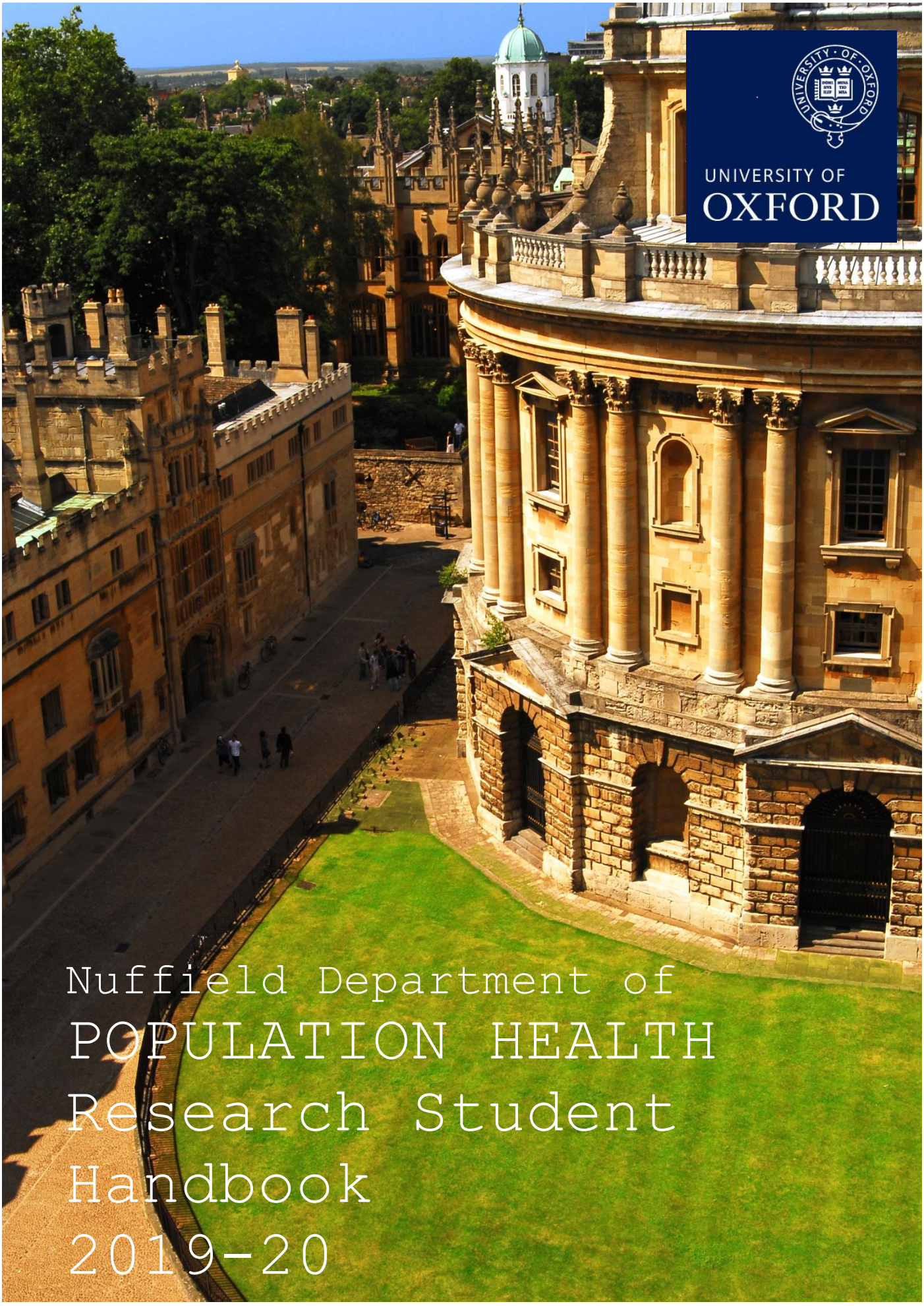

Nuffield Department of POPULATION HEALTH Research Student Handbook 2019-20

Disclaimer

This student handbook is correct at time of printing. However, students should be aware that the information contained in this guide may be amended, updated, or replaced by further information distributed to students during their studies. Changes may also be made to the programme. In all cases we will endeavour to minimise disruption for students, and will provide information about any changes by letter or email as appropriate.

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A INTRODUCTION

A.1. Medical Sciences Division

Head of the Division: Professor Gavin Screaton

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It comprises over 5500 academics and staff, 1400 graduate students and 1600 undergraduates.

A.2. Medical Sciences Graduate School

Director of School: Professor Robert Gilbert

The postgraduate programmes offered by the Nuffield Department of Population Health are included as part of the wider Medical Sciences Graduate School. All decisions relating to funding and scholarships, examination regulations and supervision codes of conduct are approved by the Director of the School as well as the Medical Sciences Divisional Board (often referred to simply as 'the Board'). It is therefore important to be aware of the documentation and forms requiring Board approval before certain milestones in your student career can be reached. Details of the regulations and sources of information and advice are available from the Medical Sciences Notes of Guidance on Canvas. These will be referred to throughout the handbook.

A.3. Nuffield Department of Population Health

Head of Department: Professor Sir Rory Collins

The Nuffield Department of Population Health provides an excellent environment for multi-disciplinary research and teaching and conducts large-scale epidemiological studies and clinical trials in China, Mexico, India, Russia, in addition to the UK and other developed countries. These studies provide reliable evidence on the burden and determinants of the major causes of premature death. The research has a global span and impact, with collaborations from more than 50 countries, and students and researchers work on several of the world's largest and most detailed observational epidemiological studies such as UK Biobank, China Kadoorie Biobank and the Million Women Study.

The wide range of opportunities for research within the department includes access to very large datasets from clinical trials, meta-analyses and epidemiological cohorts. These research programmes are well supported by scientific teams which include statisticians, analyst programmers, research coordinators, and computing and laboratory facilities. In recent years, trainees and junior research fellows have obtained MRC, BHF, CRUK and Wellcome Fellowships, DH scientist awards, as well as established academic posts in Oxford and in other universities.

A.4. Key Contacts

Your Supervisors will be able to provide guidance and encouragement and bear overall responsibility for the direction of your work. It is crucial that you contact your supervisors early on in order to establish communication with them.

The Director of Graduate Studies, Professor Maria Quigley, and **Deputy Director of Graduate Studies**, Associate Professor Jonathan Emberson, provide additional advice and support, particularly where differences of opinion arise between the supervisor and student.

maria.quigley@npeu.ox.ac.uk / 01865 289725

jonathan.emberson@ndph.ox.ac.uk / 01865 743906

The NDPH Graduate Studies Office offers support and advice regarding departmental processes for assessment and examination and provides administrative support for the Research Student Group termly events.
PGRAdmin@ndph.ox.ac.uk / 01865 743742

The Medical Sciences Graduate School Office at the John Radcliffe Hospital maintain on course student records and issue letters of confirmation directly to students in relation to arrangements for assessments and examination.
Graduate.School@medsci.ox.ac.uk / http://www.medsci.ox.ac.uk/support-services/graduate-school.

A note on terms:

The University of Oxford uses the following names for its terms:

- Michaelmas (October to December)
- Hilary (January to March)
- Trinity (April to June)
- Long Vacation (June to October)

Dates of terms for 2019-20 can be found on the back cover of this handbook.

B PROGRESSION OF YOUR STUDIES

B.1. Registration

All students must complete their registration by the end of the first week of term in order to confirm their status as a member of the University. It is recommended that registration is completed before arrival in Oxford. This can be completed via Student Self Service. https://www.ox.ac.uk/students/selfservice

Registration is an essential part of being a student of the University. Students need to register in order to attend their course, use their university email account, release loans from the UK Student Loans Company (if appropriate), obtain university cards, be eligible to take examinations and gain access to other Student Self Service facilities.

All students may contact the Student Information & Advisory Service at student.information@admin.ox.ac.uk if difficulties are encountered whilst registering. They are required to attend their College in person as part of the registration process, to present their passport and visa (if applicable) to demonstrate their right to study in the UK.

