**APPLICATION FOR TRANSFER OF A GRADUATE**

**STUDENT FROM ONE STATUS TO ANOTHER**

**(For use by Medical Sciences students)**

***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 your Departmental Graduate Studies Administrator, *in advance of your transfer assessment interview*. Please see the [Medical Sciences Graduate School Canvas site](https://canvas.ox.ac.uk/courses/22105/modules#module_46785) for contact details.

Please complete SECTION 1 and 2, and then ensure that SECTIONS 3, 4 & 5 are completed by your supervisor, DGS or HoD, and college as appropriate. **You are also required to complete the Training Needs Analysis (TNA) form, prior to the Transfer 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.**

Students who require adjustments to the assessment arrangements for Transfer 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 the Graduate School Assistants if in doubt. Please refer to the current edition of the [Examination Regulations](http://www.admin.ox.ac.uk/examregs/) and the [Medical Sciences Graduate School Canvas site](https://canvas.ox.ac.uk/courses/22105/pages/transfer-of-status-dphil?module_item_id=213356), where full details of the relevant transfer 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: |  |
| Date of admission as graduate student: |  / / |
| Current status (e.g. PRS): |  |
| Status to be transferred to (e.g. D.Phil.): |  |
| 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>) (Please tick box to confirm) |
| ❑ | *I confirm that I have completed the* [*Research Integrity*](https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses) *and the* [*Avoiding Plagiarism*](https://weblearn.ox.ac.uk/portal/site/%3Askills%3Ageneric%3Aavoidplag) *online courses* |

**RESEARCH ETHICS APPROVAL *(Please tick ONE box only)
Students are strongly encouraged to complete the University’s online research integrity training (an introduction to good research practice) before applying for transfer, which is available at*** [***https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses***](https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses)

|  |
| --- |
| 1. I confirm that my research will not involve human participants or require the use of personal data and therefore ethical approval will not be required. ❑
 |
| 1. My research may involve human participants or require the use of personal data and I will seek the appropriate ethical approval before commencing my research. ❑
 |
| 1. My research involves human participants or requires the use of personal data. I have completed a CUREC1/1A and my research poses no/low risk; or I have completed an OxTREC minimal risk application.

***Please indicate your current approval status:***(a) I am awaiting approval of my CUREC1/1A (or OxTREC minimal risk application) from the appropriate REC. ❑ OR(b) I have received approval of my CUREC1/1A (or OxTREC minimal risk application) from the appropriate REC. ❑ |
| 1. My research involves human participants or requires the use of personal data. I have completed a CUREC1/1A and my research poses high/indeterminate risk; or I have completed an OxTREC full application:

***Please indicate your current approval status:***(a) I am awaiting approval of my CUREC2 (or NHS REC or OxTREC full application) from the appropriate REC. ❑ OR(b) I have received approval of my CUREC2 (or NHS REC or OxTREC full application) from the appropriate REC. ❑ |

|  |
| --- |
| I confirm that I am aware of the University fee liability applicable to the proposed new status. |
| Signature: |  | Date: |  |
|  |  |  |  |
| Full name: |  |

**SECTION 3** – to be completed by the current supervisor[[1]](#footnote-2)

|  |
| --- |
| **Comments on the proposed research subject and the readiness of the candidate to undertake advanced research:** |
|  |
| **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: |  |
| ❑ | I would prefer the Divisional Board to make the appointment. *(Note: the Board will normally appoint two assessors but if you consider it desirable that a third assessor be appointed please give a brief indication of the reasons (e.g. exceptional spread of subject matter).* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Full name: |  |

**SECTION 4** – to be completed by the College’s Tutor for Graduates

|  |
| --- |
| I confirm that the College is prepared to support this application, subject to Board/Department approval and confirmation of the student’s financial status. |
| Signature: |  | Date: |  |
| Full name: |  |
| Position (if not Tutor for Graduates): |  |
| College stamp: |  |

**SECTION 5** – to be completed by the Director of Graduate Studies / Head of Department

|  |  |
| --- | --- |
| Subject of research to be undertaken: |  |
| ❑ | The subject of the research to be undertaken by the candidate for the degree of MSc by research / D.Phil. ***(delete as necessary)*** is suitable for investigation. |
| ❑ | The assessors above nominated by the supervisor are satisfactory**\***.  |
| **\*Where the DGS is approving the use of an assessor out-with the rules (i.e. as set out in the Guidelines for DGSs in Selection of Transfer Assessors), please provide a brief justification:** |
| **\*Where the DGS is nominated as an assessor, the Head of Department must provide a brief justification for the use of the DGS as an assessor and sign Section 4:** |
| I certify that this application has the approval of the candidate’s department |  ❑ **Yes** ❑ **No** |
| Signature of DGS/Head of Department: |  | Date: |  |
| Full name: |  |

GSO.2.MSD (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 thesisWriting 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 3, supervisors are asked to provide a statement containing their view of the proposed research subject for a thesis and of the readiness of the candidate to undertake advance research. 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)