**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>

**SEMINARS/LECTURES**

GRADUATE TRAINING PROGRAMME

**Record Form:** Seminars/lectures attended

(students are expected to attend 25 seminars per year – this form should be photocopied)

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| --- | --- | --- |
| **Date** | **Speaker** | **Title** |
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**SKILLS TRAINING**

GRADUATE TRAINING PROGRAMME

**Record Forms:** TRAINING WORKSHOPS ATTENDED

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| **Date(s)** | **Title/Topic/Skill** |
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**PRESENTATIONS**

GRADUATE TRAINING PROGRAMME

**Record Forms:** Poster and oral presentations that you give

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| --- | --- | --- |
| **Date** | **Nature of presentation and audience** | **Comment** |
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**JOURNAL CLUB**

GRADUATE TRAINING PROGRAMME

**Record Forms:** JOURNAL CLUBS GIVEN BY YOU:

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| --- | --- | --- |
| **Date** | **Paper(s) discussed** | **Comment** |
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**CONFERENCES/MEETNGS**

GRADUATE TRAINING PROGRAMME

**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.

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| --- | --- | --- |
| **Date(s)** | **Title and venue** | **Comment (including contribution)** |
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**RECORD OF PUBLICATIONS**

GRADUATE TRAINING PROGRAMME

**TEACHING/SUPERVISING**

GRADUATE TRAINING PROGRAMME

**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**