**APPLICATION FOR CONFIRMATION OF STATUS AS A STUDENT**

**FOR THE DEGREE OF DOCTOR OF PHILOSOPHY**

**(For use by Medical Sciences students who commenced their course on or after 1 October 2016)**

***Staff notice:*** *This form contains personal data and may contain sensitive information. Please ensure that downloaded or printed copies are stored securely. Please retain information only for as long as you need it and then dispose of it confidentially. Further advice about handling student data can be found here: (*[*https://academic.admin.ox.ac.uk/student-data*](https://academic.admin.ox.ac.uk/student-data)*).*

*This form should be completed in full and submitted to the Director of Graduate Studies in your department who will oversee the arrangements for your interview. This form (and the TNA) must be submitted to the Director of Graduate Studies* ***in advance*** *of your interview.*

*Please complete SECTION 1, SECTION 2 and SECTION 3, and then ensure that SECTION 4 & SECTION 5 are completed by your supervisor and college.* ***You are also required to complete the Training Needs Analysis (TNA), prior to the Confirmation attempt. You may either complete the TNA section provided at the end of this form or append a PDF of the TNA completed in eVision.*** *Your DGS or HoD should then complete SECTION 6, in advance of your interview.*

*Students who require adjustments to the assessment arrangements for Confirmation of Status due to disability under Section 6 of the* [*General Regulations for Research Degrees*](http://www.admin.ox.ac.uk/examregs/2019-20/grgoveresedegr/)*, should also complete the* [*GSO.19 Application for Adjustment to Assessment Arrangements form*](https://www.ox.ac.uk/students/academic/guidance/graduate/progression)*. Guidance for Directors of Graduate Studies on such adjustments is available in Annex C of the* [*Policy and Guidance on Research Degrees*](https://academic.admin.ox.ac.uk/research-degrees)*.*

*You should make sure that you are aware of the maximum fee liability you will incur in your proposed new status, and consult your college or Graduate School Assistant if in doubt. Please refer to the current edition of the* [*Examination Regulations*](http://www.admin.ox.ac.uk/examregs/)*, the* [*Medical Sciences Graduate School Canvas site*](https://canvas.ox.ac.uk/courses/22105/pages/confirmation-of-dphil-status?module_item_id=217806) *and any departmental guidance notes or handbooks that you have received, where full details of the relevant confirmation requirements are given.*

**SECTION 1 –** Declaration of consent *(to be signed by the student)*

|  |  |  |
| --- | --- | --- |
| I understand that the information and any materials that I supply in support of this application will be processed by the University in accordance with the Student Privacy Policy <https://compliance.admin.ox.ac.uk/student-privacy-policy>. I consent to my information being used for the purposes of this application. | | |
| **I consent to disclosure within the above limits** | | ❑   **Yes**           ❑   **No** |
| **Signature of Student:** |  | |

**SECTION 2 –** to be completed by the student

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | | | Title (Mr/Mrs/Miss/Ms/etc.): | |  |
| First Name (in full): | |  | | | | Student Number: | |  |
| College/Hall: | |  | Department: | | |  | | |
| Term Transferred to D.Phil. Status: | |  | | | | | | |
| Initial term of entry to course: | |  | **OFFICE USE ONLY** | Final Term: | | |  | |
| Address for correspondence: | | | | | | | | |
|  | | | | | | | | |
| Telephone Number: | |  | Email Address: | |  | | | |
|  | | | | | | | | |
| Title of thesis proposed or branch of study: | | | | | | | | |
|  | | | | | | | | |
| ❑ | *I am aware that I must deposit a digital copy of my thesis following successful completion of my degree, and am aware of copyright issues* ([*http://www.bodleian.ox.ac.uk/ora/oxford\_etheses*](http://www.bodleian.ox.ac.uk/ora/oxford_etheses)*)* (Please tick box to confirm) | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**RESEARCH ETHICS APPROVAL *(Please tick ONE box only)***

***Students are reminded that they should normally have completed the University’s online research integrity training before applying for transfer of status, but if not, should do so before applying for confirmation. The training is available at*** [***https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses***](https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses)

|  |  |
| --- | --- |
| ❑ | I confirm that no human participants were involved and no personal data was used in my research and therefore ethical approval was not required. |
| ❑ | I confirm that my completed CUREC1/1A was approved by the appropriate REC. |
| ❑ | I confirm that my completed CUREC2 (or NHS REC or OXTREC application) was approved by the appropriate REC. |

**SECTION 3** – to be completed by the student.

You must ensure that you include the thesis contents list, milestones of any remaining work to be undertaken and dates for the submission of draft chapters to your supervisor(s) to comment on. These details may be included within section 2 or appended if necessary.

