

Materials PGR Student Requirements and Timeline for **Transfer & Confirmation** of Status

Illustrated for a Michaelmas Term starter, on the **DPhil in Materials** programme, with a **3.5-year** studentship
 First applies to **all** students who first register or remain registered for the programme in 2018/19

For completeness also showing:

Project management form (PMF) submissions. Mandatory GSR submissions. Whole-cohort events.

* Indicates Mandatory Divisional Requirement or University Requirement by Regulation

Y1	MT+HT	Pass two assessed lecture courses and attend a minimum of seven colloquia plus the three compulsory workshops
	MT	Wk0 Induction
		Wk2 SUBMIT 'NEW GRADUATE' QUESTIONNAIRE
		Wk7-9 *Student report to GSR
	HT	Wk0-1 PMF1 to WebLearn
		Wk7-9 *Student report to GSR
	TT	Wk2-4 Informal meeting with Lead Assessor (arranged by student) [In advance upload to WebLearn a single pdf comprising: project title, Gantt chart, and a 100-word summary of the new science to which it is anticipated the project will lead]
		Wk7-9 *Student report to GSR (inc *Preparing for Transfer of Status form)
		Wk8 Lit Review to WebLearn (5,000 to 6,000 words) [* Assessors are required to judge a candidate's understanding of the literature]
	LV	July PMF2 to WebLearn
		July *Apply to be considered for transfer of status (before applying you must have completed the University's on-line course on *Research Integrity Training): GSO.2.MPLS together with 2,500 word summary of progress to date + Gantt Chart to Materials Graduate Studies Office for DGS approval [Supervisor's report is within GSO.2.MPLS]
		mid-Sept *Student report to GSR
Y2	MT	Wks -3 to +1 *Transfer of Status Interview with Assessors (If authorised to do so by supervisor, arranged by student liaising with assessors) Two to three weeks prior to interview upload to WebLearn a single pdf comprising GSO.2.MPLS + Summary of Progress report + Gantt Chart.
		Wk7-9 *Student report to GSR
	HT	Wk0-1 PMF3a to WebLearn
		Wk7-9 *Student report to GSR
		Wk7 Research Talk (Upload abstract & slides to WebLearn)

	TT	Wk7-9	*Student report to GSR
	LV	July	PMF3b to WebLearn
		mid-Sept	*Student report to GSR
Y3		Wk6HT to Wk6TT	*Apply for Confirmation of DPhil Status – GSO.14.MPLS to WebLearn Prior to upload please submit GSO.14.MPLS & Gantt Chart for DGS approval at least four weeks before the date set for your confirmation interview and no later than Wk6TT. [Supervisor's report is within GSO.14.MPLS]
	MT	Wk7-9	*Student report to GSR
	HT	Wk0-1	PMF3c to WebLearn
		Wk3	Submit A3 version of Poster <u>if</u> entering competition
		Wk6	Poster Session (Upload A3 version to WebLearn)
		Wk7-9	*Student report to GSR (inc *Preparing for Confirmation of Status form)
	TT	Wks 0 to 10	*Confirmation of Status Interview with Assessors (If authorised to do so by supervisor, arranged by student liaising with assessors) [*Assessors' report will include comment(s) on the proposed thesis structure]
		Wk7-9	*Student report to GSR
	LV	July	PMF3d to WebLearn
		mid-Sept	*Student report to GSR
Y4	MT	Wk0-1	PMF4 to WebLearn (includes thesis outline)
		Wk7-9	*Student report to GSR
	HT	Jan-Feb	Apply for appointment of examiners – GSO.3
		Wk7-9	*Student report to GSR
		March	SUBMIT THESIS (ON-LINE)
	TT		DPHIL VIVA

A note on the Project Management Scheme and the quarterly Graduate Supervision Reporting (GSR) Reports

The quarterly GSR Reports by student and supervisor(s) are a mandatory requirement of the University.

The project management scheme is intended as a tool to enable and encourage the student to take ownership of their project and to maximise their chances of submission within their funded period. It also enables the development of a valuable 'career skill'.

Other than requiring a project management review by student and supervisor at six-monthly intervals the Department is not prescriptive in exactly how student and supervisor make best use of the project management scheme.

However, one model that can be effective and efficient is:

Student inputs their quarterly GSR report to the on-line GSR system in weeks 7-9 of each term and by mid-September in the Long Vac.

Following this submission, and **prior** to submission of the **supervisor's**** GSR report, it is best practice for the supervisor(s) to meet with the student to discuss the student's progress and GSR report. We shall call this the 'GSR Meeting'.

****** From 2018/19 onwards the University has set a **strict four-week window** for this supervisor's submission; for example, week 10 of MT to week -1 of HT.

At the two such GSR meetings in each of years one to three that will **precede** a PMF submission[#] it is logical to review the student's project management and Gantt chart (that is, in advance of the next formal PMF update by the student).

By means of a single sentence in their GSR report the supervisor can confirm that this project management review has taken place. Since our PMF includes a section on training needs, this will meet the Divisional steer that the GSR process includes 'Training Needs Analysis'.

Having read the supervisor's formal GSR report, and in the light of the discussion at the most recent GSR meeting with their supervisor(s), the student is well-placed to capture by means of the PMF a review of their project management (including training needs) and revision of their Gantt chart ready for the imminent PMF submission[#] to WebLearn.

For the two quarterly GSR reports per year that do **not** precede a Materials six-monthly project management review the Department will **not** expect a training needs analysis to take place. Unless student or supervisor(s) need to raise concerns, typically these two quarterly GSR reports will be very light-touch and even may not involve a GSR meeting.

[#] For a student following the 3.5Y DPhil in Materials programme, the two occasions in each of years one to three when the GSR meeting will precede a PMF submission are the Weeks 0-1 HT and July PMF submissions. The same approach could be taken for the PMF4 submission in Weeks 0-1 of MT Y4.