B.2. Matriculation

Matriculation is the ceremony that marks your formal admission to the University. Attendance is compulsory (unless you are a graduate of Oxford, Cambridge, or Trinity College, Dublin).

Matriculation ceremonies are held at the beginning and end of each Michaelmas Full Term and at the end of each Hilary and Trinity Full Term. You should contact your College to make arrangements for Matriculation.

B.3. *Sub Fusc* Dress Requirements

The required dress for Matriculation and Examination, as well as many other University and College events is known as *sub fusc.* Students should wear the appropriate gown (your college can advise), a mortar board or soft-cap, and their preferred items from the following list:

1. one of:
    - dark suit with dark socks, or
    - dark skirt with black tights or stockings, or
    - dark trousers with dark socks or dark hosiery
2. dark coat if required
3. black shoes

4. plain white collared shirt or blouse
5. white bow tie, black bow tie, black full-length tie, or black ribbon.

Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies. If a head dress/scarf is worn for religious reasons, a black scarf should be worn. Members of the University serving in HM Forces are permitted to wear dress uniform together with a gown. The uniform cap must be removed when in the Sheldonian Theatre. Please note that there are further requirements for Graduation, about which the College can advise.

B.4. Residency

Full-time students:

Full-time students holding the status of Probationer Research Student are required to pursue their studies in Oxford but may be dispensed from residence in exceptional circumstances, on the grounds that it is necessary for the student's work that he or she should be allowed to live or study somewhere other than Oxford. The residence requirement is six terms for the DPhil, or for a DPhil student who has successfully taken an Oxford MSc, three terms.

Applications from DPhil students for dispensation from the residence requirement (GSO.8 form) can be considered only if it is essential for the work on the thesis to be carried out away from Oxford. The maximum number of terms for which such dispensation may be granted by the Medical Sciences Board is three.

Part-time students:

Whilst part-time students are not required to maintain residence in Oxford, they should live near Oxford or be able to arrange frequent short-to-medium term visits to the city. The attendance requirement is an absolute minimum of 10 days per term, and students are expected to attend for longer.

Please note that this is not a distance learning programme. For information about Tier 4 visas or part-time students please contact the University's student visa service.

B.5. Training Needs Analyses

Students are required to complete a training needs analysis (TNA) form, in consultation with their supervisors, at various points during their studies. The purpose of completing the TNA form is to help students assess their skill level and identify training that is required. Students should complete the TNA form at the following points during their studies:

- During the first term after admission
- Transfer of Status
- Confirmation of Status

It is also recommended that students complete a TNA form annually. When completing a TNA as part of the assessment processes, the form should be included with the assessment materials. When completing annual TNAs these should be uploaded to the Graduate Supervision Reporting with the termly report.

The TNA form can be downloaded from the 'Other applications' section of
https://www.ox.ac.uk/students/academic/guidance/graduate/progression

B.6. Transfer to DPhil Status

All research students are admitted to the status of Probationer Research Student in the first instance. By the end of the fourth term from admission, it is necessary to apply for transfer to DPhil status (via a GSO.2 MSD Form). This is an application which should be considered carefully by the student in consultation with his/her supervisor.

The procedure for transfer to DPhil status is as follows:

- Students are required to submit an application to the Divisional Board, via the NDPH Graduate Studies Office on the University form GSO.2 MSD. These items should be accompanied by two copies of a report on progress to date on the research work and future plans.
    - **For students who started prior to 1 October 2019, this report should be not more than 3,000 words in length** – which includes an abstract, introduction, results, discussion, a detailed timetable leading to submission and a methods section. Students are permitted to add appendices of up to 2,000 words including figure legends, references and, if not included within the main report, a methods section. (The methods section can be included either within the body of the main report or within the appendices.)
    - **For students who started on or after 1 October 2019, this report should not be more than 5,000 words in length –** this includes an abstract, introduction, methods, results, discussion, any appendices, and future plans including a proposed timetable for completion, but excludes tables and references.
- Students should also submit a statement from their supervisor and society with the above documents.
- Students must submit a Training Needs Assessment form
- Students are required to undergo a formal oral assessment by two assessors appointed by the division. The assessors appointed by the Board will provide a report on the oral assessment, and may not include the applicant's supervisors. At least one of the assessors must have supervised a DPhil to completion in Oxford. Please note that this is not an examination, and *sub fusc* is not required.

If the Divisional Board is satisfied with the information provided above then the student will be transferred to DPhil status.

A student whose first application for transfer to DPhil status is not approved shall be permitted to make one further application, following the procedures laid down above, and shall be granted an extension of time for one term if this is necessary for the purposes of making the second application.

The GSO.2 MSD form can be downloaded from

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

B.7. Confirmation of DPhil Status

Students shall normally apply for confirmation of status in the eighth term from their admission as a research student, and no later than the ninth term from their admission as a research student. The Board strongly advises students to apply for confirmation of status a minimum of one term before they intend to submit their thesis.

Students should submit the GSO.14 MSD form, which will include details of the thesis as well as statements from the student's supervisors. This paperwork should be accompanied by a full contents list for the thesis, and include the milestones of any remaining work to be undertaken, and dates for the submission of draft chapters to the supervisor(s) for comment. Students who started from October 2016 onwards should also submit a Training Needs Analysis form.

Students shall be required to deliver a formal, oral presentation of their work. The presentation will be attended by two assessors who are deemed to have the appropriate expertise to comment on the content of the project, at least one of whom must have supervised a DPhil to completion in Oxford. ***Neither assessor may have acted in a supervisory capacity to the student.*** This includes use of the student's supervisor, College Advisor, DGS or Graduate Advisor. Assessors should normally be internal to Oxford however they can be external to the department. Following the presentation the assessors will conduct an interview with the student. Please note that this is not an examination, and *sub fusc* is not required.

The assessors will report to the Board on the student's suitability for confirmation of DPhil status. This report will be based on the information provided in the statement from the supervisor and the statement from the student's society as specified by the regulations governing the degree of Doctor of Philosophy, and in the supplementary statement from the student in conjunction with their presentation and interview. In cases where confirmation of status is not recommended the assessors will attach a short written report detailing where the work submitted falls below the standard required. In these cases, students may be required to submit further work to satisfy the assessors, or may be required to make a second attempt at the confirmation process.

The GSO.14 MSD form can be downloaded from
https://www.ox.ac.uk/students/academic/guidance/graduate/progression

B.8. Applying for the Appointment of Examiners

Having transferred to DPhil status within the first four terms and then, secondly, confirmed DPhil status in the ninth term, students are permitted to submit a thesis for examination.

The procedure will be as follows:

- At least six weeks before a thesis is to be submitted for examination a student should download the GSO.3 form (and GSO.16 if necessary) and the accompanying guides to submission and the examination. If the thesis title has changed, it is the student's responsibility to notify the Board appropriately.
- Students are advised to meet with their supervisor to discuss suitable examiners prior to completing the GSO.3 form. The Medical Sciences Board shall appoint two examiners, one internal and one external examiner neither of whom shall have served in a supervisory capacity for the student.
- The GSO.3 form should be completed by the student, the supervisor and the college and signed by the Department's Director of Graduate Studies before being returned to the Graduate Schools Assistant, via the NDPH Graduate Studies Office. It is strongly advised to hand the form in **at least six weeks prior to the submission of the thesis**. The examiners have to be approved by the Medical Sciences Graduate Studies Committee on behalf of the Medical Sciences Board and the examiners' formal acceptance received before a thesis can be sent out. In accepting an invitation to examine, the examiners are deemed to have accepted the University's procedures and conditions regarding the examination, in particular those relating to copyright and confidentiality. These clauses, among other things, protect you and your work. A thesis will not be sent out until the University has a written acceptance to examine. This process of Board approval and letter writing usually takes four to six weeks.
- Therefore, please bear in mind, if a GSO.3 form and thesis are submitted together, the thesis will not be sent out to the examiners until these preliminaries have been completed.

The GSO 3 form can be downloaded from
https://www.ox.ac.uk/students/academic/guidance/graduate/progression

Further advice on examinations is available from the Medical Sciences Division Research Degree Examinations guidance on Canvas: https://canvas.ox.ac.uk/courses/22105/modules#module_46783

B.9. Examination

B.9.a. Examiners

A thesis is examined by two examiners, normally appointed by the Board on the recommendation of the supervisor.

