Radcliffe Department of Medicine

UNIVERSITY OF OXFORD

Graduate Student Training Handbook 2017-2018

Cover Image: Kevin Clark and Christina Rode, RDM Image Competition 2017 Winner (In and Around Oxford category):

Light writing with a long exposure photograph and a red and white torch. The tricky bit is writing the letters backwards in only 30 seconds!

INTRODUCTION

Welcome: You are a student at the Radcliffe Department of Medicine (RDM) - one of the departments within Oxford University's Medical Sciences Division (MSD). You are either enrolled on the *DPhil in Medical Sciences* programme, or on one of Oxford's DTC programmes.

Handbook: This will give you the information you need to get started and guide you through the requirements of the DPhil programme. It contains general information about the DPhil programme and some information specific to your division, along with useful contact details.
Please keep this handbook safe. You will need to refer to it during your studies.

Weblearn: This provides official guidance from the Medical Sciences Division and is accessible to you as soon as you have been issued with your Single-Sign On:
https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/grad_school/page/home

RDM: The Department is composed of four smaller divisions:

- Division of Cardiovascular Medicine (CVM)
- Investigative Medicine Division (IMD)
- Nuffield Division of Clinical Laboratory Sciences (NDCLS)
- Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)

As well as the four divisions, there is the MRC Weatherall Institute of Molecular Medicine (WIMM), which hosts many of the PIs in IMD and NDCLS and where many of our students are based.

Location: You will belong to one of the divisions, which are spread over three sites: the JR Hospital, the Old Road Campus and the Churchill Hospital https://www.rdm.ox.ac.uk/about/where-to-find-us-1. You should be familiar with all sites as facilities or events organised by one division are often open to DPhil students in other divisions.

Director of Graduate Studies (DGS): The DGS has an academic responsibility for the graduate students on the DPhil programme. Assisting the DGS there are local Graduate Advisors (GA) in each division and the WIMM who act as the de facto DGS for students in those areas. You can go to them for advice when your supervisor is unable to help and you will require their signatures when completing Graduate School Office (GSO) progression forms (page 12).

Supervisor: Your supervisor should be your first point of contact and will guide you through the formal processes required, as outlined in this handbook. Make sure that you have regular meetings with your supervisor(s) to discuss your progress, future plans and any concerns you may have - if both of you are unsure then contact your local GA or the DGS.

Training: This is an essential part of the DPhil programme and you will be required to provide evidence of your participation. Your attendance at seminars, workshops, conferences, journal clubs, presentations or special events can be recorded in the back of this handbook or electronically. These training records may be reviewed at the end of each academic year.

Training Needs Analysis (TNA): You will need to complete a TNA with your supervisor at the start of each year, to make sure your training needs are identified and acted upon in good time. The completed TNA will also be part of your submission at Transfer and Confirmation of status.

If this is not your first year, and you have already received an induction, please refer to this version of the handbook for updated information. The handbook is also available from the RDM website: https://www.rdm.ox.ac.uk/intranet/graduate-studies,along with an editable version of the training record forms to download. The RDM website is also a good source of the latest information on the Department and developments in graduate studies.

We look forward to interacting with you during the tenure of your graduate studies.

Marella de Bruijn and the Graduate Studies Team

Directors of Graduate Studies / Graduate Advisors

Weatherall Institute of Molecular Medicine

Professor Marella de Bruijn
Administrator: Liz Cloke

Radcliffe Department of Medicine

Dr Bob Mahoney
Graduate Studies Administrator

Division of Cardiovascular Medicine

Professor Martin Farrall
Administrator: Sophia Bell

Investigative Medicine Division

Professor Simon Davis
Administrator: Jo Hovard

Nuffield Division of Clinical Laboratory Sciences

Professor Deborah Gill
Administrator: Mark Evans

Oxford Centre for Diabetes, Endocrinology and Metabolism

Associate Professor Leanne Hodson
Administrator: Karla Taylor

For contact details see
https://www.rdm.ox.ac.uk/study-with-us/meet-the-team/meet-the-team

WHAT TO EXPECT – YEAR BY YEAR

First Year

Making a good start in the first year of your graduate program is vital to ensure you progress towards your final degree in an appropriate time frame. You will already be aware of your project area before you start, but this year is key to refining the **aims of your project**. In addition to your main **supervisor**, you should also have a second **recognised co-supervisor**. Additional supervisory input may take the form of informal **co-supervisors**, a **thesis committee** or a **post-doctoral advisor**. In addition to learning the techniques you need for your project, there are also many transferable skills you are required to develop including **writing and presenting skills**.

