



Radcliffe Department of Medicine



Graduate Student Handbook 2019-20



New Students

This handbook 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.

Current Students

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.

Handbook

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.

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Welcome to the Radcliffe Department of Medicine



I am delighted to welcome you to the Radcliffe Department of Medicine (RDM), home to internationally renowned programmes in a range of areas including cardiovascular sciences, diabetes and endocrinology, immunology, haematology and pathology.

You may be joining us as a DPhil Student in Medical Sciences or as a DPhil student from one of the Doctoral Training Centre programmes but whatever your background you will be a member of one of the biggest departments in the Medical Sciences Division. RDM is internationally recognised for its cutting-edge research into some of the world's biggest health issues and we can offer you the support and expertise that will enable you to realise your full potential as world-class scientists.

I encourage you to take advantage of all the exciting opportunities that RDM and the wider University has to offer you during your time at Oxford. But above all I hope that you enjoy your time with the RDM.

Professor Hugh Watkins, Head of Department



A warm welcome to the DPhil in Medical Sciences. The Graduate studies team of RDM has put together a handbook to guide you through the main milestones of your DPhil. I hope you will find the handbook useful. Additional information can be found on the RDM and Medical Sciences Division Graduate School website. If you have any questions, please do not hesitate to contact your local Graduate Advisor, the RDM Graduate Manager, Jill Walker, or myself. We are here to help you navigate the academic requirements of your DPhil and see you

off to a great start.

With best wishes for your studies,

Professor Marella de Bruijn, Director of Graduate Studies

INTRODUCTION

Location and Structure of the RDM

You are now enrolled as a student at the Radcliffe Department of Medicine (RDM), one of the largest departments of the Medical Sciences Division (MSD), one of five Divisions in the University of Oxford.

RDM was formed in 2012 and unites four divisions and one research institute.

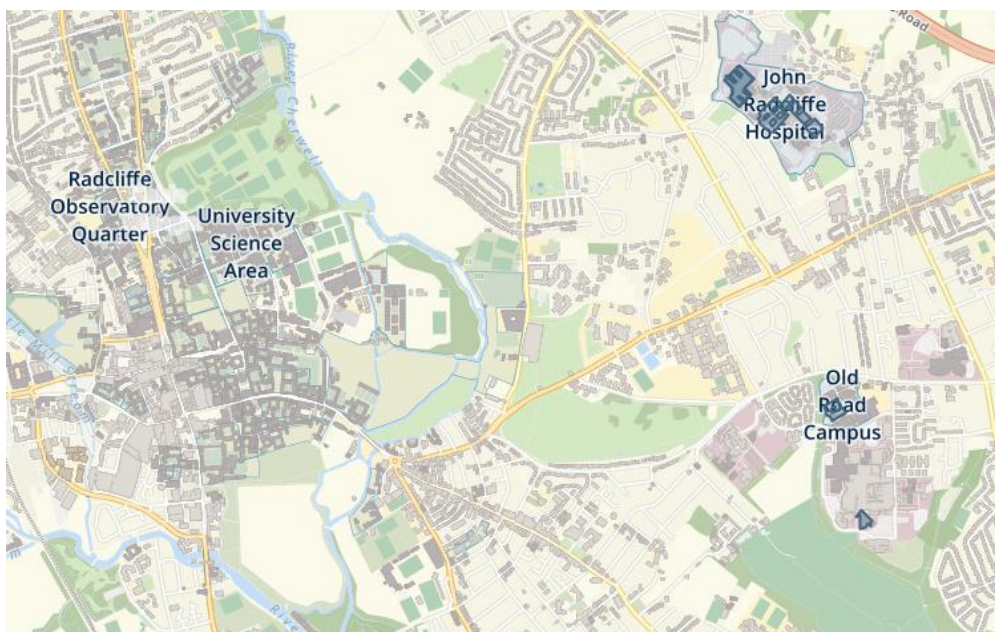
- Division of Cardiovascular Medicine (CVM)
- Investigative Medicine Division (IMD)
- Nuffield Division of Clinical Laboratory Sciences (NDCLS)
- Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)
- MRC Weatherall Institute of Molecular Medicine (WIMM)

More information about each of these can be found on the [RDM website](#).

The WIMM hosts many of the PIs in IMD and NDCLS and where many of our students are based. The WIMM is also home to PIs and students from a number of other non-RDM departments from within the MSD such as Oncology and the Nuffield Department of Medicine.

RDM operates a devolved structure, with each division and the WIMM having their own local leadership and administration. A small central administrative team, RDM Strategic, (RDMS) provides support and strategic oversight across the department.

You will either have enrolled directly as a DPhil student in Medical Sciences or come to us via one of Oxford's Doctoral Training Centre programmes. As an RDM DPhil student you may be located at one of three sites: the John Radcliffe Hospital, the Old Road Campus or the Churchill Hospital (<https://www.rdm.ox.ac.uk/about/where-to-find-us>).



RDM Graduate Team

The **Director of Graduate Studies (DGS)** of RDM has an academic responsibility for the graduate students on the DPhil programme.

In each RDM division and the WIMM there are local **Graduate Advisors (GA)** assisting the DGS. They are 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 11).

The **Graduate Studies Manager**, based in RDM Strategic, supports the DGS and can offer support and advice on all procedural and administrative issues affecting RDM students.

Graduate Administrators in each of the divisions and the WIMM support the Graduate Advisors and are available to give advice to students within those divisions.

Your local graduate advisor and/or graduate administrator should be your first point of contact for queries about their academic progression and administrative matters concerning their DPhil.

Medical Sciences Graduate School Office

The MSD sets the guidelines and policies for graduate studies across the Division. The MSD **Graduate School Office (GSO)** oversees the various milestones associated with the RDM DPhil in Medical Sciences.