Supervisors are asked to suggest the names of two internal and two external examiners to the Board and, as far as possible, to consult with the student to check if he or she has any reasonable objection to any of those proposed. Examiners should be of high academic standing in the appropriate field and, where possible, should themselves possess a higher degree although the latter would not be an absolute requirement. The nominated external

examiners should be normally based within the United Kingdom. Examiners based in other countries can however be considered if a good reason is given for their nomination.

The Medical Sciences Board reserves to itself the right to appoint examiners it considers suitable in the event of failure to reach agreement. The names of reserve internal and external examiners are sought because (particularly in the Long Vacation) considerable delays are avoided if (should the first invitee decline) a reserve can be invited without further consultations with supervisor and student. The student is required to attend the oral examination in Oxford. **Neither examiner will be the student's supervisor.**

B.9.b. The Oral or *Viva Voce* Examination

Students are expected to hear from their internal examiner about the date of their viva within a month of receiving formal notification from the Examination Schools about the examiners. If students have not heard within a month of receiving this formal notification (not from the date of the submitted thesis) then students may get in touch with the Examination Schools who will in turn contact the internal examiner. **On no account should students contact the examiners themselves** except in response to the examiners, to agree a date for the viva. Examiners are requested to carry out the viva and complete their report within three months of receipt of the thesis. Students are respectfully reminded that examiners are often a national or international authority on the subject, and their timetable is likely to be a crowded one.

If students wish to ask for an early viva, then the application setting out the reasons for this request must be made at the same time as submission of the form for the appointment of examiners, using the appropriate form. If the faculty board concerned accepts this request then the examiners will be invited on the basis that they conduct the viva within a period specified. However, the date given cannot be earlier than one month after the date on which the thesis is received at the Examination Schools or after the date on which the examiners have agreed to act, whichever is the later. If the examiners concerned cannot meet your request, then the faculty board will decide how to proceed, but it is a student's responsibility to be available for oral examination at the time arranged by the examiners, and not vice-versa. For example, examiners cannot be expected to meet a request for an early viva if a thesis is not submitted on the date promised by the student.

For the viva itself, which is a formal examination of the University, students are expected to wear *sub fusc* as defined in section B.3.

In exceptional circumstances, normally affecting the ability of the external examiner to take part in an Oxford-based oral examination, or if the student, for good reason, is unable to attend in person, application may be made to the Board for special permission to hold the examination using audio-visual communication with the external examiner. This must be approved by the Proctors before taking place. Students are advised to speak to their supervisors and the Director of Graduate Studies/Head of Department as a matter of urgency if this situation arises.

B.9.b.i. Minor Corrections

If examiners indicate that minor corrections are required, and the list of corrections is not received within 2 weeks of the *viva*, then students should contact the Examination Schools, their supervisor or their Director of Graduate Studies. Students will have **one month** to complete these corrections from receipt of that list.

B.9.b.ii. Major Corrections

In some cases, although the examiners deem the thesis to be of sufficient potential to merit the qualification of DPhil, they may require substantial amendments to the thesis before they can award the degree. In this case students will have **six months** to make these corrections and resubmit.

B.9.c. Reports of Examiners

When the examination for a research degree has been completed, the examiners forward their report (through the Graduate Schools Assistant) to the Medical Sciences Divisional Board. It is for the Board to decide whether the student shall be given leave to supplicate.

Reports will either be considered at the next meeting of the Medical Sciences Graduate Studies Committee, which has the authority to act on behalf of the Board, or by a member of the Graduate Studies Committee who acts on behalf of the Committee (with subsequent report to the Board).

Please read the GSO.20a Notes of guidance for research examinations carefully.

This form can be downloaded at:

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

B.9.d. Extension of Time and Suspension of Status

A DPhil student is expected to submit within **12 terms** of starting the course. If, for good reason, a student is unable to work on their thesis for a significant period of time, they may apply for a suspension of status for **not more than 6 terms**. They can also apply for an extension of time not less than one month before their maximum submission date.

Both the GSO.17 and the GSO.15 are available here:

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

C THESIS

C.1. Length and Content

The word limit set for theses in the Medical Sciences Division is 50,000 words, exclusive of bibliography, appendices, diagrams and tables. In exceptional circumstances the permission of the Board may be sought to exceed this word limit by writing a letter explaining why it is necessary, which should be signed by the supervisors, college, and Director of Graduate Studies. An application to do so should be made well in advance of submitting the thesis. If a thesis exceeds the permitted length, the Board may decline to appoint examiners or to forward the thesis to examiners already appointed, and may return it to the student for revision. If the examiners find that a thesis which has been forwarded to them exceeds the permitted length, they should report the fact to the Board and await further instructions before proceeding with the examination.

A set of scientific papers **may not** be submitted as a thesis.

Prior publication of material arising from research undertaken while holding the status of Probationer Research Student or the status of student for the degree of MSc by Research or DPhil is fully acceptable. You should note that the acceptance of such material for publication does not of itself constitute proof that the work is of sufficient quality or significance to merit the award of the degree concerned.

For full information please visit the Medical Sciences Graduate School Canvas site
https://canvas.ox.ac.uk/courses/22105/pages/the-thesis-and-submission?module_item_id=221321

C.2. Preparing and Submitting the Thesis

If you are submitting your thesis after Week 1 of Michaelmas Term 2019, you will be required to submit a digital copy of your thesis via Research Thesis Digital Submission (RTDS) for their examination. You will not need to provide any soft bound copies when submitting your thesis. Further information can be found on the Research Examinations webpage and a guide to submitting digitally can be found here.

The University's Notes of Guidance for Research Examinations can be found in the GSO.20a document available on the Progression forms website http://www.ox.ac.uk/students/academic/guidance/graduate/progression. This document contains all applicable advice about the formatting of the thesis for examination.

C.3. Following Examination

Following successful completion of the examination process the thesis must be deposited in the Bodleian Libraries, and in the online Oxford Research Archive (ORA), before students will be granted permission to graduate from the programme (known as Leave to Supplicate). Full information about both processes can be found in the GSO.20a.

