

**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 before 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 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. Your DGS or HoD should then complete SECTION 6, in advance of your interview. 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.*

*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*](https://examregs.admin.ox.ac.uk/Contents)*), 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)*.*

*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) | | | | | | | |

|  |  |
| --- | --- |
| **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* [*Research Integrity: Core introductory course*](https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?dcdid=S/LpS/XWRGRf+qlbfUhd+ZcZB1zggr6PBzfHzTVCiwg=)  The University’s research integrity policies may be found here: <https://researchsupport.admin.ox.ac.uk/integrity-and-ethics-training>. 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* |

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

|  |  |
| --- | --- |
| ❑ | 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. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| **ADUSTMENTS TO ASSESSMENT ARRANGEMENTS** | | | | |
| ❑ | I have had adjustment(s) to my assessment arrangements previously approved | | | |
|  | | | | |
| Signature: | |  | Date: |  |
| Full name: | |  | | |

**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 3 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).* | | | | | | | |
|  | | | | | | | |
| In addition to the comments above, please tick **one** of the following options: | | | | | | | |
| ❑ | | I have no concerns regarding this student’s readiness to apply to confirm status. | | | | | |
| ❑ | | I have mild concerns regarding this student’s readiness to apply to confirm status, and have discussed these with the student. | | | | | |
| ❑ | | I have serious concerns regarding this student’s readiness to apply to confirm status, and have discussed these with the student. | | | | | |
| **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**.

**SUPPLEMENTARY INFORMATION TO BE PROVIDED BY THE STUDENT**[[2]](#footnote-3)

The University recognises that the identification of particular areas of skills training and development is a regular aspect of a student’s work with his or her supervisor(s). It regards confirmation of status as an appropriate point at which to ask the student, with the help of his or her supervisor(s), to:

* *record those subject-specific and personal and professional skills which the student has already acquired;*
* *identify any such skills which might require further development or refinement;*
* *note any other related activities, e.g. presentation of posters, attendance at conferences, etc., which have made a contribution to the development of the student’s work.*

In making this record available to confirmation assessors and to those responsible for approving applications for confirmation, the University does not wish to make this a formal aspect of the confirmation process, but to acknowledge the importance of such activities in a research student's training and to provide assessors and others with a fuller picture of an individual student’s progress. It also aims to help individual students cope with the increasing expectation on the part of research councils and other funding bodies that, in conjunction with their supervisor(s), they will maintain a record of such skills and achievements throughout the course of their career as a research student.

|  |  |
| --- | --- |
| **Supplementary Information to be provided by the student:** | |
| **A** | **Please describe briefly any subject specific research skills that you have developed or improved in the course of your time as a research student. For example, these might include: research methodology; data analysis and management; record keeping; bibliographical skills; presentation of research.** |
|  | |
| **B** | **Please describe briefly any personal and professional skills in which you have received training or which you have enhanced during the course of your time as a research student. For example, these might include: time management; language skills; IT skills; team work; problem solving; presentation skills; teaching skills; career planning.** |
|  | |
| **C** | **Please identify any subject-specific or personal and professional skills in which you (and your supervisor(s)) foresee the need for further development or training.** |
|  | |
| **D** | **Please list any other activities which have contributed to the development of your work. For example, these might include courses attended, conference presentations given, publications, opportunities to undertake teaching etc**. |
|  | |

GSO.14 (MSD) Updated October 2022

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)
2. As an alternative to completing this supplementary section, you may append a PDF of the TNA completed in eVision, providing that the TNA is completed in the same term as the Confirmation attempt is made. [↑](#footnote-ref-3)