Guidelines for DGSs in Selection of Transfer Assessors

General Notes:

- Assessors do not necessarily need to be expert in the precise field of research of the student.
- The aim is to **assess progress and likelihood of completion of the proposed degree in the relevant time** (maximum 9 terms for MSc by Research, 12 terms for DPhil), plus as a sounding board for science conducted/proposed.
- The deadline for completion of transfer is the last day of the vacation following Term 4. No student should submit for transfer later than the end of full term of Term 4 of their studies.
- DGSs should try to educate supervisors of the purpose of the transfer process, and the benefits for conducting it promptly and rigorously, both in the case of successful students and particularly in the case of struggling students.

Guidelines for Selection of Assessors:

- Two assessors required for DPhil, one for MSc by Research.
- Both assessors should be internal to Oxford, although an honorary contract (for NHS employees) would be sufficient. Likewise, a contract research (post-doctoral) staff member who is employed by Oxford University would be acceptable.
- At least one assessor should have supervised a student in Oxford to completion. **The Committee is asked to consider whether an assessor for transfer to MSc should be required to have had experiencing of supervising an MSc by Research student.**
- It may be desirable for one of the assessors to be external to the student’s department, where this can be achieved.
- Neither assessor should have acted in a supervisory capacity to the student. This includes use of the student’s college advisor, DGS, or Graduate Advisor.
- Transfer assessors may subsequently be invited as degree examiners for the student, provided they have not given further help/assistance to the student between transfer viva and final submission of MSc/DPhil thesis.

Assessors’ Transfer Report:

Assessors should jointly meet the candidate (in person), and should produce a written report which:
- Expands on areas where they feel there are concerns
- Provides scientific feedback
- Describes any suggestions for future work.

The guidance notes approved by the Graduate Studies Committee, should be provided to appointed assessors (Guidelines for Transfer of Status Assessors in the Medical Sciences Division).

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