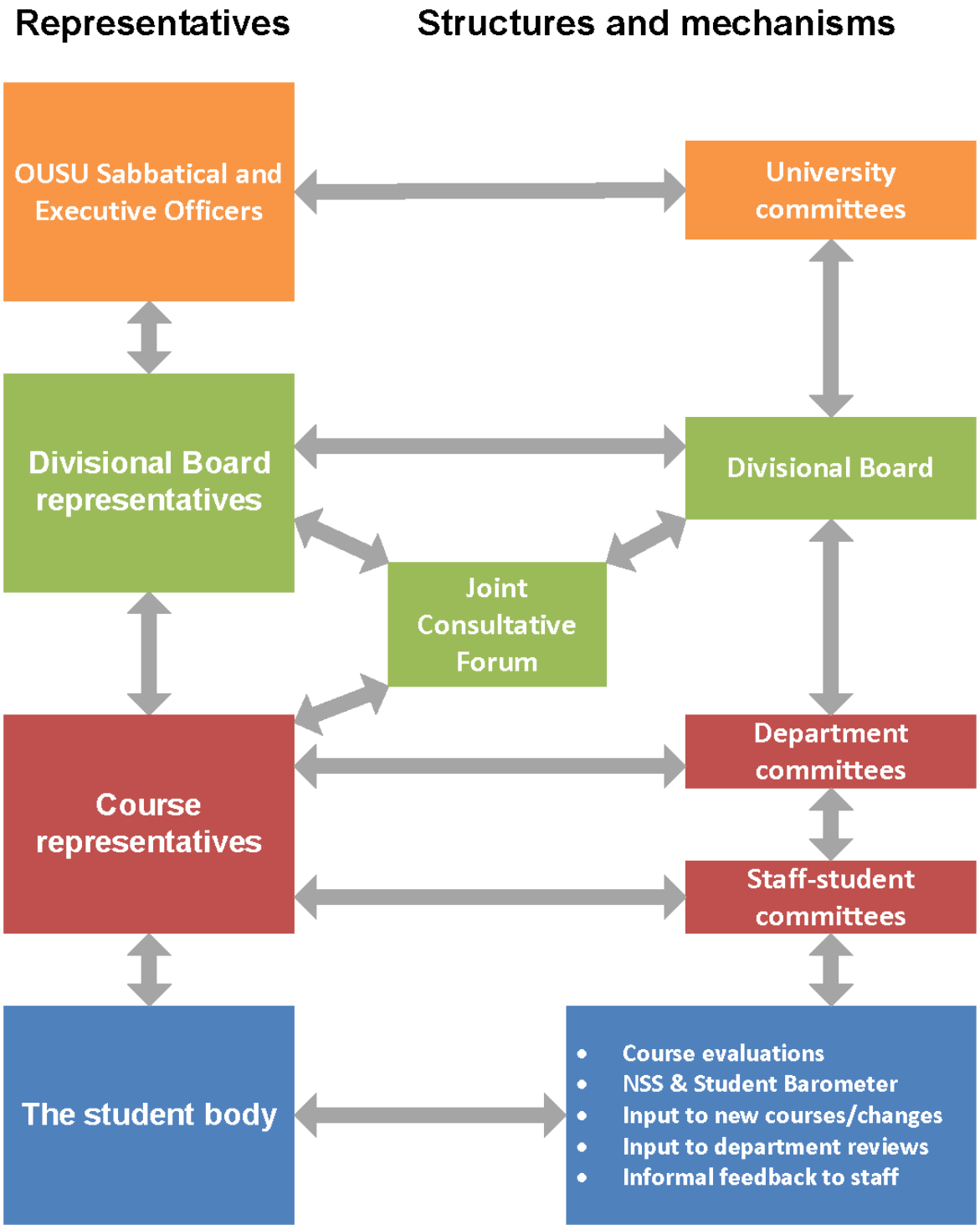
In general, the Medical Sciences Board is of the opinion that theses should readily be accessible as contributions to knowledge. The Board accepts that it may sometimes be necessary to restrict access to a thesis temporarily e.g. while a patent is being taken out, and that bodies such as research councils make specific provision for such a course in their standard conditions of research studentships, but the Board wishes to be consulted as early as possible (i.e. normally before a student is admitted as a student for a higher degree) if a sponsor or other person wishes to impose any longer-term restriction on access to a proposed thesis, or the exclusion of any material from a thesis on the grounds of confidentiality.

D POLICIES AND GUIDELINES

D.1. Student Representation

The DPhil student body will elect one representative each year who will sit on the Departmental Graduate Studies Committee, and a second representative who will sit on the Medical Sciences Division's Graduate Joint Consultative Committee (GJCC). Confirmation of student representatives, once elected, can be found on Canvas: https://canvas.ox.ac.uk/courses/22105/pages/the-graduate-joint-consultative-committee-gjcc?module_item_id=223012.

The structure of the student representation system within the University is as follows:



D.2. Research Student Group

The NDPH Research Student Group is led by research students, for research students. All research students in the department are members. It is co-ordinated by volunteers from among the student body, and organises a broad range of activities.

- Social activities
    - Monthly tea and coffee afternoons – a chance to socialise with research students from elsewhere in the Department and get to know our large and diverse student body.
    - Termly socials – these vary each term but previous events have included meals out, bowling, afternoon tea, and crazy golf.
- Academic and career activities
    - DPhil seminars – regular seminars, usually twice per term, at which one or two DPhil students present their research to students and staff from across the Department.
    - Journal clubs – termly journal clubs led by academics from the Department where key issues and papers which are making the headlines are discussed.
    - Academic talks – sessions on preparing for Transfer of Status, Confirmation of Status, and Examination, led by senior academic staff with experience in assessing and examining DPhil students.
    - Committee representation – student representatives sit on departmental and divisional committees to aid communication from the department and division to their fellow students, and to provide feedback from the student body.
    - Student representative meetings - twice termly meetings between the Research Student Group representatives and the Director and Deputy Director of Graduate Studies.
- Student support
    - Buddying – provided by volunteers from amongst the existing student body for new DPhil students.
    - Peer support network – a number of Research Student Group rep shave received formal training to provide peer support, and to act as independent advisors.
- NDPH student blog
    - All graduate students in NDPH are encouraged to contribute to the NDPH Student Blog which covers a variety of topics ranging from viva tips and film reviews to conference reports.

All NDPH DPhil students are encouraged to volunteer and get involved with the Research Student Group activities. All suggestions are welcomed.

D.3. Peer Support Programme

Student Peer Supporters are available in colleges and departments to talk with students informally about anything that is of concern. All Peer Supporters have been carefully selected and trained to take up this role and receive ongoing support and supervision from the University Counselling Service.

The Peer Support Programme was developed in recognition of the essential role students play in supporting and encouraging one another on a day-to-day basis throughout their time at university. Students are likely to look to each other first for help in thinking through issues and for emotional support, but there are times when this can leave friends feeling out of their depth, unsure how best to help but anxious about seeking advice for fear of betraying trust.

https://www.ox.ac.uk/students/welfare/counselling/peersupport

D.4. Field Work and Conference Travel

The department encourages the development of students, and supports activities that are likely to benefit their graduate studies. This may include attending training sessions and workshops to improve their 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, all students must obtain appropriate insurance and may be eligible to request that the department pay for these costs. For further information, along with the appropriate forms, visit WebLearn: https://weblearn.ox.ac.uk/portal/hierarchy/medsci/p_g/dphil/pub_health. These forms may apply even if the research is UK based. Students should note that risk assessments are required for all field research.

The University's online travel insurance application form can be found here: http://www.admin.ox.ac.uk/finance/insurance/travel/

D.5. Research Student Allowances

NDPH DPhil students may receive financial support from the NDPH research allowances for costs specifically associated with completing their research such as attendance at conferences, training, and fieldwork. Students will normally be expected to seek support from the many college and university sources before requesting access to these allowances. Further information about how much is available and how to apply can be found on WebLearn https://weblearn.ox.ac.uk/portal/hierarchy/medsci/p_g/dphil/pub_health/.

D.6. Attendance at Lectures for the MSc in Global Health Science and Epidemiology

On occasion DPhil students are permitted to attend lectures of the MSc in Global Health Science and Epidemiology, particularly those who require additional training in statistics or epidemiology. Students who wish to attend these lectures should contact the Graduate Studies Office via PGRAdmin@ndph.ox.ac.uk in the first instance. Students who attend MSc lectures must be aware that they are expected to remain in the teaching room for the entire length of the individual lectures in order to minimise disruption to fellow students.

MSc lectures are recorded and made available to all NDPH students as podcasts via Canvas. Students may not record lectures in audio or video formats without prior written permission (including by email) from the lecturer. Students found to be recording lectures without permission will be subject to disciplinary procedures. For full details please see the policy at http://www.ox.ac.uk/students/academic/regulations

D.7. Teaching Opportunities

DPhil students are encouraged by the department to pursue a variety of teaching opportunities within the department and the wider University. Students in the second year of their DPhil onwards have the opportunity to be paid teaching assistants or tutorial leads in the Principles of Statistics module in the department's MSc in Global Health Science and Epidemiology. However, before taking up any opportunities, students must fulfil the following conditions:

- Complete both parts 1 and 2 of the Medical Sciences Teaching Skills courses (available here: https://weblearn.ox.ac.uk/portal/hierarchy/medsci/pgr_teaching)
- Obtain approval from their supervisor.

D.7.a. Teaching on Undergraduate Courses

Teaching opportunities may be available to research students who have specific interests, or who have designed a talk which they would like to deliver to students from the Medical School.

D.8. Research Student Working Arrangements

Departmental Policy is to provide all research students with a desk, computer, and filing space for the duration of their studies. Space is generally allocated to students at the beginning of the year, and students will keep this space throughout the year.