The following list provides the recommended meetings, seminars, courses and events for all graduate students in their first year of study:

1. Meet with supervisor(s) to discuss the project
2. Attend the Medical Sciences Graduate School Welcome Event **(Thursday 5th October, 4pm – 5:30pm, Tingewick Hall, Academic Block, JR Hospital)**.
3. Attend Safety Induction Lecture within your division/local building
4. Attend required safety courses for specific skills (e.g. radiation or liquid nitrogen handling)
5. Use your Single-Sign On to access official Graduate Student guidance on WebLearn: https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/grad_school/page/home
6. Learn how to use the Graduate Supervision System to write *termly* reports on your progress: http://www.admin.ox.ac.uk/gss/
7. Complete a Training Needs Analysis (TNA) form and upload it to GSS by the end of your first term together with your first termly report (the TNA form is available from the Graduate School WebLearn site)
8. Complete the compulsory plagiarism and research integrity training online: https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic
9. Enrol for Medical Sciences Skills Training: http://www.medsci.ox.ac.uk/skillstraining
   Some recommended topics for year one
   - *(i) Managing Your Supervisor (either MSD or RDM training)*
   - *(ii) Presentation Skills*
   - *(iii) Writing Skills*
   - *(iv) Teaching Skills 1*
   - *(v) Research Ethics*
10. Attend regular (weekly) methods and techniques training in the WIMM
11. Attend local and divisional seminars during term time
12. Attend annual review meeting with DGS / GA and thesis committee

WHAT TO EXPECT – YEAR BY YEAR

Second Year

As you build on the expertise and data accumulated during the first year, **your project should now be well defined**.

You will continue to be registered as a Probationer Research Student (PRS) and the **transfer to DPhil status** is the key task for Term 4. You can find a brief outline of the transfer process in the 'Monitoring Progress' section later in this handbook, and more information and the **GSO.2 MSD** form to complete prior to transfer are available from the Medical Sciences Graduate School WebLearn site: https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/grad_school.

If you have any questions, then please email your local Graduate Advisor for clarification. It is important for you to understand that the transfer of status procedure is not so much a critical assessment of your data, rather that it is an assessment of the skills you have developed, your progress to date, your plans for your work and the likelihood of completion of the DPhil programme.

In addition to meeting with your supervisor(s) regularly there is also a minimum number of events, courses and seminars that you should attend and record. You should:

1. Meet with supervisor(s) to discuss the project and your plans for transfer of status
2. Prepare a report for the PRS to DPhil transfer process, including a plan of future studies and timetable for submission. Please note that you will also need to complete the appropriate form: http://www.ox.ac.uk/students/academic/guidance/graduate/progression
3. Update/revise your TNA form and submit it alongside the transfer of status form
4. **Transfer from PRS to DPhil** status according to University requirements
5. Enrol for Medical Sciences Skills Training: http://www.medsci.ox.ac.uk/skillstraining
   - *(i) GRAD Challenge (4 day event)*
   - *(ii) Project Management Skills*
   - *(iii) Careers Guidance*
   - *(iv) Teaching Skills 2*
   - *(v) Research Ethics*
6. Book a one-to-one careers guidance session with the Careers Service: http://www.careers.ox.ac.uk/advice-appointments/ and attend the RDM Careers Day
7. Continue to attend local and divisional seminars during term time
8. Attend annual review meeting with DGS / GA and thesis committee

WHAT TO EXPECT – YEAR BY YEAR

Third & Fourth Year

The DPhil must be submitted within a **maximum of 4 years (12 terms)**, but some of you will be aiming for completion within 3 years. It's important to understand your specific situation (e.g. funding) and develop an agreed timetable for finishing experiments and writing up as early as possible.

You will have gained experience in **scientific writing** from preparing your transfer report, and maybe a manuscript or review. If you are worried about your progress, or what to expect, talk to your supervisor(s), college advisor or local Graduate Advisor. We all have plenty of experience with graduate studies – so please make use of it.

Following on from the transfer to DPhil status, and before you can submit your thesis, you will need to undergo **confirmation of your DPhil status** before the end of Term 9 of your studies. A brief outline of the confirmation procedure is included in the 'Monitoring Progress' section later in this book, and more information and the **GSO.14 MSD** form to complete are available from the Medical Sciences Graduate School WebLearn site: https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/grad_school.

The list below provides you with the minimum suggested programme of studies for the final year. It also points to some VERY IMPORTANT aspects of the formal examination of your DPhil:

1. Meet with supervisor, co-supervisor and your advisor to organise your plan for completing your DPhil (i.e. applying for confirmation of status, completing experiments, writing up, the examination process, and presenting/publishing your research)
2. Update/revise your TNA form and submit it alongside the confirmation of status form
3. Complete your **confirmation of DPhil status** towards the middle of the 3rd year and by the end of your 9th term at the latest.[1] Please note that you will also need to complete the appropriate form: http://www.ox.ac.uk/students/academic/guidance/graduate/progression
4. Enrol for Medical Sciences Skills Training: http://www.medsci.ox.ac.uk/skillstraining
   - *(i) Introductory Funding Workshop*
   - *(ii) Copyright, Patents & Intellectual Property*
   - *(iii) Careers Guidance*
   - *(iv) Organising your Research for Publication*
5. Book a one-to-one careers guidance session with the Careers Service: http://www.careers.ox.ac.uk/advice-appointments/ and attend the RDM Careers Day
6. Continue to attend local and divisional seminars
7. Attend annual review meeting with DGS / GA and thesis committee
8. **Appoint examiners** – the **GSO.3** form with recommendations must go to the Graduate School Office for ratification. You should aim to submit this six weeks before you intend to submit.
9. Complete the **exit questionnaire** when you are sent a link so that we can make improvements for future students
10. Formal **submission of the thesis** via the Exam Schools and NOT directly to examiners

[1] Students on the Medical Sciences Doctoral Training Centre programmes (except the DPhil Biomedical and Clinical Sciences) need to confirm their DPhil status by the end of their 10th term.

