission.

4) Practice your 'elevator pitch' often: describe your thesis in under 60 seconds to someone who you've never met before. College parties are great for this- you're going to get asked about your DPhil constantly, and it's much easier to talk about it if you have the pitch down already.

5) Even better than college parties for practicing your elevator pitch are conferences. Go to as many as your funding allows, and take the time to seek out people to talk about your work and get feedback. Senior academics are often very happy to put aside time to meet during a conference if you contact them in advance.

6) The unexpected will happen. Data will not arrive in time, or not at all. Recruitment will take longer than you thought. One of your collaborators will stop returning your emails for months at a time. Everyone else has had this happen in their DPhil, and they got through it as well. Ask your supervisors for advice about how to deal with these situations, and if possible, think up a backup plan in the event data you were counting on doesn't become available.

7) Take opportunities to engage in work outside your DPhil. At times this might seem like you're doing work for free- but many people who have been awarded degrees in this department say some of the most valuable stuff they got out of their time here was by working on projects unrelated to their thesis. Ask your supervisors, or email someone in the department who has similar research interests.

8) Write early, and write often. It's much easier to have it written as a rough draft- and to have to revise it later- than it is to write from scratch.

9) Send a detailed agenda a few days in advance of what you want to talk about during supervision meetings, and take detailed minutes during meetings with supervisors.

10) Oxford is the centre of the academic universe, and there are myriad talks in related (and, of course, completely unrelated) disciplines every day. Take the opportunity to hear something you've never heard before- some of the best ideas come from learning outside your immediate area of interest.

MEDICAL SCIENCES BOARD

Code of Practice for Research Student Supervisors
(Revised June 2023)

This Code of Practice for Research Student Supervisors in the Medical Sciences Division incorporates the requirements of **all** supervisors as set out in the Policy and Guidance on Research Degrees[1].

Any supervisor accepting a student is thereby accepting the obligations set out in the Policy on Research Degrees and by the Medical Sciences Board, as follows:

Eligibility to Supervise in the Medical Sciences Division

The Supervision Team

The Core Team
All research students in the Medical Sciences Division must have at least two[2] supervisors, both of whom must be established academics and meet the following criteria:
- Have a record of recent publications (i.e. within the last 5 years)
- Have an appropriate contract of employment to the completion of the student's studies, or have the agreement of the Head of Department to act as a supervisor[3].

In addition, at least one member of the core team must previously have supervised a student to completion successfully (either at Oxford or elsewhere).

Furthermore:
- It is expected that supervisors will only accept a student if they:
  - Can ensure there will be sufficient funding from within the department to cover the project costs
  - Have the subject knowledge necessary to guide the student's research
  - Have sufficient time to supervise the student
  - Will be in post long enough to ensure continuity of supervision
  - Recognise and accept the responsibilities both to the student and to the relevant department and the Division implicit in the supervisory relationship (further details under **Responsibilities of the Supervisor** below).
- Divisional policy is that no individual may supervise more than six full-time equivalent students at any one time and that all students must have at least two supervisors. Co-supervision of a student within Oxford is counted as half, regardless of the total number of supervisors, thus the maximum number that may be co-supervised is twelve.[4] Where an individual supervises eight or more students, each of their students should have three named supervisors (however, the third supervisor may be a post-doc, in which case they would not need to meet the same requirements as the two supervisors in the 'core team').
- DGSs will also take into account submission rates when appointing supervisors
- First-time supervisors should not take on a second student until the first student has successfully passed transfer of status within the timeframe set out by the Examination Regulations and the Divisional Board.

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[1] The *Policy and Guidance* sets out the framework the University expects to see underpin the provision of its research degrees at Oxford. The *Policy and Guidance* supplements the requirements for research degrees set out in the *Examination Regulations*.
[2] If not identified at the time of recruitment, both supervisors must be identified and listed on the student's record, not later than the start of the student's first term. (Students may not be awarded funding through the Graduate School Studentship Competition without a named supervisory team that meets the requirements of this Code of Practice.)
[3] Such agreement may only be permitted for one of the two supervisors.
[4] Doctorate of Clinical Psychology (DClinPsych) students will have three supervisors, one of whom will be a University employee whose role is to help guide the student through University processes and milestones. DClinPsych supervisory 'load' will be counted as 0.1 FTE (rather than the standard 0.5 FTE) because the time commitment will be considerably lighter than for DPhil supervision.

Code of Practice for Research Student Supervisors
(Revised June 2023)

Within this "core team", one supervisor may have overall responsibility for the student and where this is the case, the other supervisor(s) will provide back up, to ensure continuity of support for the student.