University regulations state that full-time students should be studying full-time. Students are advised to spend at least 40 hours per week for a minimum 44 weeks of the year on their studies. Students should not feel obliged to work beyond the legal maximum which applies to employees of the University which is a maximum average working week of 48 hours, including overtime (calculated over a 17 week reference period). These hours are flexible, so students are not confined to ordinary office hours (9am to 5pm) if this does not suit them. Students should normally be permitted to take up to 38 days of holiday leave per annum (inclusive of public holidays).

Part time students are expected to study at 50% of the intensity of full-time study, unless otherwise agreed.

D.9. Research Practices

D.9.a. Ethical Clearance

All students conducting research involving human participants are expected to apply for Ethical Clearance. Full information regarding how to do so can be found here: http://www.admin.ox.ac.uk/curec/.

D.9.b. Accessing Software for Personal Computers

Students are encouraged to use the desktop computers provided by the department in order to conduct their research.

The department's data protection policy as well as other guidance on purchasing software is available on WebLearn: https://weblearn.ox.ac.uk/portal/hierarchy/medsci/p_g/dphil/pub_health

NB: All data used by students in the completion of their studies is owned by their Supervisor or the Principal Investigator of the research project (if this is not the same person). Students should therefore ensure that they return this data to its owner and **ALL COPIES** they have of such data must be securely destroyed when they leave the University. The University will keep the original data for three years after publication of the thesis.

D.9.c. Data Protection and Confidentiality Policy

NDPH DPhil students are bound by the Data Protection policies of the research units where they are working. Students should discuss data protection and confidentiality policies with their supervisors, and ensure that they are aware of the policies which govern their research. Further information about Data Protection and Confidentiality can be found on the University website http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/policy/

D.10. The University Policy on Conflict of Interest

The University has a policy to address conflicts of interest so as to ensure that its activities and those of its staff and students are seen to be conducted to the highest standards of ethics and integrity. The policy can be found on the University Research Support website: http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/

E PLAGIARISM

E.1. General Information

E.1.a. Definition

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work. Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university. The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students' essays. You must also attribute text or other resources downloaded from websites.

E.1.b. Why Does Plagiarism Matter?

It would be wrong to describe plagiarism as only a minor form of cheating, or as merely a matter of academic etiquette. On the contrary, it is important to understand that plagiarism is a breach of academic integrity. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

E.1.c. What Forms Can Plagiarism Take?

- Verbatim quotation of other people's intellectual work without clear acknowledgement. Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.
- Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.
- Cutting and pasting from the Internet. Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.
- Collusion. This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.
- Inaccurate citation. It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your

knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. Title of Book, discussed in Wilson, E., Title of Book (London, 2004), p. 189).

- Failure to acknowledge. You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.
- Professional agencies. You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.
- Autoplagiarism. You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination.

E.1.d. Why Should You Avoid Plagiarism?

There are many reasons to avoid plagiarism. You have come to university to learn to know and speak your own mind, not merely to parrot the opinions of others. At first it may seem very difficult to develop your own views, and you will probably find yourself paraphrasing the writings of others as you attempt to understand and assimilate their arguments. However it is important that you learn to develop your own voice; you are expected to learn how to assess critically the work of others, weigh up differing arguments and draw your own conclusions. The Proctors, who are the university officers in charge of student discipline, regard plagiarism in examinations as a serious form of cheating for which offenders can expect to receive severe penalties.

E.1.e. Does This Mean That I Should Not Use The Work Of Other Authors?

On the contrary, it is vital that you situate your writing within the intellectual debates of your discipline. Academic essays almost always involve the use and discussion of material written by others, and, with due acknowledgement and proper referencing, this is clearly distinguishable from plagiarism. The knowledge in your discipline has developed cumulatively as a result of years of research, innovation and debate. You need to give credit to the authors of the ideas and observations you cite. This will also help you to strengthen your argument by making clear the basis on which you make it. In addition, good citation practice gives your reader the opportunity to follow up your references, or check the validity of your interpretation.

E.1.f. Does Every Statement In My Essay Have To Be Backed Up With References?

You may feel that including the citation for every point you make will interrupt the flow of your essay and make it look very unoriginal. At least initially, this may sometimes be inevitable. However, by employing good citation practice from the start, you will learn to avoid errors such as sloppy paraphrasing or unreferenced quotation. It is important to understand the reasons behind the need for transparency of source use. All academic texts, even student essays, are multi-voiced, which means they are filled with references to other texts. Rather than attempting to synthesise these voices into one narrative account, you should make it clear whose interpretation or argument you are employing at any one time (whose 'voice' is speaking).

If you are substantially indebted to a particular argument in the formulation of your own, you should make this clear both in footnotes and in the body of your text, before going on to describe how your own views develop or diverge from this influence. On the other hand, it is not necessary to give references for facts that are common knowledge in your discipline. If you are unsure as to whether something is considered to be common knowledge or not, it is safer to cite it anyway and seek clarification. You do need to document facts that are not generally known and ideas that are interpretations of facts.

E.1.g. Graduate Students

Graduate students' work is expected to meet high academic standards and will be scrutinised carefully. The University must ensure that these standards are upheld and that its research degrees provide proper training for an academic career. In addition, the academic community has to be satisfied that those who obtain the DPhil are appropriately qualified to undertake further, unsupervised, research. Plagiarism at this level is a serious breach of academic integrity and the consequences can be severe. In some cases a student may be expelled, or they may be stripped of their degree if their thesis is later discovered to contain plagiarised material. Some academics' careers have been ruined by the discovery of plagiarism in decades-old published work.

Far from being simply a disciplinary matter, plagiarism undermines the central tenets of scholarly discourse. Knowledge develops via a cumulative process as a result of years of research, innovation and debate. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. It is important to recognise that academic texts are multi-voiced, constructed from references to other texts; it is your responsibility as a writer to make it clear at all times whose 'voice' is speaking, whether your own or one of your sources'. This requirement for transparency of source use means that you must cite adequately, make it clear when you are quoting or paraphrasing, and establish the relationship between your source and your own text.

E.1.h. Citation

You will be provided with a guide to the referencing conventions in your discipline, and may wish to employ software which keeps track of your sources and automatically formats the footnotes and bibliography (i.e. EndNote, Reference Manager, ProCite). It is important to be meticulous when taking notes: include full citation details for all the sources you consult and remember to record relevant page numbers. It is far too time-consuming to go back to your books to find page numbers or citation details later.

Citation practice varies but, depending on the type of text cited (book, chapter in an edited volume, conference paper, journal article, e-print, etc.), the elements of a reference include: author; title of the book or article; title of the journal or other work; name of the conference; place of publication; date of publication; page numbers; URL; date accessed. The conventions for citing web resources vary between disciplines. You should note as many essential items of information as possible, such as author, title, publisher, dates of publication and last revision, URL, and date of last access.

When using e-print archives you should bear in mind that many contain articles which have not yet been submitted for peer review. It is good practice to review the later, published versions for important changes before submitting your dissertation.

The Bodleian has a wide range of scholarly electronic resources which you can access via their website. Subject libraries provide induction and training sessions in catalogue and specialist database searching, online bibliographic tools and other electronic resources.

E.1.i. Patchwriting:

Inexperienced writers, particularly those who are not native speakers of English, often develop their writing technique via a process known as 'patchwriting'. If they lack the requisite skills of academic writing or self-expression, they may copy or heavily paraphrase their source material. Where the derivation is not made clear, this is plagiarism. However, it is recognised that many honest students employ mimicry and borrowed language as they learn to write in the academic style, and that patchwriting can be seen as a developmental stage. As students gain more experience at writing they must develop an independent voice and cease to rely on imitation. If work

containing unattributed paraphrase is submitted for assessment, it will be treated as plagiarism regardless of the author's intentions.

E.1.j. Overseas Students:

Some students from overseas may face particular difficulties when embarking on study at Oxford, especially if they also have to overcome a language barrier. They may need help to improve their skills in academic English, or they may experience difficulties adapting to the requirements of Western academic culture. Time constraints mean this can be a particular problem for students on one-year Master's courses.

E.1.k. Unintentional Plagiarism:

Not all cases of plagiarism arise from a deliberate intention to cheat. Sometimes students may omit to take down citation details when copying and pasting, or they may be genuinely ignorant of referencing conventions. However, these excuses offer no protection against a charge of plagiarism. Even in cases where the plagiarism is found to have been unintentional, there may still be a penalty.