Official guidance, forms and detailed information about all the processes in this handbook is available from the Medical Sciences Division through their [WebLearn](#) site. This is accessible to you as soon as you have been issued with your Single-Sign On details.

RDM Director of Graduate Studies and Graduate Advisors

Weatherall Institute of Molecular Medicine



Professor Marella de Bruijn
Administrator: Liz Cloke

Radcliffe Department of Medicine



Dr Jill Walker
Graduate Studies Manager

Division of Cardiovascular Medicine



Professor Martin Farrall
Administrator: Emma Burke-Smith

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: Charlotte Kelly

For contact details see

<https://www.rdm.ox.ac.uk/study-with-us/meet-the-team/meet-the-team>

YOUR DPHIL

Supervision

Your supervisors should be your first point of contact for all matters concerning your DPhil. They will guide you through the formal processes required for your academic progression, as outlined in this handbook.

All supervisors are required to adhere to the Code of Practice for Supervisors provided by the Medical Sciences Division (this can be found on the Graduate School [Weblearn](#) page). A brief summary of the most important points is given below.

All students in the Medical Sciences Division must have at least **two** supervisors. If you have not already identified a second supervisor you should talk to your current named supervisor for advice and a second supervisor must be appointed by the end of your first term.

You should have regular meetings with your supervisors to discuss your progress, future plans and any concerns you may have. Where problems arise your supervisor should provide guidance and assistance to help take corrective action. If both of you are unsure then contact your local GA or the DGS.

Your supervisor's support is needed for the completion of all progression forms (See Academic Progression p10) and also for the completion and monitoring of your Training Needs Analysis (TNA) form.

Your supervisor will make clear to you their expectations regarding your working hours and vacation arrangements.

Supervisors are responsible for all aspects of health and safety of the students in their care and for the safe conduct of all experiments carried out in the course of your research. You should be provided with a Lab Induction which will cover Health and Safety and lab protocols.

College Advisors

In addition to your departmental supervisors you also have a College Advisor or Tutor who oversees your general progress and can offer advice independent of the Department.

Training

Training is an essential part of the DPhil programme and you will be required to provide evidence of your participation for all of the key milestones in your DPhil career. 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.

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 RDM and the MSD

Training Needs Analysis

You will need to complete a **Training Needs Analysis (TNA)** (Appendix A) 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 and must be uploaded to the Graduate Supervision Reporting (GSR) by the end of your first term.

Mandatory RDM Courses

There are a number of courses which are mandatory for all members of the RDM and you should aim to complete these in your first term.

[Plagiarism and Research Integrity](#) - information and online course available on the Oxford [Students Study Skills and Training](#) website.

The following courses must be completed and are available through the [People and Organisational Development](#) website.

- Equality and Diversity Training
- Implicit Bias
- Information Security
- Challenging Behaviour: Dealing with bullying and Harassment in the workplace

Medical Sciences Division Skills Training

Generic skills training providing transferable, research and academic skills is offered through the [Medical Sciences Division's Skills Training Programme](#). The courses broadly fall into four themes: Research Skills, Teaching Skills, Communication Skills and Career Development Skills offering a comprehensive range of courses covering many important areas of researcher development: knowledge and intellectual abilities, personal effectiveness, research governance and organisation, and engagement, influence and impact. Training is also offered to help you negotiate your Transfer of Status and writing your thesis.

Students are actively encouraged to take advantage of the training opportunities available to them.

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.

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: All Medical Sciences applicants wishing to attend any of the Skills Training Programmes will be required to pay a £20 refundable deposit per course. Your place on the courses will only be confirmed once payment has been received. Upon attendance on the course (as confirmed by the sign-in sheets) your deposit will be refunded back. If you fail to attend the course, partially attend or cancel with less than 2 working days (Mon - Fri) notice, you will forfeit your deposit.

MRC WIMM DPhil Course

Students based in the WIMM must attend the **MRC WIMM DPhil Course** and all other RDM students are encouraged to enrol for this course as well. It takes place in the autumn of your first year. Running over several days, this course helps students to develop basic research and presentation skills, as well as introducing them to a wide-range of scientific techniques and principles, ensuring that students have the opportunity to build a broad-based understanding of differing research methodologies. If you have any queries regarding this course please contact Liz Cloke (liz.cloke@imm.ox.ac.uk) or Professor Simon Davis (simon.davis@imm.ox.ac.uk). (Timetable on following page.)

Alternative sources of training

As well as the specific training detailed above, students will have access to a wide-range of seminars and training opportunities through the many research institutes and centres based in Oxford.

The 2019 WIMM DPhil Course

Lead co-ordinators: Simon Davis, Liz Cloke

Everybody welcome but **compulsory** for 1st year WIMM-based DPhil students.

Registration is **essential** for all non-WIMM students via this [link](#)

