**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 (<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 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) | | | | |

|  |
| --- |
| **RESEARCH INTEGRITY** |
| *Students are reminded that they need to have completed the University’s online research integrity training before applying for transfer of status. 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.  *If you have not yet completed the training, please do so before submitting this form* | ❑   Yes |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 Updated Oct 2021 CWH

 

**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. 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)