It is your responsibility to find out the prevailing referencing conventions in your discipline, to take adequate notes, and to avoid close paraphrasing. If you are offered induction sessions on plagiarism and study skills, you should attend. Together with the advice contained in your subject handbook, these will help you learn how to avoid common errors. If you are undertaking a project or dissertation you should ensure that you have information on plagiarism and collusion. If ever in doubt about referencing, paraphrasing or plagiarism, you have only to ask your tutor. There are some helpful examples of plagiarism-by-paraphrase on the next page and you will also find extensive advice and useful links in the section on ‘electronic resources’. All students will benefit from taking the online course which has been developed to provide a useful overview of the issues surrounding plagiarism and practical ways to avoid it. Graduate students who complete this course can include it in their skills training record.

The best way of avoiding inadvertent plagiarism, however, is to learn and employ the principles of good academic practice from the beginning of your university career. Avoiding plagiarism is not simply a matter of making sure your references are all correct, or changing enough words so the examiner will not notice your paraphrase; it is about deploying your academic skills to make your work as good as it can be.

E.2. Disciplinary Process

Plagiarism in assessed work constitutes a serious breach of the University’s disciplinary regulations and the consequences can be very grave. In some cases it can lead to your expulsion from the University. The regulations on plagiarism (see The Proctors’ and Assessor’s Memorandum Essential Information for Students for a full description) state that:

- No student shall cheat or act dishonestly, or attempt to do so, in any way, whether before, during or after an examination, so as to obtain or seek to obtain an unfair advantage in an examination;
- No student shall present for an examination as his or her own work any part or the substance of any part of another person’s work;
- In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person’s work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged;
- No person shall dishonestly give help to a student before, during or after an examination so as to give, or attempt to give, that student an unfair advantage in an examination.

The regulations regarding conduct in examinations apply equally to the ‘submission and assessment of a thesis, dissertation, essay, or other coursework not undertaken in formal examination conditions but which counts towards

or constitutes the work for a degree or other academic award'. Additionally, this includes the transfer and confirmation of status exercises undertaken by graduate students.

Please note that electronic text matching software may be used to screen students' work.

If plagiarism is suspected in a piece of work submitted for assessment in an examination, the matter will be referred to the Proctors, who are the University officers responsible for student discipline. They will thoroughly investigate the claim and summon the student concerned for interview. The student has the right to be accompanied by any member of Congregation; this could be a subject tutor, the Dean or Senior Tutor of their college. If at this point there is no evidence of a breach of the regulations, no further action will be taken. However, if it is concluded that an intentional or reckless breach of the regulations has occurred, the Proctors will refer the case to one of two disciplinary panels. The Proctors' Disciplinary Hearing deals with non-serious offences; if the student is found guilty they may be fined up to £100 or issued with a written warning. If the offence is judged to be more serious, the case will be referred to the Student Disciplinary Panel, which meets on at least three occasions during Full Term.

E.3. Appeals and What to Do If You Are Suspected of Plagiarism

E.3.a. Appeals:

Any student who is unhappy with the outcome of the Proctors' Disciplinary Hearing may appeal to the Student Disciplinary Panel, where the case will be heard again. The Panel may either quash or confirm the original decision, or make an alternative order. The penalty, however, will be no greater than that which the Proctors could have applied.

If a student is aggrieved at the decision of the Student Disciplinary Panel, they may appeal to the Student Appeal Panel. Again, the Panel will either quash or confirm the original decision, or make an alternative order no more severe than that which the Disciplinary Panel could have made.

E.3.b. What to Do If You Are Suspected of Plagiarism:

You will probably wish to contact your College Secretary/Academic Administrator and your subject tutor and inform them as to what has happened. They will support you through the process and arrange for a member of Congregation to accompany you to all hearings. They will be able to advise you what to expect during the investigation and how best to make your case. The Oxford University Students' Union Student Advice Service (http://ousu.org/advice/student-advice-service) also provides useful information and support.

E.4. Guidance on Avoidance of Plagiarism

Please visit http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism.

F SUPPORT & ADVICE

F.1. Support for Study

F.1.a. Supervision

Upon arrival in the Department, each student will be allocated at least two supervisors.

F.1.a.i. *Responsibilities*

Student:

Overriding responsibility

The University expects the student to accept his or her obligation to act as a responsible member of the University's academic community. The student is also expected to take ultimate responsibility for his or her research programme and to develop an appropriate working relationship with his or her supervisors.

The research programme

In relation to the research programme, it is important for the student:

- to programme and undertake work according to an agreed timetable, and to keep relevant records of all aspects of the work in such a way that they can be accessed and understood by anyone with a legitimate need to see them;
- to take responsibility for the development of subject-specific research training and personal and professional skills, and to make positive use of the University's teaching and learning facilities, and opportunities for this development;
- to seek out and follow the regulations applying to the research programme, and to seek clarification, where necessary, and to be familiar with other regulations and policies relating to him or her, including health and safety, intellectual property, data handling and research integrity;
- to raise problems or difficulties with the relevant authority so that appropriate guidance may be offered;
- to carry out research with proper regard to good health and safety practices, and to be aware of the need for adequate health insurance and health precautions when travelling abroad;
- to understand the demands of a research degree and to devote sufficient time to study to make satisfactory progress and to complete each stage of the degree by the deadlines set out in the Examination Regulations;
- to work towards a suitable standard of written and spoken English for transfer and confirmation and for the final submission of the thesis.

It is for the student to ensure that competing demands on his or her time are minimised and to ensure that his or her supervisor is aware of, and approves, commitments (e.g. paid work, conferences) or time away that might impinge on the student's work.

Working with the supervisor

In order to make the most effective use of supervision, the student should endeavour to develop an appropriate working pattern, including an agreed and professional relationship with the supervisor(s). To facilitate this, the student should discuss with the supervisor the type of guidance and comment which he or she finds most helpful, and agree a schedule of meetings. The student should also be aware of his or her joint responsibility with the supervisor to ensure that regular and frequent contact is maintained, and to be encouraged to take the initiative to maintain contact when necessary. In working with supervisors or other academic staff, students should also:

- recognise the demands made on a supervisor's time and the need to prepare adequately for meetings and to observe deadlines;

- accept the importance of constructive criticism within the supervisory relationship, and seek a full assessment of the strengths and weaknesses of any work;
- give full weight to any suggested guidance and corrective action proposed by the supervisor in the event of problems;
- co-operate with the supervisor to produce detailed parallel reports on progress at the end of each term via the Graduate Supervision Reporting;
- discuss their skills training needs with the supervisor, both informally during regular supervisory contacts and formally at particular times as detailed in subject handbooks;
- make appropriate use of any guidance available relating to the student's career after successful completion of a research degree, for example, the Careers Service;
- inform the supervisor as soon as possible of any circumstance which might lead to interruption of study;
- where the student feels that there are good grounds for contemplating a change of supervision arrangements, discuss this with the existing supervisor, or, if this presents a difficulty, discuss this with the DGS or other appropriate officer or adviser, or with a college adviser.

Submission and completion

The requirements in relation to submission are set out in full in the Examination Regulations, however in particular it is essential for the student:

- to ensure that his or her written English is of the necessary standard for the submission of a thesis;
- to be prepared to defend the subject of the thesis in fluent English at the viva;
- to allow sufficient time for writing up and to pay particular attention to final proof reading;
- to decide when he or she wishes to submit the thesis for examination, having provided the supervisor with sufficient time to comment on the final draft and having taken account of the supervisor's opinion;
- to be aware of the necessary steps in the examination process and the timescales required.

Supervisor:

Agreeing to supervise

In agreeing to supervise a research student, the supervisor must recognise and accept the responsibilities both to the student and to the relevant department, faculty and division implicit in the supervisory relationship.

Prior to arrival and first meeting

Where possible, the supervisor 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. The supervisor is required to meet the student not later than the second week of Full Term.