All Sessions take place in the Seminar Room in the WIMM

SESSION	TOPIC	SPEAKER
Week 1		
	Tuesday, 29th October	
<i>Symposium 9-5 pm</i>	<i>Experimental design: good, bad and the ugly</i>	<i>Manuel Berdoy</i>
Week 2		
	Tuesday, 5th November	
9.00 – 9.50 am	Philosophy of Science	Tushar Vasudev Menon
9.50 – 10.40 am	How to do a DPhil	Hal Drakesmith
10.40 – 11 am	Coffee Break	
11 – 12.40 pm	Research ethics	Mariolina Salio & Andrew McMichael
	Thursday, 7th November	
9.00 – 10 am	Rules for good online communication; intellectual property	Cat Vicente & Matt Carpenter
10 – 10.40 am	How to read/write scientific papers; creativity	Tatjana Sauka-Spengler & Simon Davis
10.40 – 11 am	Coffee Break	
11 – 11.50 am	Presentation basics	Kevin Coward
11.50 – 12.40 pm	Cell culture	Louise Johnson
Week 3		
	Tuesday, 12th November	
9.00 – 9.50 am	Genomics and gene regulation	Jim Hughes/Steve Twigg/Tom Milne(?)
9.50 – 10.40 am	Bioinformatics	Steve Taylor
10.40 – 11 am	Coffee Break	
11 – 11.50 am	Single cell approaches	Neil Ashley & Roy Drissen
11.50 – 12.40 pm	Mathematical modelling	Ruth Baker
	Thursday, 14th November	
9.00 – 9.50 am	RNA methods	Jan Rehwinkel
9.50 – 10.40 am	Stem cell technologies	Adam Mead
10.40 – 11 am	Coffee Break	
11 – 11.50 am	Transgenic and knockout mouse generation	Philip Hublitz
11.50 – 12.40 pm	Genome engineering	Ben Davies
Week 4		
	Tuesday, 19th November	
9.00 – 9.50 am	Proteomics and metabolomics	Darragh O'Brien
9.50 – 10.40 am	Protein expression and the Biacore	Mafalda Santos
10.40 – 11 am	Coffee Break	
11 – 11.50 am	Flow cytometry and the CyTOF	Paul Sopp & Giorgio Napolitani
11.50 – 12.40 pm	Protein structural analysis	Robert Gilbert
	Thursday, 21st November	
9.00 – 9.50 am	Immunohistochemistry and related techniques	Louise Johnson
9.50 – 10.40 am	Confocal microscopy	Jana Koth
10.40 – 11 am	Coffee Break	
11 – 11.50 am	High resolution and single molecule imaging	Marco Fritzsche & Kseniya Korobchevskaya
11.50 – 12.40 pm	Applications of electron microscopy	Errin Johnson
	Thursday, 28th November	MCQ TEST (ONLY FOR WIMM STUDENTS)

Please check the timetable on the WIMM website for updates to this schedule:

<https://www.imm.ox.ac.uk/study-with-us/methods-and-techniques-course/>

ACADEMIC PROGRESSION

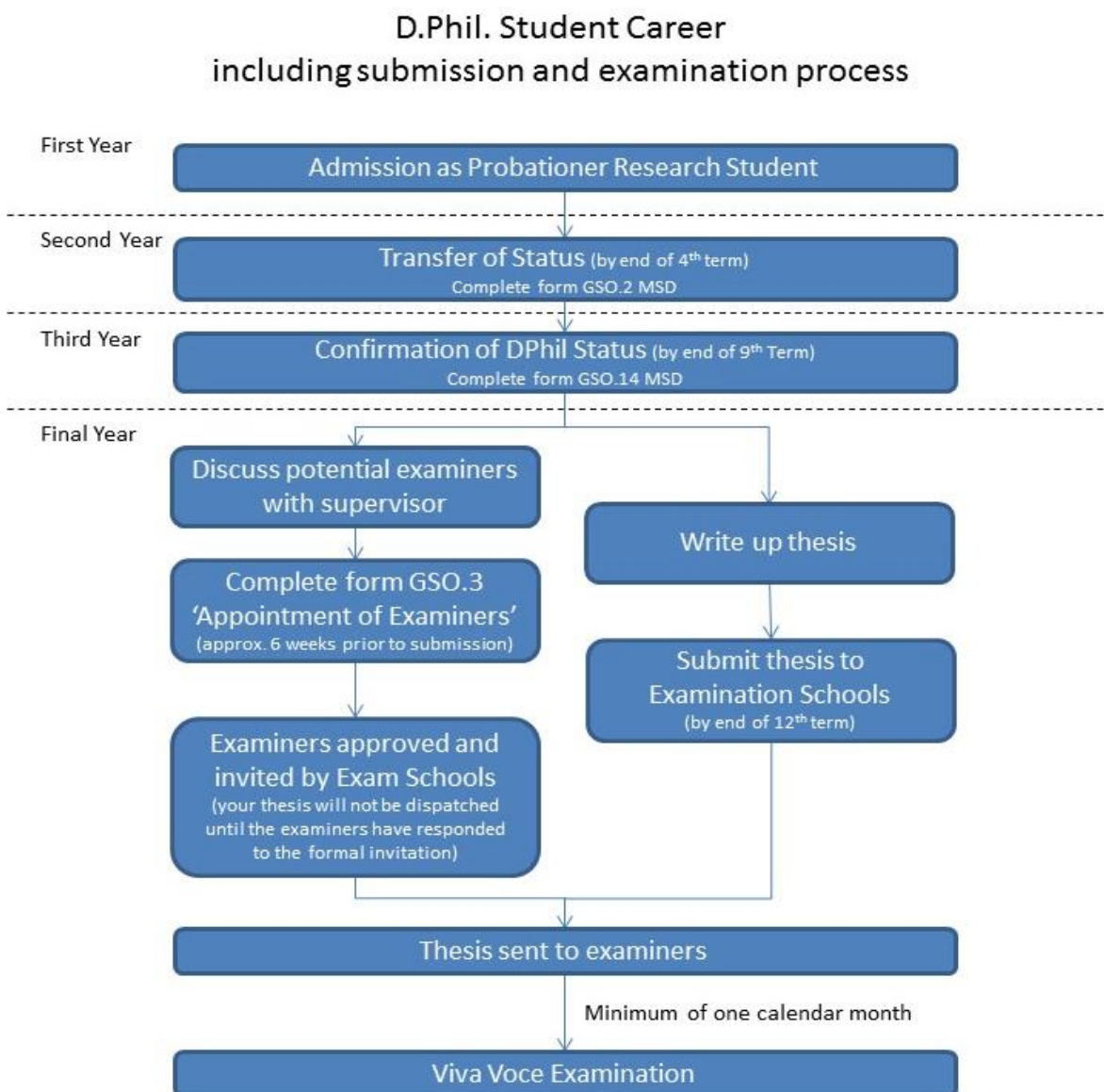


Figure 1. Summary of the DPhil career and the process of submission and examination.¹ GSO forms can be found at: <https://www.ox.ac.uk/students/academic/guidance/graduate/progression>

At the start of your studies you will meet with your supervisors to:

- discuss your research project
- identify key milestones that must be met
- arrange to meet on a regular basis to discuss your work and the progress that you are making.
- complete the Training Needs Analysis Form to be uploaded to GSR by the end of your first term.