|  |  |
| --- | --- |
| **Progress report:** | |
| **(i)** | **Please give a brief indication of the nature and progress of your research to date** |
|  | |
| **(ii)** | **Your proposed timetable for submission** |
|  | |

**SECTION 4** – to be completed by the supervisor[[1]](#footnote-2)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Comments** (please include a comment on the progress of the student’s research and the proposed timetable for submission – if you wish to do so, this may be sent directly to the *department’s Director of Graduate Studies).* | | | | | | |
|  | | | | | | |
| **Assessors:** | | | | | | |
| ❑ | I propose that the following two individuals be invited to make up the assessment panel and I have confirmed that they are prepared to act if asked to do so. | | | | | |
| **Assessor One:** | | | | | |
| Full Name (including title and forename): | | |  | | |
| Address: |  | | | | |
|  | | | | | |
| Telephone Number: | |  | | Email Address: |  |
| **Assessor Two:** | | | | | |
| Full Name (including title and forename): | | |  | | |
| Address: |  | | | | |
|  | | | | | |
| Telephone Number: | |  | | Email Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Full Name: |  | | |

**SECTION 5** – to be completed by the college’s Tutor for Graduates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm that the college supports this application for confirmation of status as a student for the degree of D.Phil. | | | | |
| Signature: |  | | Date: |  |
| Full Name: |  | | | |
| Position (if not Tutor for Graduates): | |  | | |
| College Stamp: |  | | | |

**SECTION 6** – to be completed by the Director of Graduate Studies / Head of Department

|  |  |  |  |
| --- | --- | --- | --- |
| **Comments**: | | | |
|  | | | |
| **Where the DGS is approving the use of an assessor out-with the rules (i.e. as set out in the Guidelines for DGSs on Confirmation of DPhil Status Procedures), please provide a brief justification:** | | | |
| **Where the DGS is acting as an assessor, the Head of Department must provide a brief justification for the use of the DGS as an assessor and sign Section 5:** | | | |
| I certify that this application has the approval of the candidate’s department | | | ❑ **Yes** ❑ **No** |
| Signature of DGS/Head of Department: |  | Date: |  |
| Full Name: |  | | |

**NOTES**

Confirmation of D.Phil. status was introduced to give departments an opportunity to monitor the direction and progress of a D.Phil. student’s work in the period between transfer of status and submission of thesis. It is intended both to assess the progress of the research work and to support the work of a student and his or her supervisor(s) by ensuring that other members of the department with a responsibility for graduate students are aware of the state of the research in progress, and the likely timetable for submission.

For candidates admitted to the status of Probationer Research Student, it is the University’s expectation that a D.Phil. thesis will be submitted within twelve terms (the work representing ‘what may reasonably be expected of a capable and diligent student after three or at most four years of full-time study’). Candidates may apply for extensions of time beyond twelve terms, within a maximum of six further terms. The Medical Sciences Graduate School Committees will require such applications to include full explanation of the reasons for the request, as well as the support of the student’s supervisor and college. Approval of applications is not automatic, and the committee will give not more, and may give less, than three terms’ extension at any one time.

Candidates who are in receipt of Research Council awards must ensure that they know the date by which they are expected to submit. It is essential for the award of studentships to future generations of graduate students that every effort is made to submit by this date, or, if there are good reasons for suspension of status or extensions of time, these are **always** approved by the Research Council concerned as well as by the faculty or department. Such approval is necessary within the required submission period **even if a student is no longer receiving financial support**.

GSO.14.MSD\_post (2) Updated Feb 2020 TQ

 

**Medical Sciences Graduate School Training Needs Analysis (TNA) for Graduate Students**

Student’s Name: Status: *PRS / DPhil / Confirmed* Year of Study: *1 / 2 / 3 / 4*

Funded by: Date: Supervisor:

Please confirm that you have discussed your TNA with your supervisor

A **Training Needs Analysis** (TNA) is the process that you engage in with your supervisor to identify your **training** and development needs. It is recommended that you attempt to complete the TNA form yourself before discussing it with your supervisor. You are required to complete this TNA during your first term. You are also required to submit a completed TNA with your applications for *Transfer and Confirmation of status*. You may also complete the TNA at other times in eVision (Student Self Service).

You should fill in the first column in all 5 sections. The amount of detail provided in the next two columns of training experienced and planned is likely to vary depending on your stage.

Training opportunities can be identified on the [Divisional Skills Training website](http://www.medsci.ox.ac.uk/skillstraining). **Table 1** below matches these training opportunities with the skills that they provide. This TNA is based on the [Vitae Researcher Development Framework](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework) (RDF).

