



NUFFIELD DEPARTMENT OF  
**PRIMARY CARE**  
HEALTH SCIENCES

# Postgraduate Research Degrees Handbook

Michaelmas Term 2024



## **CONTENTS**

Introduction.....	3
Medical Sciences Division.....	3
Key contacts.....	3
General information.....	4
Actions for the first few weeks in the department.....	8
Training.....	8
Research integrity and ethics.....	10
Progression of your studies.....	10
Patient and Public Involvement.....	11
Oxford University Research Archive (Ora) And Digital Publication Of Theses.....	11
Outline of supervisory responsibilities.....	13
Graduate supervision reporting.....	15
Equality And Diversity At Oxford.....	15
Health and safety.....	16
Appendices.....	18
PGR student progression flowchart.....	19
Doing a PhD venn diagram.....	20
Graduate Studies Committee Terms of Reference.....	21
Research skills toolkit.....	23
10 things I wish I knew before starting my DPhil.....	24
Code of Practice for Research Student Supervisors.....	25



## **INTRODUCTION**

Welcome to the Nuffield Department of Primary Care Health Sciences ([www.phc.ox.ac.uk](http://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 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 and 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 Sreaton](#).

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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 Joint 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](http://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 1<sup>st</sup> 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 your 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](mailto:graduate.studies@medsci.ox.ac.uk) or on 01865 851094 / 01865 220311.

### **PATIENT AND PUBLIC INVOLVEMENT (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](mailto: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](mailto: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](mailto: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](http://edu.web.ox.ac.uk) or [equality@admin.ox.ac.uk](mailto: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](http://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](http://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](http://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](http://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](http://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](http://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/](http://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](http://www.ox.ac.uk/students/life/clubs)





## **HEALTH AND SAFETY**

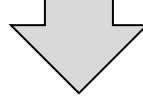
The university's statement of Health & Safety Policy can be found here:  
<https://safety.admin.ox.ac.uk/health-and-safety-policy>.

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

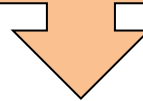
# PGR Students' Journey

Probationer Research Student Status (PRS)

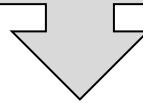


Transfer of Status  
(GSO.2 MSD form + written report then viva)

*Complete before end of 4<sup>th</sup> term*

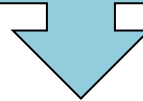


When Transfer of Status has been passed,  
transfer to DPhil/MSc by research status is  
granted

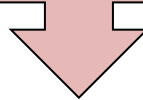


Confirmation of Status [DPhil only]  
(GSO.14 MSD form + sample chapter then viva)

*Complete before end of 9<sup>th</sup> term*



Complete GSO3 form to appoint examiners



Submission of thesis

*DPhil: Before end of 12<sup>th</sup> term*  
*MSc by Research: Before end of 9<sup>th</sup> term*