MEDICAL SCIENCES DIVISION
Graduate Training Policy

Training is an essential part of your DPhil studies and is monitored at both Transfer and Confirmation of Status.

The Medical Sciences Division (MSD) aims to provide a full training programme for students undertaking DPhil studies, to ensure that you interact with people and experts outside the scope of your research project. There are 3 levels of training:

1) specific techniques & methods you need for your own project

2) broader techniques & methods delivered by MSD & the WIMM training programme

3) generic & transferable skills provided by the MSD

Full details of the opportunities and courses available are provided on the MSD website:

https://www.medsci.ox.ac.uk/study/skillstraining

The majority of the initiatives and presentations provided by the MSD are optional and should be discussed with your supervisor during your annual Training Needs Analysis. Some are compulsory for all students and you should make sure you attend. There are also Divisional Seminar Days to attend and an Induction at the commencement of your studies.

You will need to record evidence of your attendance at seminars, workshops, conferences, journal clubs, presentations or special events, in the back of this handbook, or electronically in forms downloadable from the RDM website. These records may be requested at the end of each academic year.

We suggest that you:

- Browse through the contents and pick those recommended for your year of study
- Discuss with your supervisor during your annual Training Needs Analysis
- Plan early as courses are run at different times of the year, and can get booked up
- Enrol via the website
- Make a note of any training you have completed in your training record.
-

Please Note: Although Medical Sciences Skills Training courses are free to attend for all DPhil students there is a £25 deposit. This is refunded if you attend the course (make sure you sign the sheet confirming your attendance).

Your place on a course will only be confirmed when payment has been received. If you are unable to attend the course and cancel at least two working days (Mon-Fri) before the course your deposit will be refunded. Failure to attend or cancellation with less than two working days' notice will result in forfeiture of the deposit.

WIMM METHODS AND TECHNIQUES COURSE
2017/2018 TIMETABLE

Open to all RDM Students; compulsory for 1st year WIMM students

Seminar Room, Weatherall Institute of Molecular Medicine, 9.00am – 10.30am Tuesdays

DATE	TOPIC	SPEAKER
10 October	Career Development	Andrew McMichael
17 October	Background to doing a DPhil	Hal Drakesmith
24 October	NO LECTURE	
31 October	IP, Research Ethics, Collaborations & Authorship	Mariolina Salio
7 November	NO LECTURE	
14 November	Flow cytometry and cell sorting	Paul Sopp
21 November	PCR and gene cloning	Andrew Armitage
28 November	Introduction to Genomics	Steve Twigg
5 December	Genomics, bioinformatics and gene regulation	Jim Hughes
12 December	Gene Regulation	Catherine Porcher
	CHRISTMAS HOLIDAYS	
16 January	RNA methods	Jan Rehwinkel
23 January	Transgenic and Knockout Technology	Ben Davies
30 January	Genome Engineering	Yale Michaels / Tudor Fulga
6 February	Protein Structural Analysis	Robert Gilbert
13 February	Protein-Protein Interaction Analyses – The Biacore	Simon Davis & Mafalda Santos
20 February	Protein expression methods	Suneale Banerji
27 February	Proteomics	Benedict Kessler
6 March	Immunohistochemistry and related techniques	Louise Johnson
13 March	NO LECTURE	
20 March	Cellular Assays	Uzi Gileadi
27 March	Stem Cell Technology	Adam Mead
3 April	Single Cell Technology	Neil Ashley
10 April	Bioinformatics	Emmanouela Repapi & Nicki Gray
17 April	Mathematical Modelling	Philip Maini
24 April	Experimental Design; the Good, the Bad and the Ugly	Manuel Berdoy
1 May	Viral Techniques in Cell Biology	Narayan Ramamurthy
8 May	Confocal Microscopy	Christoffer Lagerholm
15 May	High resolution and single molecule imaging	Christian Eggeling
22 May	Applications of Electron Microscopy	Errin Johnson
29 May	MCQ Test - MANDATORY FOR WIMM STUDENTS	

Please check the timetable on the WIMM website for updates to this schedule:
http://www.imm.ox.ac.uk/methods-and-techniques-course-2017-18

PERSONAL DEVELOPMENT

RDM Mentoring Scheme

RDM offers a mentoring scheme for all members of the Department. The aim of the scheme is to assist staff and students to achieve personal and professional growth through a mentoring relationship that provides support as they progress and develop within the University.

Mentoring is a powerful personal development tool, which can be an effective way of helping you to progress in your career and life more generally.

You may find it useful to be mentored at different stages in your professional life: perhaps when you are new to the University; in transition between posts, including the transition from student to staff; when wanting your career to progress or change direction; for support in balancing work with your family life; returning to work after a career break or maternity leave; or for some other reason.