¹ Students working on three-year projects (i.e. those with three years of funding) should aim to undergo transfer of status by the end of their 3rd term and confirmation of DPhil status by the end of their 7th term. Students on four-year structured programmes (e.g. MSDTC programmes) need to complete transfer of status by the end of their 6th term and confirmation of status by the end of their 10th term.

MILESTONES

All DPhil students are admitted initially as Probationary Research Students (PRS). Before final **Submission of your thesis** you must complete two milestones, **Transfer of Status** and **Confirmation of Status** (Figure 1).

The process and possible outcomes of each milestone can be found on the MSD Graduate School [Weblearn](#) site. All forms for these milestones (Figure 1) can be downloaded from this site and should be completed by yourself, your supervisors, your college and your local Graduate Advisor. The completed forms should be sent to your Graduate Administrator for processing and forwarding to the Medical Sciences Division for approval by the Board.

Transfer

1. By the end of your fourth term you are expected to complete your Transfer of Status.
2. The Transfer of Status procedure is not so much a critical assessment of your data, rather 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.
3. **GSO form** .Complete a [GSO.2 MSD form](#) which includes a Training Needs Analysis form.
4. **Assessor selection.** Your supervisor is expected to nominate two assessors and to ensure that they are willing to act. (Note that the supervisor is not permitted to be an assessor and may not be present at the transfer interview.) You will undergo a formal oral assessment by the two assessors.
5. **Signatures** Ensure that the GSO form is completed and signed by all parties to include yourself, your supervisor(s), your College local Graduate Advisor or Director of Graduate Studies and then forward it to your local Graduate Administrator. An [assessors' report form](#) and a copy of the [Guidelines for Transfer of Status Assessors in the Medical Sciences](#) will be sent to both assessors.
6. **Transfer report submission** No less than two weeks before the date of the oral assessment, submit a copy of your report on progress to date directly to each assessor OR send two copies of the report with your GSO.2 MSD form to your local Graduate Administrator to send on to each assessor.
7. **Oral assessment** It is recommended that your oral assessment takes place no later than mid-December if your transfer is due by the end of Michaelmas Term.
8. **Approval by the Medical Sciences Board.** The completed report indicating the assessors' recommendation will be returned to your Departmental graduate studies administrator following your oral assessment and will then be forwarded to the Divisional Graduate Studies Assistants along with the completed GSO.2 MSD form. Then, all of the documentation is sent to a representative of the Medical Sciences Board for approval. **The transfer procedure is not complete until this approval has been gained; you will be notified directly in writing once the procedure is complete.**

Confirmation

1. You are required to Confirm your DPhil Status by the end of your 9th term.
2. The purpose of the Confirmation procedure is to determine whether you have made adequate progress since transfer of status and to ascertain whether or not you will be in a position to submit for examination in due course.
3. **Complete and submit a [GSO.14.MSD form](#)** (for students who started their course **after** 1 October 2016). The completed form must be signed by yourself, your supervisor, your college and your local Graduate Advisor or Director of Graduate Studies. Then forward it to your local Graduate Administrator.
4. You must give a presentation of your research which will be viewed by two assessors, followed by an interview with the two assessors. Your supervisor/s **must not be present** at the interview. 'Supervisor/s' in this context means *anyone* in the supervisory team, i.e. including secondary supervisors.
5. Provide a full thesis contents list, milestones of any remaining work to be undertaken and dates for the submission of draft chapters to the supervisors to comment on. You do not need to submit a written report.
6. **After the interview.** Following the presentation and interview, the assessors will report to the Medical Sciences Board* on your suitability for Confirmation of D.Phil. status. The recommendation reported by the assessors will be based on the information provided in/with the GSO.14.MSD and in the supplementary information from you in conjunction with your presentation and interview.
7. If your 1st application for Confirmation of Status is not approved, you will be permitted to make one further application, following the procedures detailed above, normally within one term of the original application and will be granted an extension of time for one term if this is necessary for the purposes of making the application (i.e. if you made your 1st attempt to confirm in your 9th term, you will be granted an extension until the end of your 10th term to complete your 2nd attempt to confirm).

Submission of Thesis

Students are expected to submit their thesis within twelve terms from their start date².

Before starting the process for the Appointment of Examiners please read the Notes of Guidance for Research Examinations (**GSO.20a**).

Students must complete form **GSO.3 for the Appointment of Examiners** which must be completed and signed by the student, supervisors, college and local Graduate Advisor before being sent to your local Graduate Administrator for processing. The form should be submitted **at least six weeks prior** to the submission of your thesis to allow time for approval of the Examiners by the Medical Sciences Board and the examiners' formal acceptance.

Students must submit a digital copy of their Thesis via Research Thesis Digital Submission (RTDS). Further information can be found on the [Research Examinations webpage](#). A guide to submitting digitally can be found [here](#).

Exceptional Circumstances

If you find yourself in exceptional circumstances and require appropriate adjustments to your study timescales and arrangements you should discuss this with your supervisor and College Advisor. With their support you may use exceptional circumstance forms to apply for deferral of milestones, extensions, suspensions, withdrawals and reinstatements. Information about these circumstances and the relevant application forms can be found on the [Weblearn](#) site or on the University's Students [website](#).