The initial term

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

This may include all or some of the following:

- the means by which the research student and supervisor(s) will communicate and how and when they will arrange regular meetings and monitor progress;
- where there is a co-supervisor or a supervisory team, the supervisor should co-ordinate 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 supervisor 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 English for Academic Purposes) which are likely to be required for the successful completion of the research programme, and arrangements for supporting their acquisition or development;
- identifying 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 supervisor 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;
- to ensure that appropriate health and safety training is undertaken by the student;
- to advise at an early stage on experimental design and the effective collection and storage of data;
- to 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 (for further information see: http://www.admin.ox.ac.uk/curec/);
- to identify (in consultation with the Director of Graduate Studies for the department/ faculty) 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.

Supervisory meetings

The University does not stipulate (beyond the use of the term 'regularly') the number of meetings between research student and supervisor, which may be expected each term, since this will vary widely according to the subject, the individual, and the stage of the research reached. However, each department/faculty has been asked (via divisional codes of practice for supervision) to recommend a minimum frequency of formal supervisory contact for resident students and to state this on departmental websites. While variation from this figure is permissible, the onus will be on the student and supervisor jointly to agree to deviate from the recommendation. In addition, the University does not set down a common format for recording the outcomes of those meetings, although it endorses the view that both supervisors and students should keep some record of supervisory meetings.

Supervisors should:

- meet with the student regularly in accordance with divisional and departmental/ faculty guidelines and as agreed with the student;
- request written work as appropriate and in accordance with the plan discussed with the student and return submitted work with constructive criticism within a reasonable time;
- be accessible to the student at appropriate times when advice is needed and respond to requests for advice within a reasonable timescale;
- assist the student to work within a planned framework and timetable, (in particular by conducting regular reviews of the student's progress);
- monitor the student's ability to write a coherent account of his or her work in good English;
- avoid unnecessary delays in the progress of the research;
- 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 supervisor 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.

The completion of the termly supervision report, to which both student and supervisor contribute via the Graduate Supervision Reporting, is **mandatory for supervisors**. Departments/faculties are responsible for taking any action required in cases of non-submission by supervisors. The discussion of the contents of the report should be viewed as part of a regular termly review of progress. 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 supervisor 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 supervisor should alert the Director of Graduate Studies to any problems experienced in supervising the student. Any student who has not satisfied his or her supervisor on at least one occasion in an academic year that he or she is making progress will be liable to have his or her name removed from the register.

Cover for absence

The supervisor should avoid absence on leave without appropriate temporary supervision having been arranged for the student. (Leave will not normally be approved without such arrangements being in place.) Heads of department/faculty should take this requirement into account when managing requests for sabbatical leave

Other responsibilities

The supervisor is expected to:

- have reasonable familiarity with institutional, national and international expectations relating to research environments, research supervision and research training (see especially the relevant section 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;
- assist the student with the preparation, timetable and submission of material relating to applications for transfer of status, for re-admission after completion of a 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;
- advise the student on the timing of the submission of the thesis and to consult with the student in order to make recommendations for the appointment of examiners;
- encourage the student to obtain knowledge and information about career opportunities and to alert the student, where necessary, to other services provided within the University and elsewhere.

Health and safety

Supervisors of all students, whether in the arts or sciences, should consider carefully the safety implications of their students' research. Those supervising students (particularly in the sciences) 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 Officer. 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.

Role of 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

Role of Departmental Graduate Studies Committee:

- Provide general advice on the organisation, development and delivery of the NDPH DPhil in Population Health and on the facilities and the framework of support for graduate research students.
- Respond, with feedback from the student representatives, to communications and consultations from other parts of the University on any aspect of NDPH graduate studies

Role of College Adviser:

- To provide support to the student independent of the department
- To deal with matters relating to hardship
- Provide additional support to the student experiencing difficulty with matters relating to issues other than research work/study

The responsibilities of supervisors and students are set out in full in the University's Memorandum of Guidance for Supervisors and Research Students, reproduced in the Examination Regulations and published online at: http://www.admin.ox.ac.uk/examregs/

You are advised to review this Memorandum of Guidance. The Memorandum should be read in conjunction with the general regulations dealing with the supervision of specific categories of research students, i.e. DPhil, MLitt and MSc by research.

F.1.a.ii. Graduate Supervision Reporting (GSR)

Students, supervisors and DGS will be asked to complete their supervision report each term. Access to the Graduate Supervision Reporting (GSR) is provided via Student Self Service: http://www.admin.ox.ac.uk/studentsystems/gsr/

With GSR, the supervision reporting process will be 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.

F.1.b. Libraries

F.1.b.i. *Knowledge Centre*

The Knowledge Centre on the Old Road Campus site has a range of books and journals in the fields of public health, cancer services and diabetes. The computer suite provides access to all the electronic journals and databases available on the University network. There is a space for quiet study and group discussion. In addition you can ask for advice or help from the outreach librarian for population health.

F.1.b.ii. *Cairns Library*

This is the largest branch of the Health Care Libraries and is situated in the John Radcliffe Hospital, a short walk away from the Old Road Campus. Students will receive further information during their induction week and further details can be accessed at http://www.bodleian.ox.ac.uk/medicine

F.1.b.iii. *Radcliffe Science Library*

The Radcliffe Science Library is the main science reference library of Oxford University. It supports the teaching and research needs of the science departments across the University. The Library subscribes to many journals published overseas, most of which are in English. It holds strong collections of books and journals in the biological sciences,

computing science, experimental psychology, history of science, mathematics, medicine and the physical sciences. Good provision is made of scientific reference books, bibliographies, dictionaries and encyclopaedias. Scientific doctoral theses submitted for degrees at Oxford are deposited in the library. There is a considerable amount of older material, especially from the 19th century, contained in the library. Further information is available here: http://www.bodleian.ox.ac.uk/science

F.1.c. Skills Training

Training is open to all Graduate Research Students and Postgraduate and Postdoctoral Research Assistants. The University regulations state that 'the student must accept his or her obligation to act as a responsible member of the University's academic community' and goes on to say that 'he or she should make appropriate use of the teaching and learning facilities available within the University'. The Research Councils have issued a Joint Statement on what skills a graduate research student should acquire during his/her course of study and the Division's Graduate Studies Committee strongly supports this initiative. The University and Division have considerable expertise and numerous opportunities to further one's professional development, training and skills.

Provision of skills training by the Medical Sciences Division can be found at:
http://www.medsci.ox.ac.uk/skillstraining

Provision of skills training provided by the wider university can be found at:
http://www.skillstoolkit.ox.ac.uk/

F.1.d. Language Skills

The University Language Centre offers a number of courses in various languages to students. Students may register for a variety of courses on English for Academic Studies at very low costs, which students can apply to access their Research Allowances to cover. These courses are open to all non-native English speaking members of the University.

Additionally, students may be eligible for priority bookings and reduced fees on courses in other languages if these are required for the purposes of completing their research. Again, the cost of these may be applied for from Research Allowances if the course is required to complete the research.

For more information please visit the Language Centre's website http://www.lang.ox.ac.uk/information.html

F.1.e. Oxford University Student Union

All postgraduate students are members of Oxford University Student Union (Oxford SU), and almost every graduate common room (MCR/GCR) is also affiliated to the Student Union. There is no Graduate Union in Oxford, although such an organisation existed until 1994 when it merged with the Oxford SU. The Student Union also provides a range of services for postgraduate students and to Graduate Common Rooms. This includes representation on University committees and publications tailored to postgraduate students' concerns and needs, such as the Graduate Guide and the Student Parent Handbook.

F.2. Medical Support

F.2.a. Registration with a medical doctor

Student health is primarily a college responsibility and all colleges will already have an arrangement with a particular NHS doctor known as "the college doctor". Students are free to choose any other practitioner, if they prefer, but most students find that the most convenient arrangement is to register with the college doctor. All students should register with a doctor in Oxford as they are deemed to be a resident in the city during their studies. At any practice it is normally possible for students to choose to consult either a male or a female doctor. For minor cases of sickness you are generally able to consult and obtain treatment from a college nurse. The University does not endorse any one local medical practice over another.

F.2.b. Hospital treatment and primary care health services

All doctor-patient relationships are completely confidential. It is possible for the college doctor to liaise with other health practitioners and to obtain information about individual students medical history if, for example, a student has a long-term health condition.