The RDM mentoring scheme will match mentors with relevant experience(s) with a mentee who wishes to benefit from their experience. Mentoring matches will be made from across the divisions of RDM wherever possible and appropriate.

You can find out more about the RDM Mentoring scheme on the RDM website: https://www.rdm.ox.ac.uk/intranet/career-development-and-athena-swan/mentoring.

RDM Graduate Prize

RDM Graduate Prizes are awarded to current or recently graduated (within 2 years) students of RDM supervisors on the basis of exceptional achievement in their research. The prizes reflect the wide range of clinical and basic research undertaken within RDM.

RDM Graduate Prizes are awarded in October each year, with nominations invited over the summer. You can find profiles of previous prize winners on the website: https://www.rdm.ox.ac.uk/intranet/graduate-studies/for-students/graduate-prize

Public Engagement

While carrying out your DPhil studies you may want to get out of the lab and share your research with the local community and beyond. Public engagement with research can take many forms – from school visits and science festivals that inspire the next generation of scientists, to public debates and focus groups to involve patients in setting research priorities. If you'd like to take part in public engagement activities there are plenty of opportunities for training and getting involved across Oxford. Dr Emma O'Brien is the Public Engagement and Communications Officer for the Radcliffe Department of Medicine. She can offer support to those wanting to get involved in public engagement activities, highlight opportunities and help you in planning events. Get in touch at emma.obrien@rdm.ox.ac.uk.

The WIMM have their own Public Engagement Officer, Catarina Vincente. You can contact her on public.engagement@imm.ox.ac.uk.

CAREERS

RDM Careers Day

The RDM Careers Day runs annually to showcase the range of scientific careers inside and outside academia. The day offers a chance to hear from professionals working across the industrial, policy, publishing and consultancy sectors, plus many more. In addition to talks highlighting the different paths open to researchers, there are hands-on workshops to develop important skills needed to get your next position.

The Careers Service

It is never too early to consider your future career. The University Careers Service offers a range of services, including seminars and training courses aimed specifically at DPhil students. The core programme includes:

- Career planning for DPhil students
- Networking skills for DPhil students
- CV and cover letter skills for DPhil students
- Interview skills for DPhil students

There are also occasional seminars and workshops focusing on particular types of career, or specifically targeted at science/medicine students.

You will receive termly updates on these seminars through the RDM Weekly Bulletin. You may also want to register with the MSD Events Digest, to receive a list of all seminars in the Medical Sciences Division.

The Careers Service also offers one-to-one advice sessions, which are held regularly in the Careers Service on Banbury Road and at other sites across the University, including the hospital or the Old Road Campus. These are run by the dedicated Careers Advisor for Researchers.

You can find out more about the services the Careers Service provides on their website: http://www.careers.ox.ac.uk. You can contact them on reception@careers.ox.ac.uk.

All seminars and one-to-one sessions are bookable through the Careers Service website using their CareerConnect service: http://www.careers.ox.ac.uk/our-services/careerconnect/.

MONITORING PROGRESS

Progress towards submission of your thesis can be monitored in a number of ways:

- your **main supervisor** who provides continuous guidance and/or ensures that you have access to suitably qualified scientific staff within the laboratory;
- a recognised **co-supervisor** or **post-doctoral advisor** who will be formally identified to supervise your project, either within your group/Department or in another Department;
- a **thesis committee** who will review your progress at least once a year;
- the **Director of Graduate Studies** or **Graduate Advisor** who will monitor your academic progression and broader skills training;
- a **college tutor** who oversees general progress and can also offer advice independent of the Department.

Key periods for this procedure include:

1. Commencement of Studies:

You will meet with your supervisor to discuss your research project and to identify key milestones that need to be met during your DPhil. Together, you should complete the Training Needs Analysis (TNA) form and identify workshops and seminars to support progress. Establishing termly reporting using the Graduate Supervision System (GSS) is crucial in keeping everyone informed (http://www.admin.ox.ac.uk/gss/). Your TNA form must be uploaded to GSS when you report on your progress at the end of your first term.

2. Post-first Academic Year:

The most significant assessment procedure occurs at the end of your first year (before the end of the 4th term)[2] to ensure that the foundations for your research project are in place. This process is known as the ***Transfer of Status from PRS to DPhil*** and is a mandatory requirement. You should provide a 3,000 word maximum (± 10%) written report outlining your project. Appendices, containing a maximum of 2000 words may be included. The report should contain a detailed timetable of your future studies and plans for thesis preparation and submission. You will also need to update/revise your TNA form and submit it alongside the report. Two assessors will be appointed (complete form GSO.2 MSD for this) to determine whether you have reached a stage suitable to transfer to DPhil student status. At least one of the assessors will have experience in guiding a graduate student through to completion (within Oxford). The assessors will read your report and accompanying information, and meet with you to discuss your research project, help to formulate your key future goals and address any concerns you may have. The assessors will submit a written report to the Graduate School which will be sent to you, your supervisor, college and the Department.