² Candidates in receipt of a Research Council award must ensure that they are aware of their submission deadline, which may differ from those set as standard by the University. Any applications for extensions of time for Research Council funded students must also have the support of the Research Council concerned, even if the student is no longer receiving financial support.

MONITORING ACADEMIC PROGRESSION

- On a day-to-day basis it will be your supervisors who provide continuous guidance and ensure that you have access to suitably qualified scientific staff within the laboratory.
- Your divisional Graduate Advisor will monitor your academic progression and broader skills training
- Your College Advisor oversees general progress and can offer advice independent of the Department
- Termly reporting (Graduate Student Reporting, GSR)
- Thesis Committees

Graduate Student Reporting (GSR)

At the end of each term and once during the summer vacation you should submit a written report on your progress via [Graduate Supervision Reporting](#).

This is an opportunity to reflect on your achievements, comment on your progress with your graduate work and note the number of meetings you've had with your supervisor(s) and College Advisor. You will also be able to set a flag to indicate if you have any concerns about your academic progress. At the end of your first term you will also need to upload the TNA form. Your supervisors should then submit a report on your progress. All reports are viewed by the College Advisor and the DGS to ensure that continued progress is being made.

The 'windows of opportunity' for both students and supervisors to complete a report are fixed (student reporting takes place in weeks seven to nine of term) - so make sure you submit on time. You will receive email reminders when you are able to submit your GSR reports.

Flagging Concerns on GSR

Student concerns should relate directly to academic progress. If students are dissatisfied with any other aspects of provision e.g. their supervisory relationship or their working environment, they should raise these with their Graduate Advisor or Director of Graduate Studies in the first instance, and pursue them through the department's complaints procedure if necessary.

Supervisors should discuss any concerns about academic progress with the student before flagging a concern in GSR.

Graduate Advisors should review all flagged concerns and take action as appropriate. Where necessary the concern should be referred to the Director of Graduate Studies who will note any actions already taken before resolving the matter.

Minor concerns - Satisfactory progress is being made, but minor issues have been identified where further action may be required to keep progress on track.

Major concerns - One or more factors are significantly affecting progress and further action is required now to keep progress on track.

Severe concerns – Progress is being seriously affected by one or more factors and a meeting with the Director of Graduate Studies should be held as soon as possible to discuss further action to get progress back on track.

You can find more information in the GSR manual [here](#).

Thesis Committees

Thesis Committees are an extension to your core supervision structure and have a purely advisory role. The Thesis Committee advises on your academic work, monitors progress and can flag any concerns. It helps you work towards timely completion of your DPhil.

It is your responsibility to organize the meetings (i.e. find suitable date, space, take care of the paperwork, etc.)

Membership of the Thesis Committee

Your Thesis Committee will normally consist of 4 to 5 people:

- your supervisors
- 2 to 3 additional PIs not directly involved in your project/line of supervision³
- The additional members of your Thesis Committee are invited after you are sufficiently clear about the general direction of your project, which will normally be no later than your 2nd term.
- Consult with your supervisor about who to invite.
- When assembling your Thesis Committee consider the expertise, scientific standing and seniority of the additional members (aim for a balance with your supervisor's seniority), and whether you would feel comfortable raising any issues you might have with them.
- They should not be close collaborators.
- At least one of the additional members should be internal to the University of Oxford; for practical reasons most of them usually are.

The additional members of your Thesis Committee can serve as Transfer and Confirmation of Status assessors, provided their involvement remains purely advisory and does not move into the supervisory realm (e.g. when interactions become more frequent or they become collaborators), and they meet the assessor criteria of the Medical Science Board.

A Thesis Committee member cannot normally serve as internal examiner for your thesis viva.

Thesis Committee members are well placed to provide a reference for you.

Frequency of Thesis Committee Meetings

The Thesis Committee normally meets once a year. More meetings can be called, by the Committee or you, if there are concerns about any aspects of your DPhil. The first meeting should be in your 3rd term the latest. This meeting provides an excellent opportunity to test-run your Transfer of Status viva in term 4.

³ An exception to this are instances where students already have 4 or more official supervisors, e.g. because of industry placements (iCASE studentships). In this case, the supervisors further removed from the direct line of supervision can fulfil the role of the Thesis Committee. Note that in this instance Thesis Committee members cannot serve as Transfer or Confirmation of Status Assessors. If you are not certain about how to compose your Thesis Committee, ask your DGS or local Graduate Advisor for advice.

What to Expect from your Thesis Committee

The focus of a Committee meeting will be guided by the stage of your career.

First Year: Expect an emphasis on the foundation and grasp of project.

Second Year: The committee will look at your data generation, interpretation, and research plans.

Third and Fourth Year: Your career prospects and finalizing your studies successfully in the 3rd (and 4th) years will be the focus of attention.

In general, Thesis Committee meetings provide an opportunity to take a step back and get feedback not only on your direct work but also on the bigger picture and impact of your studies as your Thesis Committee members are likely to be further removed from your direct topic.

Prior to a Committee meeting:

At least three working days prior to the meeting, you provide members of the Thesis Committee with a brief progress report of no more than 2 pages, including the aim of your studies, results obtained and experimental plans. This report does not normally include any figures: you will be expected to prepare a 15-minute presentation for the Committee meetings which is where you can show your data.

A typical Thesis Committee meeting (1 hour):

- 15-minute presentation outlining your project and highlighting your most important findings.
- Discussion of your data, project, and future plans. Often you will be interrupted during your presentation
- Sometimes the discussion and presentation coincide, at least in part.
- Both your supervisor and you will each have the opportunity to meet with the other Committee members in private to comment on your progress and flag any concerns. For this the Committee will first ask the student to step out of the room temporarily, and next the supervisor.
- The meeting ends with a Committee discussion and completion of the report form (at which neither the student nor the supervisor are present)
- Feedback is provided to the student at the meeting.