If students are not entitled to free National Health Service (NHS) treatment then they may still register with the college doctor as a private patient, however, it is advisable to take out appropriate private healthcare insurance for this.

Students from Great Britain, the European community and any country with reciprocal health arrangements are eligible for free treatment under the NHS. Students in full-time education and under the age of 19 may also be exempt from most NHS charges. Some students may also be entitled to help with charges on the grounds of low income. However international students who applied for their visa after 6 April 2015, may be required to pay the immigration health charge in order to access NHS treatment. Information on the entitlement of international students to treatment under the NHS is available on the UKCISA website http://www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Health-and-healthcare.

For more information on healthcare, including dentistry and ophthalmic treatment, please visit the University health services website http://www.ox.ac.uk/students/welfare/health/services or contact Department of Health, Room 4W04b Quarry House, Quarry Hill, Leeds LS2 7UE. Tel: 0113 2545819; email: overseasvisitors@dh.gsi.gov.uk.

F.2.c. Student Counselling Service

The University has a professionally staffed confidential Student Counselling Service for assistance with personal, emotional, social and academic problems. The Service is available free to all matriculated undergraduate and graduate members of the University. Appointments can be made by visiting the office at 3 Worcester Street, Oxford or email counselling@admin.ox.ac.uk.

All students are reminded that contacting the Student Counselling Service using email cannot be guaranteed to be entirely confidential. An appointment will be made for all students as soon as possible but the waiting time for a first appointment can be longer than five working days at busy periods such as the beginning of Michaelmas and Hilary Terms.

The Student Counselling Service is not designed to be an emergency service. Anyone who feels in a state of "crisis" should contact a doctor.

For more information please visit the Counselling Service website http://www.ox.ac.uk/students/welfare/counselling

F.2.d. Fitness to study

The University has established a common framework across departments, faculties and colleges for cases where questions arise as to whether a student is fit to study or to return to study after a period of leave for medical, psychological, or emotional problems. Most such cases are dealt with under college procedures but there is also a Fitness to Study Panel, to which serious and difficult fitness to study cases can be referred if all other normal procedures at college or University level have been exhausted or are inappropriate.

https://www.ox.ac.uk/students/welfare/fitness-to-study

F.2.e. Students with disabilities

It is important that students make the University aware of any disabilities they have so that we are able to give the best advice about the full range of support available. Disability is defined in the Equality Act (2010) as any physical or mental impairment which has a substantial and long-term (12 months or more) adverse effect on a student's ability to carry out normal day-to-day activities, including study. This can include dyslexia and other specific learning difficulties, mental health conditions such as depression or anxiety, physical or sensory impairments, long term health conditions such as Cancer or HIV and Autism spectrum conditions, including Asperger's syndrome.

Students can disclose a disability at any time by contacting the Disability Advisory Service (details below). The Disability Advisory Service will then be able to discuss specific requirements in more detail and support students to access relevant funding, support and reasonable adjustments based on their assessed need. Whilst the University already makes anticipatory reasonable adjustments where possible, please note that some support arrangements can take time to implement. It is therefore advised that students contact the Disability Advisory Service as soon as possible, ideally at or approaching the start of a course.

The Disability Advisory Service can be contacted by email: disability@admin.ox.ac.uk or telephone: 01865 280459. Further information can also be found on the Disability Advisory Service website: https://www.ox.ac.uk/students/welfare/disability

The NDPH Disability Co-ordinator is Zoe Stockdale: zoe.stockdale@ndph.ox.ac.uk
The NDPH Disability Lead is Sarah Lewington: sarah.lewington@ndph.ox.ac.uk

F.2.f. Medical incapacity

If there is concern that a student is not medically fit enough to continue his or her course of study either temporarily or (exceptionally) permanently, it may be in the interests of the student and others for action to be taken on welfare rather than a disciplinary basis. The University will follow the rules set out under Statute XIII (Part B).

Notes

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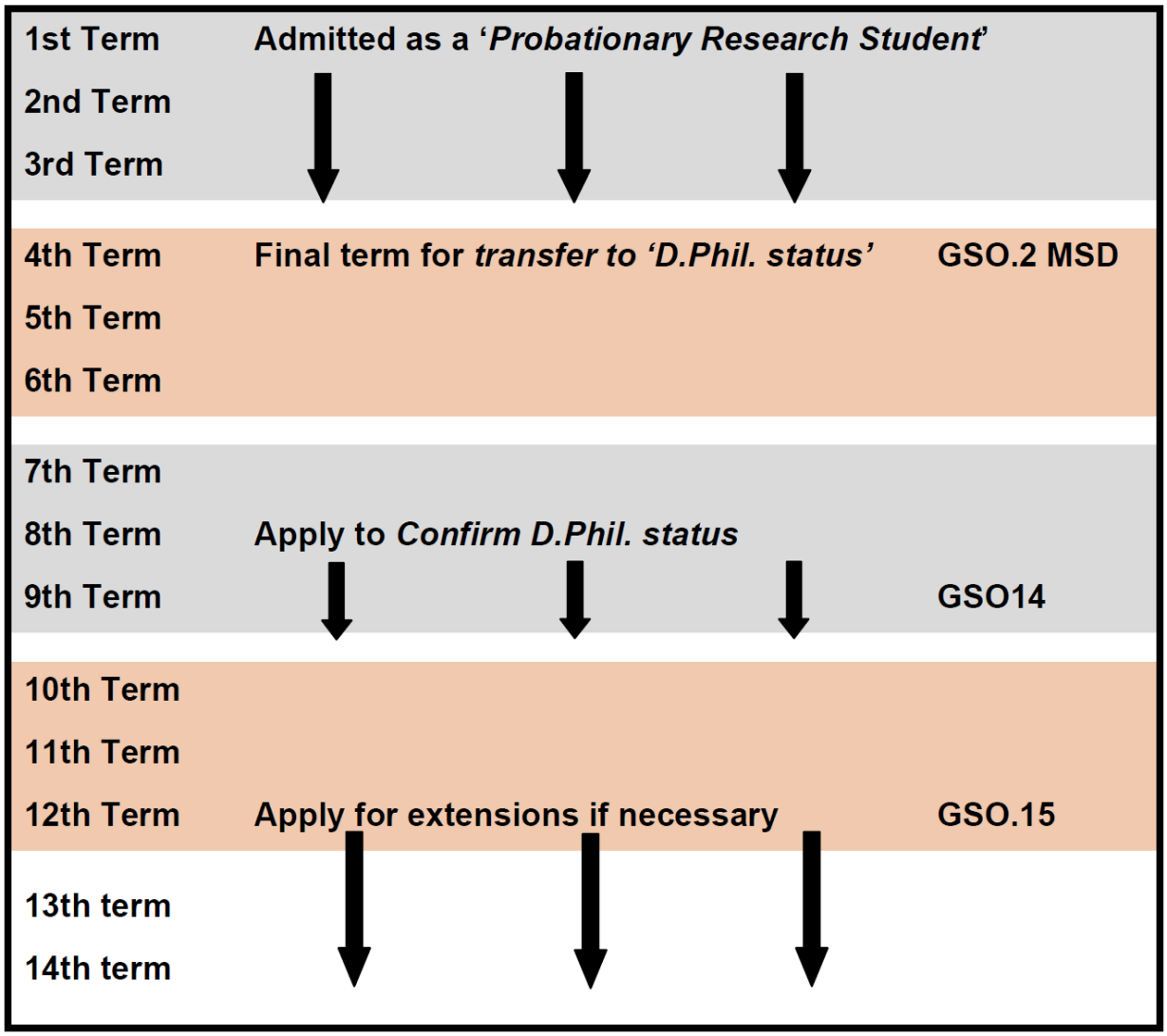
A DPhil Student's Career*



* For students on a full-time programme

Dates of Term 2019-20

Year	Term	From	To
	Michaelmas 2019	Sunday, 13 October	Saturday, 7 December
2019-20	Hilary 2020	Sunday, 19 January	Saturday, 14 March
	Trinity 2020	Sunday, 26 April	Saturday, 20 -June