UNIVERSITY OF OXFORD

Department of Materials

###### 26.1 Appendix I: ‘New Graduate Student’ Questionnaire

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| Last Name:  (Surname or family name) | First Name: | | | Preferred Name: |
| Oxford Address:  Post Code: | | | Telephone: | |
| Alternative email address (not your University of Oxford email): | |
| Name of person to contact in an emergency:  What is the relationship of this person to you? | | | Address:  Telephone Number: | |
| **A note on disability:**  If you feel you have a disability, including specific learning difficulties such as dsyslexia, we encourage you to disclose this to the University Disability Advisory Service <https://www.ox.ac.uk/students/welfare/disability?wssl=1> so that appropriate help can be offered. If you have declared or intend to declare a disability please tick here: | | | | |
| **Project Title:** | | | | |
| Responsible Oxford Supervisor: | | Oxford Co-Supervisor(s) (if applicable): | | |
| Departmental Advisor\* (must not be one of your supervisors): | | Oxford Associate Supervisor(s) (if applicable): | | |
| External Co-Supervisor (if applicable):  Full Address:  Tel:  E-mail: | | Deputy Supervisor\*:  (if you have a single supervisor this will be your Departmental Advisor; if you have co-supervisors it will be one of these other than your Responsible Supervisor) | | |
| College Advisor (must not be one of your supervisors; can be your Departmental Advisor; your College will appoint this person): | | |

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| In consultation with your Responsible Supervisor please name four members of the Faculty of Materials from whom the DGS should select your Lead Assessor\* for Transfer and Confirmation of Status  (1): (2): (3): (4):  The following are not permitted to act as your Assessors:  Supervisor(s), Deputy Supervisor, Department Advisor or College Advisor  Supervisor signature: Date: |
|  |
| Total Period expected to be spent at external premises - name of host organisation and months per year (if none, please state nil): |
| Professional Body Membership:  IoM3: IoP: RSC: Other: |
| Please confirm that you have discussed with your supervisor what transferable ‘careers skills’ training and research skills training you should undertake in the first few weeks of Michaelmas Term (Delete as necessary) Yes / No  Please confirm that you have considered with your supervisor the Summary of Provision for research students in Materials and the associated Divisional Code of Practice on supervision of Graduate Research Students, attached as appendices (VII) and (VIII) in your Graduate Handbook. Yes / No |
| Signed: Dated: |
|  |
| PLEASE RETURN TO MARION BECKETT, DEPARTMENT OF MATERIALS GRADUATE STUDIES SECRETARY BY THE END OF WEEK 2 (19 OCTOBER 2018) |

*\*An outline of the roles of Deputy Supervisor, Department Advisor and Lead Assessor can be found in sections 2, 3 and 4 respectively of the Materials Graduate Course Handbook*

##### Research Supervision: A Brief Guide to the roles of research students and supervisors

The primary purpose of a research degree programme in the Mathematical, Physical and Life Sciences Division is to enhance and develop your knowledge in a specific area of research, and to equip you with the research and transferable skills needed to become an independent researcher, or to prepare you to be able to adapt the skills you have learnt to pursue a career in other fields. Our aim is to provide you with an excellent educational experience, which should also be enjoyable, as well as hard work. To achieve this result, both supervisors and students need to be clear about their respective roles and responsibilities. This note provides a brief guide to these roles. If you have any questions about the roles described below, do discuss these with your supervisor or the Director of Graduate Studies in your department.

*The role of the Supervisor (and in some cases the supervisory team) is to:*

1. Establish a timetable of regular meetings for detailed discussion of your progress **(**these meetings should take place at least once every two weeks averaged across the year)

2. Agree a research plan and programme of work, and to establish clear academic expectations and milestones

3. Agree with you a timetable for the submission of any written work and to return your work within a reasonable time

4. Advise you of your department’s health and safety regulations. Supervisors are responsible for all aspects of safety under their control, and in particular for the safe conduct of all experiments carried out in the course of their student’s research

5. Assess formally your subject-specific and personal and professional skills training needs on a regular basis and ensure you are aware of the opportunities available to meet these needs*.* A full review of your skills training needs should be carried out each year with your supervisor

6. Write a quarterly report on your progress on the Graduate Supervision Reporting (GSR) system.

7. Ensure you are aware of the formal requirements in relation to transfer and confirmation of status and final submission, and help you to incorporate these into your plan of work

8. Inform the departmental Director of Graduate Studies through quarterly reporting mechanism of any concerns about your progress, attendance or other needs

*The role of the Student is to:*

1. Meet with your supervisor regularly and give due weight to any guidance or corrective action proposed, keeping a written record of your discussions where appropriate

2. Draw up a research plan and timetable of work in consultation with your supervisor, and to keep relevant records of all aspects of your work

3. Reflect and report on your progress at the end of each quarter using the Graduate Supervision Reporting system (GSR)

4. Take ultimate responsibility for your research programme, including the development of subject-specific, research, personal and professional skills

5. Carry out research with proper regard to good health and safety practices

6. Be aware of the University’s guidance on plagiarism and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research

7. Pursue opportunities to engage with the wider academic community at University, national and international level

8. Inform your supervisor immediately if you need to be away from the department, for example if you are ill.

The Division’s more detailed Code of Practice on the Supervision of Graduate Research Students is provided as appendix (VIII) to your materials Graduate Course Handbook and also is available at <http://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/supervision>.

Also important is Section 5 of the University Education Committee’s Policy on Research Degrees (**Responsibilities of the students**) <http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/section5responsibilitiesofthestudent/>.

**The Department’s statement of provision for a research student is provided as appendix (VII) to your Materials Graduate Course Handbook.**