For more information and thesis committee forms please see:

<https://www.rdm.ox.ac.uk/intranet/graduate-studies/for-students/thesis-committees>

Annual Meeting with the DGS/GA

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 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>.

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.

FIRST YEAR CHECKLIST

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 input will come in the form of a **thesis committee**. 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. If you do not already have a second supervisor appoint one by the end of the first term in consultation with your existing supervisor.
3. Attend RDM Graduate Induction (**Seminar Room, Weatherall Institute of Molecular Medicine, JR Hospital on the Thursday 3rd October**).
4. Attend the Medical Sciences Graduate School Welcome Event (**Thursday 10th October, 4:30pm – 6pm, Tingewick Hall, Academic Block, JR Hospital**).
5. Attend Safety Induction Lecture within your division/local building.
6. Attend required safety courses for specific skills (e.g. radiation or liquid nitrogen handling).
7. Complete RDM departmental mandatory training (Equality and Diversity Training, Implicit Bias, Information Security, Challenging Behaviour: Dealing with bullying and Harassment in the workplace).
8. Use your Single-Sign On to access official Graduate Student guidance on [WebLearn](#).
9. Learn how to use Graduate Supervision Reporting (GSR) to write *quarterly* reports on your progress. You can access it via [Student Self-Service](#).
10. Complete a Training Needs Analysis (TNA) form and upload it to GSR by the end of your first term together with your first quarterly report (the TNA form is available from the Graduate School [WebLearn](#) site).
11. Invite people to form your thesis committee and have your first meeting by the end of your third term.
12. Complete the compulsory plagiarism and research integrity training online: <https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic>.
13. Enrol for Medical Sciences Skills Training: <http://www.medsci.ox.ac.uk/skillstraining>
Some recommended topics for year one.
 - a. *Managing Your Supervisor (provided as part of induction for October starters)*
 - b. *Presentation Skills*
 - c. *Writing Skills – Transfer Report*
 - d. *Preparation for Learning and Teaching at Oxford*
 - e. *Introduction to Research Ethics*
14. Attend the MRC WIMM DPhil Course: <https://www.imm.ox.ac.uk/study-with-us/methods-and-techniques-course>
15. Attend local and divisional seminars during term time.
16. Attend annual review meeting with DGS/GA.

SECOND YEAR CHECKLIST

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 in this handbook. More information and the **GSO.2.MSD** form to complete prior to transfer are available from the Medical Sciences Graduate School [WebLearn](#) site:

If you have any questions 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 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 supervisors regularly there is also a minimum number of events, courses and seminars that you should attend and record. You should:

1. Meet with supervisors to discuss the project and your plans for Transfer of Status
2. Meet with your thesis committee
3. Prepare a report for the PRS to DPhil transfer process, including a plan of future studies and timetable for submission.
4. Complete the appropriate form for Transfer of Status (**GSO.2.MSD**)
<http://www.ox.ac.uk/students/academic/guidance/graduate/progression>
5. Update/revise your TNA form and submit it alongside the Transfer of Status form
6. **Transfer from PRS to DPhil** status according to University requirements
7. Enrol for Medical Sciences Skills Training: <http://www.medsci.ox.ac.uk/skillstraining>
 - (i) *Transfer of Status Assessment Workshop*
 - (ii) *Developing R Programming Skills*
 - (iii) *Navigator (men) or Springboard (women) careers programmes*
 - (iv) *Developing Learning and Teaching*
 - (v) *Poster Production*
8. 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
9. Continue to attend local and divisional seminars during term time
10. Attend annual review meeting with DGS / GA

THIRD & FOURTH YEAR CHECKLIST

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 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 supervisors, 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. More information and the **GSO.14 MSD** form to complete prior to Confirmation are available from the Medical Sciences Graduate School [WebLearn](#) site:

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. Meet with your thesis committee
3. Update/revise your TNA form and submit it alongside the confirmation of status form
4. Complete your **Confirmation of DPhil status** towards the middle of the 3rd year and by the end of your 9th term at the latest.⁴
5. Complete the appropriate form for Confirmation of Status (**GSO.14 MSD**)
<http://www.ox.ac.uk/students/academic/guidance/graduate/progression>
6. Enrol for Medical Sciences Skills Training: <http://www.medsci.ox.ac.uk/skillstraining>
 - (i) *Get the Grant*
 - (ii) *Writing Skills – Thesis and Papers*
 - (iii) *Viva Preparation – Final Viva*
7. 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
8. Continue to attend local and divisional seminars
9. Attend annual review meeting with DGS / GA
10. **Appoint examiners** by completing the **GSO.3** form. Recommendations for examiners must go to the Graduate School Office for approval. You should aim to submit this at least **six weeks** before you intend to submit.
11. Complete the **exit questionnaire** when you are sent a link so that we can make improvements for future students.
12. Students must submit a digital copy of their Thesis via Research Thesis Digital Submission (RTDS). Further information can be found on the [Research Examinations webpage](#). A guide to submitting digitally can be found [here](#).

⁴ 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.

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 [here](#).

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. Winners receive a prize of £500 and the opportunity to present at the Annual RDM Symposium.

You can find profiles of previous prize winners on the RDM website [here](#).

PUBLIC ENGAGEMENT AND COMMUNICATIONS

We encourage all students and researchers to engage the public with their research, whether that's through writing for a lay audience, podcasting, on social media visiting schools, coming up with ideas for hands-on activities, or taking part in a science festival. This is important not only to let people know why research is important, but also to develop your own communication and organisational skills. The University offers plenty of training opportunities, and the department has a Communications and Engagement Manager (Dr Charvy Narain) specifically to facilitate public engagement and science communication. Opportunities are advertised regularly in the RDM weekly bulletin, and do also feel free to get in touch directly with Dr Narain at charvy.narain@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 is organised by the RDM Researcher Association and 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.