If you are not successful in transferring to DPhil status on your first attempt you will receive the assessors' written report explaining how your transfer report falls short of the standard required. You will be given a second attempt at transfer of status and will have an additional term to complete this (i.e. you will need to do this before the end of your 5th term).

[2] Students on programmes hosted by the Medical Sciences Doctoral Training Centre have two years (six terms) in which to transfer to DPhil status.

3. Commencement of Final Year:

You and your supervisor(s) meet to discuss your progress and determine how to ensure that your project will reach a successful conclusion by the end of the 3 (or 4) year period. The University of Oxford also has a mandatory requirement for the completion of a ***Confirmation of Status*** during this year, which includes a presentation together with production of a detailed thesis plan and timetable to submission. You will also need to update your TNA form and submit it alongside the confirmation of status form and materials. An interview with two independent assessors is also required. At this stage you should be in a position to discuss your career development options.

4. Termly – Supervisor's and Student's Reports:

At the end of each term you should submit a written report on your progress via the **Graduate Supervision System** (http://www.admin.ox.ac.uk/gss/). This can be relatively brief or more detailed, and can also include a discussion of trainings needed/completed. At the end of your first term you will also need to upload the TNA form. Your supervisor(s) should then submit a report on your progress. All reports are viewed by the College Supervisor and the DGS to ensure that continued progress is being made. In addition to reporting your progress, GSS is a useful way to flag up any concerns you have with your progress, once you discussed these with your supervisor. The 'windows of opportunity' for both students and supervisors to complete a report is fixed (student reporting takes place in weeks six and seven of full term) - so make sure you submit on time. You will receive email reminders when you are able to submit your GSS reports.

5. Yearly – Graduate Studies Committees:

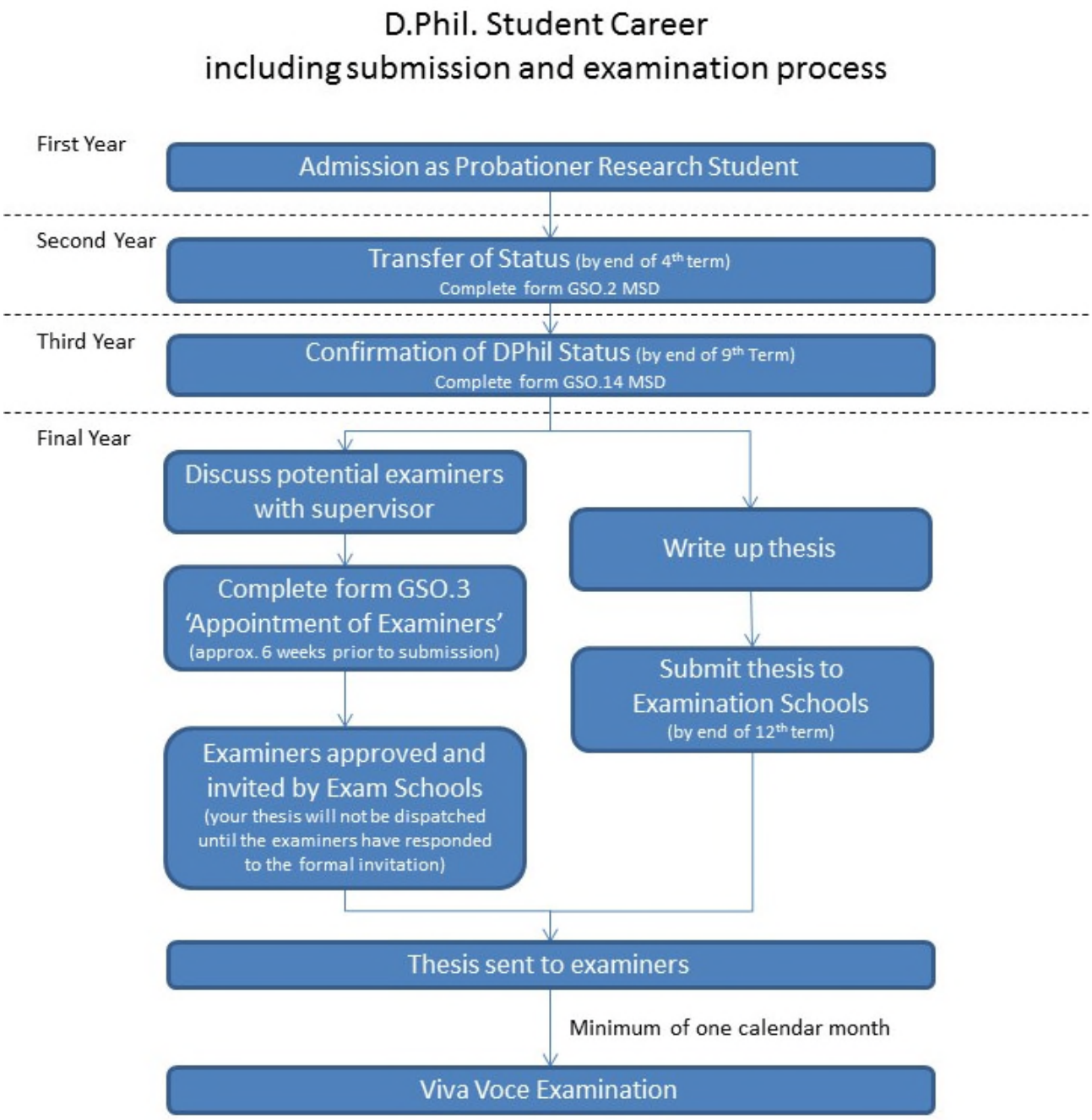
At the end of each academic year you will be required to meet with your local DGS/ GA to review your progress and your participation in the following:

- Skills training (e.g. MSD courses)
- Presentations
- Journal Clubs
- Seminars/Lectures
- Conferences/Meetings
- Publication Record
- Teaching/Supervision (if applicable)
- Generating a CV

Blank forms for you to update throughout your graduate studies are available at the back of this Handbook, or are downloadable from the RDM website: https://www.rdm.ox.ac.uk/intranet/graduate-studies/for-students. You should present this information to your DGS/GA at the annual meeting, which also an opportunity for you to discuss any concerns you may have regarding the Graduate Training or to seek advice on the program.

Submission and Examination

The diagram below summarises the DPhil career and the process of submission and examination.



GSO forms can be found at:
https://www.ox.ac.uk/students/academic/guidance/graduate/progression

CLINICAL RESEARCH

If you are planning to undertake clinical research as part of your DPhil

Clinical Research is any health-related research that involves humans, their tissue and/or data. There are stringent regulations regarding the conduct of clinical research. Which approvals you need in place before you can begin are determined by how the research is classified e.g. whether it is a Clinical Trial of an Investigational Medicinal Product (CTIMP), or a Medical Device Trial. You can find out more about some of the areas you will need to address on the websites below.

Research Passports
http://www.ouh.nhs.uk/researchers/approvals/research-passports.aspx

Conduct of Clinical Research
http://researchsupport.admin.ox.ac.uk/ctrg/conduct

Sponsor Approval
http://researchsupport.admin.ox.ac.uk/ctrg/sponsorship-approvals

Medicines and Healthcare Products Regulatory Agency (MHRA) Approval
https://www.gov.uk/topic/medicines-medical-devices-blood/clinical-trials-investigations

Health Research Authority Approval
(UK Research Ethics Service Approval & NHS Permission)

http://www.hra.nhs.uk/research-community/hra-approval-the-new-process-for-the-nhs-in-england/

http://www.ouh.nhs.uk/researchers/approvals/permission/default.aspx

Guidance in navigating these processes is available from Research Support. Students in Cardiovascular Medicine can also receive support from the Clinical Research Coordination Team.

Please Note: ethical approval needs to be confirmed at Transfer & Confirmation of Status

Clinical Trials and Research Governance team

karl.shephard@admin.ox.ac.uk
http://researchsupport.admin.ox.ac.uk/contacts/ctrg

CVM Clinical Research Coordination team

clinicalresearch@cardiov.ox.ac.uk

Graduate Student Representation

It is important that you have an opportunity to express your views during your DPhil Graduate Student Representatives are appointed each year to represent your interests within the Department. Each division has at least one graduate representative, with most having two and OCDEM having three.

Graduate student representatives may also be involved in organising academic or social events for students in your division, such as work-in-progress seminars or informal discussion groups.

All graduate student representatives are members of the RDM Student Forum, which meets three times a year to discuss any issues of relevance to students within RDM.

Two of the graduate representatives sit on the RDM Graduate Studies Committee (GSC) and two sit on the Medical Sciences Division's Joint Graduate Consultative Committee (MSD GJCC). If you have any concerns or feedback on the DPhil programme that you would like raised at the RDM Student Forum, the GSC or MSD GJCC, please contact your local student representative who will ensure that the matter is discussed.

Details of the current graduate representatives, including information on which committees they attend, can be found on the website: https://www.rdm.ox.ac.uk/study-with-us/meet-the-team/meet-the-team.

Athena SWAN

Athena SWAN is a UK-wide initiative set up in 2005 to promote gender equality and advance the representation of women in Science, Technology, Engineering, Mathematics and Medicine (STEMM). It evolved from the work of the Athena Project and the Scientific Women's Academic Network (SWAN), which resulted in the development of the Athena SWAN Charter, supported by the Equality Challenge Unit (ECU).

In May 2015, the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law, and in professional and support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women.

RDM was awarded a Silver Athena Swan award in April 2016.

Anti-Bullying and Harassment Policy

Zero tolerance to bullying and harassment is an essential requirement for a happy and healthy working environment, i.e. a workplace in which we all treat each other with mutual courtesy, respect and consideration, regardless of gender or status. This is a responsibility that we must all share. Our Silver Athena SWAN action plan includes a commitment to champion a culture of dignity and respect in RDM, where positive behaviour is recognised and there is zero tolerance of harassment and bullying. More information on RDM's commitment to eliminating bullying and harassment can be found on the website: https://www.rdm.ox.ac.uk/intranet/personnel/anti-harassment-and-bullying-web-page-2.