Additional supervision
A post-doc can be added to the supervisory team and this may have advantages for the student, the post-doc and the project. DGSs can decide on a case-by-case basis whether a post-doc is ready to co-supervise, bearing in mind the above criteria. There is value in formally naming a post-doc who is providing day-to-day supervision in the group as one of the student's supervisors. Post-docs should in general be limited to supervising no more than two students at any one time.

Supervisors external to the University of Oxford
External supervisors – e.g. from another HEI or Industrial partner – may be part of the supervisory team, in addition to the "core team". In some situations it may be appropriate for an external supervisor to be the second member of the core team, in which case the student would count as full-time equivalent against the Oxford-based supervisor's quota. But normally both core supervisors will be Oxford-based and external supervisors will be additional.

The criteria given here should be understood to be the Divisional minimum; departments have the flexibility to expand upon or extend the criteria to suit their own practices. You may therefore wish to contact your departmental Director of Graduate Studies (DGS).

Supervisor Training

New supervisors[5] must complete the online DPhil Supervision at Oxford course. All supervisors are required to complete this course prior to taking on their first student and thereafter at intervals of not less than 3 years. Training can also be obtained via the Medical Sciences Division Skills Portal.

Conflicts of Interest

Supervisors are **prohibited** from entering into an intimate relationship with a student for whom they have any responsibility and are strongly discouraged from any other close personal relationship with students for whom they have any responsibility that transgresses the boundaries of professional conduct (as per the University's policy concerning relationships between students and staff). Supervisors must declare to their Head of Department as soon as possible if a close personal relationship has developed, is developing or appears likely to develop between them and any student for whom they have any responsibility. Upon receiving a declaration, in line with the provisions of the University's policy, the Head of Department must consider appropriate protective measures. If it is found that a supervisor has not reported such a relationship then they will be in breach of the University's policy and may be disciplined. In addition, the Head of Department may determine that the supervisor should not be permitted to supervise any further students, either for a limited period or indefinitely.

Where a close personal relationship exists or develops *between co-supervisors* of a student, an additional senior academic colleague should be identified to act as a source of independent advice and support for the student concerned. This should be an individual of sufficient seniority to resolve any issues effectively, normally either the relevant Head of Department or Head of Unit.

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[5] Applies to any member of the supervisory team, including post docs

MEDICAL SCIENCES BOARD

Code of Practice for Research Student Supervisors
(Revised June 2023)

Supervisors must inform their DGS or Head of Department if they are reviewing an application for admissions or funding from a member of their immediate family (or a person with whom they have a close personal relationship).

<u>Responsibilities of the Supervisor</u>

Enquiries from Prospective Students

The Medical Sciences Graduate School website has a wealth of useful information for prospective applicants about programmes, funding and how to apply:
https://www.medsci.ox.ac.uk/study/graduateschool

Please ensure that prospective applicants who contact you and who wish to be considered for admission:
- Are aware that if they wish to be considered for a funded place (in MSD), they must apply by the early December deadline
- Know that their qualifications must meet the requisite University and departmental entry requirements in order to be considered
- Are also directed to the Graduate Admissions website for information about how to apply: http://www.ox.ac.uk/admissions/graduate

If you are asked:
- Give an honest answer as to whether you have capacity to take on a student
- Give guidance as to whether their proposed project is likely to be compatible with your lab
- Give advice as to who else they might approach (e.g. Director of Graduate Studies)

DO NOT accept or reject the student yourself. The applicant must make the judgement as to whether or not they meet the admissions criteria (with advice on academic standards from NARIC if necessary) and proceed through the proper University admissions process if they choose.

Prior to arrival and first meeting

Where possible, one of the supervisors within the core team should assign the student some directed reading before arrival. This might be of a general background nature so as to put the student in a position to discuss the topic with the supervisor soon after arrival, or it might form the start of a survey of current literature. A supervisor is required to meet their student not later than the second week of Full Term.

The initial term

The supervisors should ensure, in co-operation with the student, that the main framework for the student's studies is established as speedily as possible during the first term.

This may include all or some of the following:
- Ensure that the student attends the college and departmental induction sessions offered to them
- Establish the means by which student and supervisors will communicate
- Establish the arrangements for scheduling meetings, recording their outcomes, reviewing work plans, and monitoring progress. You should ensure that the student knows how much time they should expect from each member of the supervisory team.
  Note that in the Medical Sciences Division:

- Formal meetings outside of the lab, at which one or more members of the core team should meet personally with the student to review their research progress, evaluate work plans including skills training, and discuss the content of their supervision reports, should take place at least once a month. Other supervisory team members are required to meet with the student at least once a term, to ensure good working relationships and full awareness of the support available.
- Students must have regular meetings with the member of their supervisory team who has day-to-day supervisory responsibility, which may be a post-doc. A minimum of once a fortnight on average across a year is considered a good guideline.
- Each department has an approved statement of provision for graduate students which specifies the expected frequency of supervisory meetings. Supervisors must ensure that they are familiar with their departmental statement and that the agreed schedule of meetings with the student meets the requirements of the statement.

