**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 (<https://examregs.admin.ox.ac.uk/Contents>) should also complete the GSO.19 Application for Adjustment to Assessment Arrangements form available at: <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 at <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 INTEGRITY** |
| ***Students are reminded that they need to have completed the University’s online research integrity training. This should normally have been completed before applying for transfer of status, but must be completed before applying for confirmation of status[[1]](#footnote-2).  The training is available at*** [***https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses***](https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses)  The University’s research integrity policies may be found here: <https://researchsupport.admin.ox.ac.uk/governance/integrity/policy>. The University takes seriously any concerns raised about research practice, and those found to have engaged in research misconduct may face disciplinary action. |

|  |  |
| --- | --- |
| I confirm that I have completed the online research integrity training and attach the emailed certificate of completion as evidence of this. [You do not need to provide this if it has already been provided at Transfer of Status.]  *If you have not yet completed the training, please do so before submitting this form.* | ❑   Yes |

**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[[2]](#footnote-3)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 Updated Oct 2021

 

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

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

Funded by: Date: Supervisor:

Please confirm that you have discussed your TNA with your supervisor

**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 this TNA form yourself before discussing it with your supervisor. You are required to complete a similar electronic version when submitting your first *Graduate Supervision Reporting* (GSR). Your TNA form needs to be submitted when applying for *Transfer (GSO.2 MSD) and Confirmation (GSO.14 MSD) of Status* (NB Confirmation applies to DPhil only).

You should complete in full the first column in all 5 sections. The amount of detail you provide 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** at the end of this document 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)  *\*- if not, why not?* | Examples of relevant training attended and/or experience | List of training that you wish to complete |
| Do you have a good understanding of different research methods and techniques? (*please list*) |  |  |  |
| Do you have a good understanding of the principles of experimental design and the use of appropriate statistical tests? (*please list*) |  |  |  |
| Are you familiar with identifying and using:   * library resources / literature review * citing and referencing * information technology skills necessary for your research project |  |  |  |

**COMMUNICATION SKILLS - Throughout your studies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Examples of relevant training attended and/or experience | How would you like to improve your communication skills? |
| Do you feel able to communicate your research effectively and confidently:   * in writing (please give examples) * when verbally presenting your research   Do you need extra English language skills? |  |  |  |
| Do you have experience of:   * presenting research at conferences * writing and publishing papers |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Date of certificate / training obtained? | If not, are you planning to complete any online training? If so, which? |
| Do you understand:   * standards of good research practice * how to avoid plagiarism * (and have experience of) submitting work for ethical approval * data privacy and confidentiality |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | Have you undertaken any teaching training? If yes, have you had the opportunity to teach? | If no, are you planning to undertake any training/teaching? |
| Have you undertaken [training for teaching at Oxford](https://www.ctl.ox.ac.uk/programmes-and-courses) (e.g. PLTO, ATL or PGCert) |  |  |  |
| Are you aware of [teaching opportunities in Oxford](https://canvas.ox.ac.uk/courses/30310); 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 -** <https://www.careers.ox.ac.uk/>

|  |  |  |  |
| --- | --- | --- | --- |
|  | Response (yes/no/some) | If yes, please list the relevant courses/workshops/examples. | If not, which of these will you be working on and by when? |
| Are you managing your career progression, e.g.:   * setting realistic and achievable career goals, * identifying and developing ways to improve your employability * establishing a career network * by planning to write research grants |  |  |  |
| Are you able to:   * present your own skills and personal attributes * present an effective CV, applications, and at interview |  |  |  |
| Have you received adequate advice on:   * Teaching opportunities at Oxford * Career progression in/beyond academia * Internships at University/pharma (if applicable) |  |  |  |

**Table -1-**

Please refer to the [Divisional Skills Training website](http://www.medsci.ox.ac.uk/skillstraining) for the most up-to-date information. You may also wish to refer to: *IT Learning Centre*, *Centre for Learning and Teaching (CTL)*, *People and Organisational Development* (POD), *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** |
| Micron Advanced Microscopy | Transfer of status | Introduction to research ethics and research integrity |
| NMR | Writing a transfer report | \* [Research Integrity](https://researchsupport.admin.ox.ac.uk/support/training/ethics#/collapse409401) online course |
| Qualitative research synthesis made simple | Viva preparation | \*[Avoiding Plagiarism](https://weblearn.ox.ac.uk/portal/site/:skills:generic:avoidplag) Oxford University certification course |
| Beginners R programming for Cytometry | Writing a thesis | When science goes bad – a look at scientific misconduct |
| Training on quantitation of Fiji/Image J | [How to plan your PhD](https://weblearn.ox.ac.uk/portal/site/:skills:researchers) –*\*\** | Simulating data to improve your research: an introduction |
| Analysing biological data by model fitting in GraphPad Prism | [The Balanced Researcher](https://weblearn.ox.ac.uk/access/content/group/72ad3dcf-b41f-4b42-b98a-ed4c345da938/balanced.html) *\*\** |  |
| Computational Biochemistry | How to work with your supervisor | **TEACHING SKILLS** |
| Electron Cryo microscopy | Writing a journal or conference abstract | Preparation for teaching and Learning at Oxford (PLTO) |
| *Introduction to Statistics §* | [7 secrets of highly successful research students](https://weblearn.ox.ac.uk/portal/site/:skills:researchers) *\*\** | Advancing Teaching & Learning (ATL) |
| *CyTOF: Introduction to Cytometry §* | Presentation skills | Large group and lecturing |
| Scientific computing in MATLAB (online) | Writing and publishing research papers |  |
| How and why to undertake a systematic review | Vicarious trauma (*through Social Sciences Division*) | **CAREER DEVELOPMENT** |
| Experimental design: the good, the bad and the ugly | Outreach & Public Engagement\*\*\* | Careers in medical communications |
| Research techniques day |  | [The Imposter Syndrome](https://weblearn.ox.ac.uk/access/content/group/72ad3dcf-b41f-4b42-b98a-ed4c345da938/imposter.html) \*\* |
| Planning and designing reproducible research: clinical sciences |  | So, you want to be a Principal Investigator? |
| Qualitative research synthesis made simple |  | Managing research staff: an introduction for Post-docs |
| X-Ray Crystallography |  |  |

*\* These courses are mandatory and should be completed during your first term. \*\* Podcasts Available via SSO at* [*https://weblearn.ox.ac.uk/portal/site/:skills:researchers*](https://weblearn.ox.ac.uk/portal/site/:skills:researchers)

\*\*\*- *Public engagement resources* [*https://www.medsci.ox.ac.uk/divisional-services/support-services-1/communications-web/public-engagement/training*](https://www.medsci.ox.ac.uk/divisional-services/support-services-1/communications-web/public-engagement/training)

*§ These courses cannot be delivered on-line*

1. For students who are admitted to DPhil status (whether having passed Transfer of Status or been admitted direct following progression from an MPhil) from Michaelmas term 2021 onwards this is mandatory. It is also strongly recommended for students who were admitted to DPhil status before that date. [↑](#footnote-ref-2)
2. 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-3)