**RESEARCH SKILLS - Recommended for 1st year students**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training attended and/or experience | Ideas for further development |
| I have a good understanding of a variety of different research methods and techniques, especially those relevant to my research project (gained by literature review). |  |  |  |
| I have good understanding of the principles of experimental design and the use of appropriate statistical tests. |  |  |  |
| I am familiar with identifying and using -   * library resources * citing and referencing * information technology skills necessary for my research project |  |  |  |

**COMMUNICATION SKILLS - Throughout your studies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training attended and/or experience | Ideas for further development |
| I am able to effectively communicate my research:   * through my writing * have the necessary English language skills * am able to verbally present and defend my research |  |  |  |
| I have experience of:   * presenting research at conferences * writing and publishing papers |  |  |  |

**ETHICAL AND LEGAL UNDERSTANDING - Throughout your studies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training and/or experience | Ideas for further development |
| I understand:   * standards of good research practice * how to avoid plagiarism * and have experience of submitting my work or ethical approval * issues relating to privacy and confidentiality |  |  |  |

**TEACHING SKILLS - Recommended for students in 2nd or 3rd year**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | If yes/some, please specify which | If no, which are you hoping to undertake? |
| I have undertaken teaching training at Oxford (e.g. PLTO, DLT or PGCert) - See [link](https://www.ctl.ox.ac.uk/programmes-and-courses) |  |  |  |
| I am aware of teaching opportunities in Oxford; e.g. undertaking:   * lab demonstration * college tutorials * final year undergraduate supervision |  |  |  |

**CAREER DEVELOPMENT - To be completed anytime, especially during the latter part of your studies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training attended and/or experience | Ideas for further development |
| I manage my own career progression, e.g.:   * setting realistic and achievable career goals, * identifying and developing ways to improve my employability * establishing a career network. * by planning to write research grants |  |  |  |
| At interview I am able to:   * present my own skills and personal attributes * present an effective CV, applications, and at interview |  |  |  |

**Table -1-**

Please refer to <https://www.medsci.ox.ac.uk/study/skillstraining> for the most up-to-date information. You may also wish to refer to *IT Learning Centre*, *Centre for Learning and Teaching*, *People and Organisational Development*, *Continuing Education*, *Research Services*, *Bodleian iSkills* and *Language Centre* (see <https://www.medsci.ox.ac.uk/study/skillstraining/resources> for links).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RESEARCH SKILLS** | **COMMUNICATION SKILLS** | **ETHICAL AND LEGAL UNDERSTANDING** | **TEACHING SKILLS** | **CAREER DEVELOPMENT** |
| Micron Advanced Microscopy | Transfer of status | Introduction to research ethics and research integrity | Preparation for teaching and Learning at Oxford (PLTO) | Careers in medical communications |
| NMR | Writing a transfer report | \* Research Integrity online course | Developing Learning and Teaching (DLT) | The Imposter Syndrome - *Podcast* |
| Qualitative research synthesis made simple | Viva preparation | \*Avoiding Plagiarism Oxford University certification course | Large group and lecturing | So, you want to be a Principal Investigator? |
| Beginners R programming for Cytometry | Writing a thesis  Writing a thesis - follow up | When science goes bad – a look at scientific misconduct |  | Managing research staff: an introduction for Post-docs |
| Training on quantitation of Fiji/Image J | [How to plan your PhD](https://www.medsci.ox.ac.uk/study/skillstraining/coursecatalogue/allcourses/215) - *Podcast* | Simulating data to improve your research: an introduction |  |  |
| Analysing biological data by model fitting in GraphPad Prism | The Balanced Researcher - *Podcast* |  |  |  |
| Computational Biochemistry | How to work with your supervisor | your research: an introduction |  |  |
| Electron Cryo microscopy | Writing a medical conference abstract |  |  |  |
| Introduction to Statistics | [7 secrets of highly successful research students](https://www.medsci.ox.ac.uk/study/skillstraining/coursecatalogue/allcourses/216) - *Podcast* |  |  |  |
| CyTOF: Introduction to Cytometry | Presentation skills |  |  |  |
| Scientific computing in MATLAB (online) | Writing and publishing research papers |  |  |  |
| How and why to undertake a systematic review | Vicarious trauma |  |  |  |
| Experimental design: the good, the bad and the ugly |  |  |  |  |
| Research techniques day |  |  |  |  |
| Planning and designing reproducible research: clinical sciences |  |  |  |  |
| Qualitative research synthesis made simple |  |  |  |  |
| X-Ray Crystallography |  |  |  |  |

*\*These courses are mandatory and should be completed during your first term.*

1. Within Section 4, supervisors are asked to provide a statement containing their view of the candidate’s progress towards confirmation of status. A supervisor may delay an early application in the interests of the student but must enable students to apply for their assessment within the prescribed times limits. [↑](#footnote-ref-2)