Disability Information

The University has a Common Framework for Supporting Disabled Students, a copy of which is available from the RDM website: https://www.rdm.ox.ac.uk/intranet/graduate-studies/for-students/disability-information. The Radcliffe Department of Medicine supports and follows this framework.

In accordance with the Common Framework, RDM has appointed a Disability Lead who has strategic oversight of provision for disabled students within RDM and a Disability Coordinator who coordinates and oversees implementation of provision for disabled students.

The **Disability Lead** for RDM is Prof Marella de Bruijn.

The **Disability Coordinator** for RDM is Bob Mahoney.

Students should normally contact Bob Mahoney for advice in the first instance.

Disability Advisory Service

The University's Disability Advisory Service (http://www.ox.ac.uk/students/welfare/disability) provides information and advice on disability issues at Oxford and facilitates support for students with disabilities. This includes, for example, students with sensory or mobility impairments, long-term health conditions, specific learning difficulties, autistic spectrum conditions or mental health difficulties.

Conflict of Interest

The University has a Statement of policy and procedure on conflict of interest:

It is the duty of every member of staff or student to disclose any conflict of interest or any circumstances that might reasonably give rise to the perception of conflict of interest. Apparent or perceived conflicts of interest can be as damaging as actual conflicts of interest.

In the case of undergraduate students, the student should discuss the relevant issues with his or her Tutor or Senior Tutor, who, where appropriate, will consult with the Head of Department following which an approach for dealing with the conflict might be agreed. In the case of postgraduate students, this discussion should be had with the student's supervisor. Where the conflict of interest arises between the interests of the supervisor and the student, the student should discuss the matter with the Senior Tutor or Tutor for Graduates, or the person responsible for postgraduate students in the department, for example the Director of Graduate Studies.

Many situations will require nothing more than a declaration and a brief written record of that declaration, which must be held in the department's or college's records.

Some instances will however need to be dealt with by agreeing how the conflict can be actively managed. The approach adopted should be documented and copies provided to the relevant parties. A copy of the final plan must be held in the department's records. One or more of the following strategies may be appropriate to manage the conflict of interest:

- not taking part in discussions of certain matters;
- not taking part in decisions in relation to certain matters;
- referring to others certain matters for decision;
- resolving not to act as a particular person's supervisor;
- divesting or placing in trust certain financial interests;
- publishing a notice of interest;
- standing aside from any involvement in a particular project; and/or
- declaring an interest to a particular sponsor or third party.

It is the responsibility of those affected to comply with the approach that has been agreed.

APPENDIX A

Training Needs Analysis

This form is included in the Handbook for information. You should complete the form electronically and upload it with your first Graduate Supervision System (GSS) report.

The form is available from the Medical Sciences Graduate School WebLearn site:

https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/grad_school/page/home

Medical Sciences Graduate School Training Needs Analysis (TNA) for Graduate Students

Student's Name: Status: *PRS / DPhil / Confirmed* Year of Study: *1 / 2 / 3 / 4*

Funded by: Date: Supervisor:

Please confirm that you have discussed your TNA with your supervisor ☐

A **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 the TNA form yourself before discussing it with your supervisor. You are required to complete this TNA during your first term and upload it onto GSS. You are also required to submit a completed TNA with your applications for transfer and confirmation of status. You may also complete the TNA at other times and upload it onto GSS.

You should fill in the first column in all 5 sections. The amount of detail provided 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. **Table 1** below matches these training opportunities with the skills that they provide. This TNA is based on the Vitae Research Developer Framework (RDF).

RESEARCH PRACTICE AND SKILLS - Recommended for first year

	Response (yes/no/some)	Examples of relevant training and/or experience	Ideas for further development
I have a good understanding of a variety of different research methods and techniques, especially those relevant to my research project (gained by literature review).			
I have good understanding of the principles of experimental design and the use of appropriate statistical tests.			
I am familiar with identifying and using - • library resources • citing and referencing • information technology skills necessary for my research project			

RESEARCH PLANNING AND TIME MANAGEMENT SKILLS - Recommended for first year

	Response (yes/no/some)	Examples of relevant training and/or experience	Ideas for further development
I have experience of - • presenting a plan and outcomes of research. • setting targets and timescales for different stages of a research project.			
I am aware of the research funding environment and the schemes available to me.			

ETHICAL AND LEGAL UNDERSTANDING - Throughout your research

	Response (yes/no/some)	Examples of relevant training and/or experience	Ideas for further development
I understand: • standards of good research practice • how to avoid plagiarism • and have experience of submitting my work or ethical approval • issues relating to privacy and confidentiality			

COMMUNICATION AND NETWORKING SKILLS - Throughout your research

	Response (yes/no/some)	Examples of relevant training attended and/or experience	Ideas for further development
I am able to effectively communicate my research - • through my writing skills • have the necessary English language skills • am able to verbally present and defend my research			
I have experience of • presenting research at conferences • writing and publishing papers			

CAREER DEVELOPMENT - To be completed anytime, but likely towards the latter part of research

