Update for D.Phil. Students and Supervisors – MT14

Please note the following updates and reminders on D.Phil. student progression:

1. All students should have received a copy of the Graduate Handbook. Although there are different versions for some divisions, they are all built around a common core. **Supervisors will also receive a copy of the handbook** by mid-November.

2. During the 1st term both the student and the supervisor should receive a letter confirming the key deadlines for progression (Transfer, Confirmation, Thesis Submission).

3. In addition to a main supervisor, all students require a second line of supervisory support capable of providing scientific guidance. This could be a registered co-supervisor, a thesis committee, or designated post-doc.

4. Transfer to D.Phil. status needs to occur before the end of the 4th term, in order to identify any additional training or supervision needs. Students who do not transfer successfully on first attempt will be offered a second attempt.

5. Confirmation of D.Phil. Status updates and reminders:
   a) Confirmation of Status must be completed by the end of the 9th term.
   b) As of MT14, both assessors must be independent of the student’s supervisory team. Thesis committees can act as confirmation assessors.
   c) The GSO.14 MSD form must be **completed and signed by all relevant parties prior to the presentation/interview**.
   d) The following information must be provided to both assessors **prior to the presentation/interview**:
      i. A copy of the completed GSO.14 MSD form;
      ii. A thesis outline, including a timetable for completion agreed between the student and the supervisor (if not included on the GSO.14 MSD form);
      iii. A blank assessment form (note that there are different forms for first and second attempts);
      iv. A copy of the **Guidelines for Confirmation of DPhil Status Assessors** produced by the Medical Sciences Division.

   All forms can be found through the ‘For supervisors’ section of the RDM website: [http://www.rdm.ox.ac.uk/for-supervisors](http://www.rdm.ox.ac.uk/for-supervisors). Please check with your local graduate studies administrator about the procedures for confirmation paperwork in your division.

   e) Following the presentation/interview, the GSO.14 MSD must be forwarded to the Medical Sciences Graduate School Office (Level 3, JR) along with the assessment form signed by both assessors.

6. The thesis must be submitted by the end of the 12th Term. Access to studentship funding is dependent on good submission rates.

7. **In exceptional circumstances**, an extension may be granted. Applications should be made in good time and must be include a detailed timetable for completion.

8. Students and supervisors are required to submit termly reports on GSS. This is how progression is monitored and issues flagged before becoming a problem.

9. A supervisor can supervise up to 6 students at any one time. Co-supervision counts as 0.5, regardless of the number of supervisors.

10. Students on Tier 4 visas are monitored monthly to comply with Home Office regulations.