RDM Career Development Committee

The [RDM Career Development Committee](#) (CDC) aims to support the career development of all staff and students across RDM.

The CDC plays a key role in raising awareness of career opportunities across the department, in providing training and support at key career transition points, and in championing career development. The CDC is responsible for delivering a number of actions in the department's Athena Swan Silver Action Plan and organises the [RDM Learning and Development programme](#).

Membership is balanced across the divisions within RDM and the committee is chaired by Prof Leanne Hodson. If you have any questions, suggestions, or ideas for the CDC, please feel free to email them: cdc@rdm.ox.ac.uk

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](#). 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.

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/ctrq/conduct>

Sponsor Approval

<http://researchsupport.admin.ox.ac.uk/ctrq/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/ctrq>

CVM Clinical Research Coordination team

clinicalresearch@cardiov.ox.ac.uk

GENERAL INFORMATION

RDM weekly bulletin

The RDM weekly bulletin is goes out mid-week throughout the year, and contains the need-to-know information for departmental staff members. This includes career and development opportunities, research and funding deadlines, public engagement opportunities, and more. This bulletin is how the department passes on essential information to you each week, so do look out for it and read it every week!

RDM website, including intranet

The [RDM website](#) highlights the people and the excellent work being done at the department, including news stories on published papers and awards. It also includes a [section](#) for RDM members where you can find information on everything from how to claim on your expenses to learning and development opportunities. If you've won an award, done a great bit of public engagement, or have an exciting paper coming out that you think should feature on the website, do get in touch with the RDM communications and public engagement manager, Dr Charvy Narain at charvy.narain@rdm.ox.ac.uk.

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 and is currently awaiting the results of its 2019 submission.

RDM Researcher Association

The RDM Researcher Association is a community that serves to enrich the researcher experience through social events, career development and advice. It is open to anyone involved in research within the department.

The committee is currently chaired by Dr Manu Verma (OCDEM, manu.verma@ocdem.ox.ac.uk) and is run by active researchers throughout RDM. They liaise directly with the RDM Career Development Committee (CDC) to address any concerns and suggestions expressed by RDM researchers.

If you would like to get involved in activities or would like to suggest your own ideas then please get in touch: researcherassociation@rdm.ox.ac.uk. The committee are recruiting new members!

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 more.

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 [here](#).

There are also local Student Associations in the various departments and for more information about these please contact your local Graduate Administrator.

Essential IT information for new starters

New Oxford staff and students can visit the [IT Services Getting Started web pages](#) to find out essential information and guidance on getting started with basic IT needs, such as email and internet access. There is also guidance on activating University accounts, connection to Wi-Fi and setting up virtual private networks (VPNs) for working remotely. For further information, phone the central IT Service Desk on 01865 612345.

STUDENT HEALTH, SAFETY AND WELFARE

Health and Safety

The University has a duty of care to take care of the health and safety of its staff and students. Support is available from your college, your department and the University.

At a University level health and safety policies are the responsibility of the University Safety Office who advise the University on all matters concerning Health and Safety. RDM is therefore subject to the policies and procedures as set down by the [Safety Office](#).

Within the RDM you will find that you have a number of induction events to attend at which health and safety will be addressed. This will range from building inductions at which you will be informed of the local emergency evacuation/invacuation procedures to lab inductions where you will be informed of the lab protocols and procedures and emergency procedures.

Not only should you be familiar with the emergency evacuation procedures for the building in which you work but you should also be aware of the Police guidelines on emergency procedures in the unlikely event of a firearms or weapons attack (Appendix C)

Student Welfare

The University, colleges and departments also provide support to its staff and students for their welfare. The University has an excellent support system in place for the students. The Oxford Students Health and Welfare [website](#) has links to information on a wide range of subjects from the support available to you in case of emergencies; harassment and bullying; the Disability Advisory Service; counselling; and information, advice and guidance on how to stay healthy while studying at Oxford.

Support is also available from both your college and the RDM either through your supervisors, college advisors, the Director of Graduate Studies and your local Graduate Advisor, and the Graduate Studies Manager.

Further support can also be found from the groups listed below.

Peer Support

A number of students are trained peer supporters and are available to provide support and advice to fellow students. In addition the Medical Sciences Division is currently training more students as peer supporters. Once they are trained information will be available on the MSD WebLearn site about the peer supporters and how to contact them.

In the meantime Martin Fellermeier (martin.fellermeier@rdm.ox.ac.uk) and Ciara Maguire (ciara.maguire@kellogg.ox.ac.uk) should be the initial RDM point of contact until the full list becomes available.

In addition your colleges will also have a peer support system in place. For more information you should look at your own college website.

Nightline

[Oxford Nightline](#) is a completely independent listening, support and information service run for and by students of Oxford and Oxford Brookes universities.

They aim to provide every student in Oxford with the opportunity to talk to someone in confidence. They are available for everyone from 8pm-8am, 0th week to 9th week during Oxford term time.

Self-help books

The Bodleian Libraries collection of self-help e-books is available for anyone to use. The resource can be found on the Bodleian Libraries website [here](#).

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. This is a responsibility that we must all share. RDM champions a culture of dignity and respect, where positive behaviour is recognised and there is zero tolerance of harassment and bullying. If you witness or are subject to bullying or harassment you should let the department know. You can also discuss issues confidentially with one of RDM's Harassment Advisors. Information on what RDM is doing to eliminating bullying and harassment can be found on the RDM website [here](#).

Disability Advisory Services

RDM Disability Information

The University has a Common Framework for Supporting Disabled Students, a copy of which is available from the RDM website [here](#). 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 [Jill Walker](#).

Students should normally contact Jill Walker for advice in the first instance.

Disability Advisory Service (DAS)

The University's [Disability Advisory Service](#) 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.

The Disability Service offers Drop-In Sessions to students during term to discuss quick queries such as whether you should register with the DAS, applying for a Disabled Student's Allowance etc.

