

# Graduate Studies

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Factsheet 16

The Radcliffe Department of Medicine provides graduate students with exceptional teaching, training and career development in a broad spectrum of sciences related to medicine. There are more than 140 graduate students currently in RDM, most of whom are studying for the Doctor of Philosophy (DPhil) in Medical Sciences. The Department has two old programmes, the DPhil in Cardiovascular Medicine and the DPhil in Clinical Laboratory Sciences, to which students are no longer admitted.

RDM also plays host to students enrolled on DPhils administered elsewhere, such as BHF/Wellcome Trust funded Doctoral Training Centre programmes. The Department is committed to training the next generation of researchers in biological and

**The Medical Sciences Graduate School WebLearn site is an excellent resource for graduate studies information:**

[https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/grad\\_school](https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/grad_school).

clinical sciences.

## Director of Graduate Studies

The DPhil programme is overseen by the Director of Graduate Studies (DGS) who monitors the progression students. The DGS is Professor Marella de Bruijn

## Graduate Advisors

The DGS is assisted by Graduate Advisors (GA), who take responsibility for the progression of students in their Divisions. Professor de Bruijn doubles-up as GA for WIMM(NDCLS) students other than those within the WIMM. The other GAs are:

CVM: Professor Martin Farrall

IMD: Professor Simon Davis

NDCLS: Professor Deborah Gill

OCDEM: Professor Leanne Hodson

## Administrative Support

RDM has a Graduate Studies Administrator, Dr Bob Mahoney, who provides administrative support for graduate studies across the Department. Each Division and the WIMM also have a local administrator who provides support for graduate studies in the relevant area. Your local graduate

studies administration contact is: Emma Burke-Smith

## Graduate Studies Committee

Graduate studies within RDM is overseen by the Department's Graduate Studies Committee (RDM GSC).

The RDM GSC consists of

- the Director of Graduate Studies (chair),
- the Graduate Advisors for each Division and the WIMM,
- the Head of Department,
- administrative staff from each of the Divisions and RDM Strategic,
- and student representatives.

The secretary to the RDM GSC is the RDM Graduate Studies Administrator, Dr Bob Mahoney.

For more details, please visit the GSC section of the [RDM Graduate Studies Website](#)



### Graduate Representatives

Graduate representatives are elected each year by the graduate body in the relevant area. Graduate representatives organise events for graduate students and represent their interests on the RDM GSC and to the Medical Sciences Division. Their details can be found on the [RDM Graduate Studies website](#).

### Progression and Milestones

All students within RDM are initially admitted as Probationer Research Students (PRS). They must complete transfer of status by the end of their fourth term.

Students who successfully transfer to DPhil status in their fourth term must then confirm their DPhil status by the end of their ninth term.

Details of both the transfer and confirmation procedures can be found on the [Graduate School WebLearn Site](#).

### Supervisor Training

RDM arranges for a course of supervisor training to be offered annually to new supervisors and postdocs who are interested in taking on DPhil supervision in the near future.

### Training for DPhil Students

All students are required to complete the [online training on avoiding plagiarism and research integrity](#).

There is a wide range of training opportunities available across RDM, the Medical Sciences

Division and the University. Training events in one Division are often available to students from other Divisions. Of particular note is the comprehensive [Methods & Techniques](#) <UPDATE LINK> course run by the WIMM. Attendance at a proportion of the seminars for this course is compulsory for students based in the WIMM, with individual sessions open to all RDM students.

The [Medical Sciences Graduate School Skills Training](#) team run a variety of generic research and career development skills training courses.

There are also training opportunities available to students through the [Oxford Learning Institute](#), the [IT Learning Programme](#), and the [Careers Service](#).

### Advice, Information & Support

The primary source of information for students is their supervisor. The supervisor is best placed to offer advice on all scientific matters and will have considerable knowledge of the workings of the Division in which they are based, the Department and the University as a whole.

Where the supervisor is unable to provide advice, information or support on a particular topic, the DGSs, GAs and administrative staff within the Department are all important sources of information.

In addition to the support on offer within the Department, all students are assigned an Advisor by their

college.

The [Student Counselling Service](#) acts in strict confidence and is experienced in helping students with a wide variety of physical and psychological disabilities relating to academic work. Other useful sources of support are listed on the [Health & Welfare](#) pages of the University website.

### Complaints

If a student has a complaint they should initially raise the matter with their local GA. If this is not possible (e.g. if the complaint concerns the GA in question) then it should be raised with the DGS, or failing that the Head of Department. The Graduate Studies Administrator will also be able to provide assistance with complaints.

Further information on how to make complaints in relation to your degree are available on the [Complaints Procedures](#) of the University website.

### Harassment & Bullying

Harassment or Bullying are unacceptable forms of behaviour and the University is committed to protecting individuals from any form of harassment or bullying. The RDM website has [information and advice on harassment and bullying](#). Complaints of harassment will be taken seriously and may lead to disciplinary proceedings.

### Website

The RDM website has extensive [information on graduate studies](#), with pages dedicated to [applicants](#),

**For more information see:**

**[www.rdm.ox.ac.uk/graduate-studies](http://www.rdm.ox.ac.uk/graduate-studies)**