	Response (yes/no/some)	Examples of relevant training attended and/or experience	Ideas for further development
I manage my own career progression, e.g.: - • setting realistic and achievable career goals, • identifying and developing ways to improve my employability • establishing a career network. • by planning to write research grants			
At interview I am able to - • present my own skills and personal attributes • present an effective CV, applications, and at interview			

Table -1-

RESEARCH PRACTICE & SKILLS	RESEARCH PLANNING & TIME	ETHICAL & LEGAL	COMMUNICATION & NETWORKING	CAREER DEVELOPMENT
Advanced Light Microscopy	Viva Preparation	Introduction To Research Ethics	Viva Preparation	GRAD Challenge
NMR Course	Research Techniques	* Research Integrity	Poster Production	Medical Communications Workshop
Statistical Data Analysis with R for Genomics	Transfer of Status Assessment Workshop	*Avoiding Plagiarism Oxford University certification course	Transfer of Status Assessment Workshop	Teaching and Learning Skills Development Part 1 - Tutorial and Small Group Teaching
Biophysical Biochemistry	Get That Grant – Funding Workshop	Ethical Issues in International Research	Writing Skills – Thesis & Papers	Teaching and Learning Skills Development Part 2 - Lecturing and Large Class Teaching
Comparative Genomics	How to plan your PhD - Podcast	Conducting Ethical Research: Consent and Confidentiality	Writing Skills - Reports	Developing Learning & Teaching
Comparing Biological Data Using Nonlinear Model	The Balanced Researcher - Podcast		3 Minute Thesis Competition	Public Speaking Workshop
Computational	Managing Your		English Language	Presentation Skills
Electron Microscopy	Managing Your Research		DPhil Day	DPhil Day
Introduction to Statistics				Springboard Development Programme for Women
Introductory Bioinformatics				Navigator Development Programme for Men
MATLAB (online)				Organising Your Research For Publication
NMR				The Imposter Syndrome - Podcast
Quick Start Data				Get That Job
Research Techniques Day				Making A Difference – How To Make Inroads Into Applying Your Research.
Introduction to Statistics				
Statistics with SPSS				
Viva Preparation				
X-Ray Crystallography				
7 secrets of highly successful research students				
Concepts and main aspects of RNA-Seq				

***These courses are mandatory and should be completed during your first term.**

APPENDIX B

Graduate Training

Personal Development

Monitoring Forms

Please complete these forms and keep safe to provide evidence of your training to the DGS or
Graduate Studies Committee

These forms are also available from the RDM website, should you wish to keep records electronically:

https://www.rdm.ox.ac.uk/intranet/graduate-studies/for-students

Record Form: SEMINARS/LECTURES ATTENDED
(students are expected to attend 25 seminars per year – this form should be photocopied)

Date	Speaker	Title

Record Forms: TRAINING WORKSHOPS ATTENDED

Date(s)	Title/Topic/Skill

Record Forms: POSTER AND ORAL PRESENTATIONS THAT YOU GIVE

Date	Nature of presentation and audience	Comment

Record Forms: JOURNAL CLUBS GIVEN BY YOU:

Date	Paper(s) discussed	Comment

Record Form: CONFERENCES/SCIENTIFIC MEETINGS ATTENDED.
Students are expected to attend at least one national or international meeting each year, and to present at meetings in the second and third years.

Date(s)	Title and venue	Comment (including contribution)

Name: **Supervisor:**

Date(s)	Activity (tutorials, demonstrating, supervising)

Graduate Student Curriculum Vitae

Please begin to complete this template CV, which may be discussed at your annual meeting with the DGS/GA. It will help to identify gaps in your expertise/training, which you should take action to address.

A. Personal data
Name
Nationality
Date of birth
Work address and email

B. Essential Information (list all in reverse chronological order)

Education and training
20.. – 20.. DPhil student
of Oxford, UK
- Thesis title, supervisor, funding, etc
- Describe in simple terms the aims of your thesis (300 words)
  What is the question you are asking?
  What would be the impact of answering this question?

20.. – 20.. B.Sc./Masters: Subject, Class, University
- List placements and summer projects
- For each, describe the research undertaken (100 words)

20.. – 20.. A Levels: Where, Subjects, Grades.

Employment history
Emphasis on research related employment.

Research Achievements
Describe main research achievements.

Publications
- Peer reviewed research articles
- Book chapters
- Reviews
- Abstracts published in journals
- Other (e.g. popular science articles)

C. Other Required Information (list in reverse chronological order)**:**

Grants/awards
For example PhD awards, travel grants, work visit grants, student awards, poster prizes, etc

International and national meeting presentations
Poster and Oral presentations

Other scientific presentations
Graduate Student day presentations etc

Experimental techniques

Bioinformatics experience

Undergraduate/master student research supervision and teaching

Professional activities
E.g. student representative at Oxford or professional society (no need to list memberships of professional societies), conference organisation, seminar host, manuscript review, contributions to F1000, etc

Public Science Education
What – When – Who (type of audience, number of people, feedback)

Transferable skills
Courses attended, e.g. IT, presentation, managing your research etc.

Extracurricular achievements
List max 2 achievements.

Personal references