They also offer appointments to discuss your support or access requirements while studying at Oxford.

- Call them on 01865 280459
- Email them at disability@admin.ox.ac.uk
- Visit them at 3 Worcester Street, OX1 2BX

If you are unsure about whether registering with the DAS is right for you, or have questions or concerns about accessing support, please contact them or attend one of their drop-in sessions.

New mobile app for access information – SociAbility

The new [SociAbility](#) app makes it easy to find detailed access information for social venues and shops. We're building a crowdsourced database of access information for the community, by the community. Simply [download](#), explore and go!

Useful links for information

RDM

<https://www.rdm.ox.ac.uk/study-with-us/meet-the-team/meet-the-team>.

<https://www.rdm.ox.ac.uk/>

<https://www.rdm.ox.ac.uk/intranet>

<https://www.rdm.ox.ac.uk/intranet/graduate-studies>

GENERAL

First few weeks in Oxford

<https://www.ox.ac.uk/students/new/firstweeks?wssl=1>

Glossary of Oxford words (will explain some of the terms peculiar to Oxford)

<https://www.ox.ac.uk/about/organisation/history/oxford-glossary?wssl=1>

University website for students at Oxford

<https://www.ox.ac.uk/students?wssl=1>

IT setup

<https://www.it.ox.ac.uk/getting-started>

TRAINING

Medical Sciences Skills Training

<http://www.medsci.ox.ac.uk/skillstraining>

People and Organisational Development

<http://www.learning.ox.ac.uk/>

Study Skills and Training (Oxford Students)

<https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>

(Plagiarism course - <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1>)

RDM Learning and Development Programme

<https://www.rdm.ox.ac.uk/intranet/career-development-and-athena-swan/learning-and-development>

ACADEMIC

Canvas (University Virtual Learning Website)

<https://canvas.ox.ac.uk/courses/22105>

MSD Graduate School WebLearn site.

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

Academic Matters (University)

<https://www.ox.ac.uk/students/academic?wssl=1>

Student Handbook (specific information about your academic career at Oxford)

<https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>

Academic Progression, Milestones and Graduate Forms (Medical Sciences Graduate School)

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

Academic Progression, Milestones and Graduate Forms (University)

<https://www.ox.ac.uk/students/academic/guidance/graduate/progression>

Research Examinations Webpage

<https://www.ox.ac.uk/students/academic/exams/research?wssl=1>

Student Self-Service (Access to your student record for GSR reporting etc.)

<https://www.ox.ac.uk/students/selfservice>

Manual for Student Self-Service and GSR

https://www.ox.ac.uk/sites/files/oxford/field/field_document/Student%20Self%20Service%20for%20Students%20Manual.pdf

Thesis Committees

<https://www.rdm.ox.ac.uk/intranet/graduate-studies/for-students/thesis-committees>

RDM Graduate Prize

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

Guide to submitting your thesis digitally

https://www.ox.ac.uk/sites/files/oxford/field/field_document/QRG%20for%20Students%20v1.5.pdf

HEALTH, SAFETY AND WELFARE

RDM Mentoring

<https://www.rdm.ox.ac.uk/intranet/career-development-and-athena-swan/mentoring>.

Student Welfare (university)

<https://www.ox.ac.uk/students/welfare?wssl=1>

Health and safety

<https://www.admin.ox.ac.uk/safety/>

Disability Advisory Service

<https://www.ox.ac.uk/students/welfare/disability?wssl=1>

RDM (Disability Information)

<https://www.rdm.ox.ac.uk/intranet/graduate-studies/for-students/disability-information>

Anti-Bullying and Harassment Policy

<https://www.rdm.ox.ac.uk/intranet/personnel/anti-harassment-and-bullying-web-page>.

Oxford Nightline

<https://oxfordnightline.org>

Self-help Books

<https://www.bodleian.ox.ac.uk/using/disability/resources/self-help-books>

Sociability Access App

<https://www.sociability.app/>

CAREERS

Career Development Committee

www.rdm.ox.ac.uk/rdm-career-development-committee

Careers Service

<http://www.careers.ox.ac.uk>

Careers Connect Service

<http://www.careers.ox.ac.uk/our-services/careerconnect/>

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 Reporting (GSR) report.

Please refer to the Medical Sciences Division Skills Training [website](#) to check for courses on offer.

The form is available from the Medical Sciences Graduate School [WebLearn](#) site:



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 GSR. 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 GSR.

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			

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)

[illegible]

Record Forms: TRAINING WORKSHOPS ATTENDED

[illegible]

Record Forms: POSTER AND ORAL PRESENTATIONS THAT YOU GIVE

[illegible]

Record Forms: JOURNAL CLUBS GIVEN BY YOU:

[illegible]

CONFERENCES/MEETINGS

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.

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

GRADUATE TRAINING PROGRAMME

Name:

Supervisor:

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

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

APPENDIX C



IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

RUN HIDE TELL



At the moment, the issue of terrorist attacks is regularly in the news. But it's been on our agenda for much longer.

The police and security service have been working constantly to foil terrorist attacks for years, not months.

But we are not complacent about keeping you safe.

Due to events in the UK and abroad, people are understandably concerned about a firearms or weapons attack. These attacks are very rare but in the event of such an attack, it helps to be prepared.

Remember, attacks of this nature are still very rare in the UK.

So Stay Safe, and just remember the words:

RUN. HIDE. TELL.

To watch the Stay Safe film, visit
[**www.npcc.police.uk/staysafe**](http://www.npcc.police.uk/staysafe)

Information is vital. If you see or hear something that could be terrorist related, trust your instincts and call the confidential Anti-Terrorist hotline on **0800 789 321**. Our specially trained officers will take it from there. Your call could save lives.

Always in an emergency, call **999**.