- Establish who else will be involved in the supervision of the student (post-doc, external supervisor) and what their role is. The core supervisors should ensure that at the start of the project it is clear to the student who in the supervisory team is their main point of contact for advice and guidance, and ensure that respective responsibilities are clear both to academic colleagues and to the student
- Where a student undertakes research as part of a team or group, the supervisors should make clear the way in which the student's own contribution fits into the work of the remainder of the group
- Work to establish a clear project proposal with a good prospect of completion within the required time scale, and to identify the initial stages and early objectives of the project, taking account of the sponsor's requirements where appropriate
- Where completion of an initial research training course is required, identification of the structure, timetable and requirements of the course
- Preliminary identification by the student and supervisors of the skills, knowledge and aptitudes (including Academic English) which are likely to be required for the successful completion of the research programme, and arrangements for supporting their acquisition or development
- Identify appropriate resources to support the research project and how these are to be accessed (including consumables, staffing and working facilities); where the student's research forms part of a funded research programme, the supervisors should ensure that sufficient financial support will be available for the duration of the student's period of study: if there is any doubt, he or she should agree with the student an alternative fallback project at an early stage
- Make clear any specific health and safety requirements for your laboratory and ensure that appropriate health and safety training in undertaken by the student
- Advise at an early stage on experimental design and the effective collection and storage of data
- Draw to the student's attention the need to consider any ethical issues which may arise during the course and any requirements for ethical approval
- Identify (in consultation with the Director of Graduate Studies for the department) colleagues, where during his or her first year of research a student wishes, in addition to contact with his or her supervisors, to have limited consultation with one or two other academics, and to arrange for an approach to them by the student. In some departments this advisory group constitutes the student's thesis committee.
- Make clear the expectations regarding the student's working hours and vacation arrangements:
  - The normal expectation is that students should be working full-time. Interpretation of what this means will vary but supervisors should ensure in all cases that

Code of Practice for Research Student Supervisors
(Revised June 2023)

students do not feel obliged to work beyond the legal maximum which applies to employees of the University i.e. a maximum average working week of 48 hours, including overtime (calculated over a 17 week reference period). (Supervisors should also ensure that, in the interests of equal opportunities, they are reasonably flexible regarding hours, e.g. to ensure study can be compatible with having dependent children.) At the same time, hours should be by prior agreement, and arrangements should not be so flexible as to allow students to think that they can habitually miss days or turn up late.

o The supervisors should make clear that the student is expected to take a reasonable amount of time off for holiday. Divisional policy is that students should receive a level of leave commensurate with employees of the University, i.e. 38 days of leave per annum inclusive of bank holidays.

o Students should have sufficient free time to make the most of the wider University and College resources.

o **Importantly**, some students may wish for professional reasons to undertake paid work in addition to their study as students – for example locum clinical work or consulting in industry. Such work should not normally exceed 1 day per fortnight, including weekends. Any paid work should still allow students to spend at least 40 hours per week for a minimum 44 weeks of the year on their studies.

Throughout the Programme of Study

Supervisors should:

- Meet with the student regularly in accordance with divisional and departmental guidelines and as agreed with the student
- Avoid unnecessary delays in the progress of the research
- Assist the student to work within a planned framework and timetable, (in particular by conducting regular reviews of the student's progress); and request written work as appropriate and in accordance with the plan and milestones discussed with the student and return submitted work with constructive criticism within a reasonable time
- Consider any requests for part-time or flexible working and do their best to accommodate such requests, including supporting formal application for part-time registration.
- Assist the student with the preparation, timetable and submission of material relating to applications for transfer of status, for re-admission after completion of preliminary research training or other course, and for confirmation of status, and to provide appropriate feedback, especially where the student has failed to meet the required standards. Research students must complete the process for transfer of status not later than the fourth term; DPhil students must complete the process for confirmation of status not later than the ninth term
- Advise the student on the composition of their thesis and on the timing for thesis submission, and read and comment on the thesis text itself
- Consult with the student in order to make recommendations for the appointment of examiners; DPhil students must submit their thesis not later than the twelfth term; MSc by Research students must submit their thesis not later than the ninth term
- Be accessible to the student at appropriate times when advice is needed and respond to requests for advice within a reasonable timescale
- Discuss the student's training needs with them and monitor their ability to write a coherent account of their work in good English; advise them where they might find training provision - the Division provides a website detailing or linking to all opportunities for student training outside of individual departments: http://www.medsci.ox.ac.uk/study/skillstraining

- Pursue opportunities for the student to discuss his or her work with others in the wider academic community (including the presentation of research outcomes where relevant) at University, national and international level.

