

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

Illustrated for a Michaelmas Term starter, on the Oxford Materials **Fusion CDT DPhil** programme, with **4-y** studentship.

* Indicates Mandatory Divisional Requirement or University Requirement by Regulation

For completeness also showing:

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

Y1	MT	Wk0	Induction
		Wk4	SUBMIT 'NEW GRADUATE STUDENT' ON-LINE QUESTIONNAIRE
		Wk7-9	*Student report to GSR
	HT	Wk7-9	*Student report to GSR
	TT	Wk0-1	PMF1 to the 'Materials: PGR Progression' on-line site
		Wk7-9	*Student report to GSR
	LV	mid-Sept	*Student report to GSR
Y1 TT & Y2 MT+ HT		Attend a minimum of 7 colloquia plus the 3 compulsory workshops	
Y2	MT	Wk1-2	PMF2 to 'Materials: PGR Progression'
		Wk7-9	*Student report to GSR
	HT	Wk2-4	Informal meeting with Lead Assessor (arranged by student) [In advance upload to 'Materials: PGR Progression' 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]
		Wk6	Lit Review to 'Materials: PGR Progression' (5,000 to 6,000 words) [* Assessors are required to judge a candidate's understanding of the literature]
		Wk7-9	*Student report to GSR (inc *Preparing for Transfer of Status form)
		Wk8	*Apply to be considered for transfer of status (<u>before</u> applying you must have completed the University's on-line course on *Research Integrity Training): Submit by email to the Materials Graduate Studies Office a Word version of your fully completed GSO.2.MPLS form together with 2,500 word summary of progress to date + Gantt Chart for DGS approval [Supervisor's report is within GSO.2.MPLS]
	TT	Wk0-1	PMF3a to 'Materials: PGR Progression'
		Wks 1 to 5	*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 'Materials: PGR Progression' a single pdf comprising GSO.2.MPLS + Summary of Progress report + Gantt Chart + a copy of the Preparing for Transfer of Status form you submitted to GSR in TT.
		Wk7-9	*Student report to GSR

	LV	mid-Sept	*Student report to GSR
Y3	MT	Wk1-2	PMF3b to 'Materials: PGR Progression'
		Wk7-9	*Student report to GSR
	HT	Wk7-9	*Student report to GSR
		Wk7	Research Talk (Upload abstract & slides to 'Materials: PGR Progression')
	TT	Wk0-1	PMF3c to 'Materials: PGR Progression'
		Wk7-9	*Student report to GSR (inc *Preparing for Confirmation of Status form)
	LV	Aug-Sept	*Apply for Confirmation of DPhil Status – upload as a single pdf your GSO.14.MPLS + Gantt Chart + Preparing for Confirmation of Status form to 'Materials: PGR Progression' Prior to upload: At least four weeks before the date set for your confirmation interview and no later than Wk6TT you must submit by email to the Materials Graduate Studies Office a Word version of your fully completed GSO.14.MPLS & Gantt Chart for DGS approval. [Supervisor's report is within GSO.14.MPLS]
		mid-Sept	*Student report to GSR
Y4	MT	Wk1-2	PMF3d to 'Materials: PGR Progression'
		Wks 0 to 8	*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
	HT	Wk3	Submit A3 version of Poster if entering competition
		Wk6	Poster Session (Upload A3 version to 'Materials: PGR Progression')
		Wk7-9	*Student report to GSR
	TT	Wk0-1	PMF4 to 'Materials: PGR Progression' (includes thesis outline)
		Wk7-9	*Student report to GSR
	LV	July	Apply for appointment of examiners – on-line GSO.3 form
		Sept	SUBMIT THESIS VIA ON-LINE RTDS PORTAL
		mid-Sept	*Student report to GSR
Y5	MT		DPHIL VIVA PTO

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 each year 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 the 'Materials: PGR Progression' on-line site.

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 4-year Fusion CDT DPhil programme, the seven occasions when the GSR meeting will precede a PMF submission are the Weeks 0-1 TT PMF submission in year one, and in each of years two to four the Weeks 1-2 MT and Weeks 0-1 TT PMF submissions.