Progress reports

It is the responsibility of the supervisors to provide the student with regular information as to the student's progress (to ensure that the student feels properly directed and able to communicate with the supervisor), and, where problems arise, provide guidance and assistance as to necessary corrective action.

Furthermore, the completion of the quarterly supervision report, to which both student and supervisor now contribute via Graduate Supervision Reporting (GSR, access is via your eVision account), is mandatory for supervisors. The discussion of the contents of the report should be viewed as part of a regular review of progress. You should strongly encourage your student to submit a report on their progress although it is not compulsory. All those submitting reports through GSR should be aware that what they write can be viewed by other people with direct responsibility for the student, including the student, all supervisors, the Director of Graduate Studies, the student's college advisor, and a small number of administrators.

Each report should also state the nature and extent of recent contact with the student, and, if there has been none, state why this is so. At the end of the first term, the supervisors and student should review not only academic progress, but also how well the student has adjusted to his or her new work environment, how well the environment is meeting his or her needs, and plans to remedy any deficiency. The supervisors should alert the Director of Graduate Studies to any problems experienced in supervising the student.

Cover for absence

All members of the supervisory team share responsibility for the student's wellbeing and support. In some cases, primary or lead supervisors may be defined, but irrespective of how the team is configured the responsibility for ensuring that appropriate supervision is provided is a shared one, even where the expectation is that in practice one or more individuals within the team will play the major role. Supervisors planning leave (for whatever reason, including leaving the University) must ensure that an appropriate supervisory team is in place which meets the requirements of this Code of Practice. This may involve the recruitment of further colleagues to a supervisory team of which they remain a member. Leave requests will not normally be approved without appropriate temporary supervision having been arranged for the student. Heads of Department should take this requirement into account when managing requests for sabbatical leave.

Supervisors leaving the University must ensure that appropriate financial support for a student's research will continue to be available to the project end date from within the host Department(s).

Where supervisors are actually unable to make these arrangements (for example, where the supervisor may be absent due to sudden ill health) it is the responsibility of the Head of Department, in consultation with the Director of Graduate Studies, to do so. In addition, early career researchers / research fellows who were not previously financially responsible for funding a student's research costs should not be expected to take on financial responsibility.

MEDICAL SCIENCES BOARD

Code of Practice for Research Student Supervisors
(Revised June 2023)

Students' Skills Development & Career Progression

Supervisors have a role in ensuring that students develop the research skills, transferable skills and understanding of career options that they will need to progress in their careers; they should encourage the student to obtain knowledge and information about career opportunities and should alert the student, where necessary, to other services provided within the University and elsewhere.

The completion of Training Needs Analysis (TNA) forms is now required whereby students identify the training needed, this is signed off by the supervisor and the training undergone is monitored. TNA form submission is required for transfer and confirmation of status.

Supervisors should also:
- Incorporate discussion of skills training (including at the induction stage) into their formal (at least monthly) meetings with the student and ask the student to provide a progress report for other supervisory team members at least once a term.
- Ensure that students acquire the research techniques they need for the successful completion of their project
- Encourage students to take part in the life of the department/institution
- Encourage students to make presentations on their research
- Encourage students to publish
- Encourage students to attend national and international conferences
- Approve reasonable requests from students to participate in public engagement and outreach activities
- Encourage students to take up the teaching opportunities available to them.
  - https://canvas.ox.ac.uk/courses/30310
- Encourage student to take up the skills training opportunities available to them
  - https://www.medsci.ox.ac.uk/study/skillstraining
- Encourage students to practise their English (if their spoken or written English is poor)
  - http://www.lang.ox.ac.uk/

Health and safety

Supervisors of all students should consider carefully the safety implications of their students' research. Those supervising students 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 students' research. In the event of an accident, inadequate supervision may render the supervisor liable to prosecution. Supervisors should also ensure that their students are aware that in the event of injury to other persons as a result of their negligence, the student could be subject to civil claims for damages. Advice on the legal responsibilities for safety may be obtained from the University Safety Office. For their part, students must carry out research with proper regard to good health and safety practices.

Supervisors and students should be aware of the need for adequate health insurance and health precautions when travelling abroad. In case of doubt, reference should be made to the University Medical Officer.

Other responsibilities

The supervisors are expected to:

MEDICAL SCIENCES BOARD

Code of Practice for Research Student Supervisors
(Revised June 2023)

- Have reasonable familiarity with institutional, national and international expectations relating to research environments, research supervision and research training (see especially the relevant sections of the UK Quality Code)
- Engage in continuing professional development to equip them to supervise research students, and to meet requirements for continuing professional development.