Materials PGR <u>Student</u> 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 cohort who commenced programme in 2017/18

For completeness also showing:
Project management form (PMF) submissions. Mandatory GSS 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 (Submit initially to Marion; Upload to WebLearn <u>after</u> review by Marion)
		Wk6-7	***Student report to GSS**
	HT	**Wk0-1**	**PMF1 to WebLearn**
		Wk6-7	***Student report to GSS**
	TT	**Wk2-4**	**Informal meeting with Lead Assessor** [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]
		Wk6-7	***Student report to GSS (inc *Preparing for Transfer of Status form)**
		Wk8	**Lit Review to WebLearn (5,000 to 6,000 words)** [Note: * 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** Combined GSO2 + 2,500 word summary of progress to date + Gantt Chart to WebLearn [Supervisor's report integral to GSO2]
Y2	**MT**	**Wks -3 to +1**	***Transfer of Status Interview with Assessors**
		Wk6-7	***Student report to GSS**
	HT	**Wk0-1**	**PMF3a to WebLearn**
		Wk6-7	***Student report to GSS**
		Wk7	**Research Talk**
	TT	**Wk6-7**	***Student report to GSS**
	LV	**July**	**PMF3b to WebLearn**

Y3 **Wk6HT to Wk6TT** *Apply for Confirmation of DPhil Status – GSO14.MPLS to WebLearn
  [*Supervisor submits a separate, confidential, report]

  MT **Wk6-7** *Student report to GSS

  HT **Wk0-1** **PMF3c to WebLearn**

    Wk3 **Submit A3 version of Poster if entering competition**

    Wk6 **Poster Session**

    Wk6-7 *Student report to GSS (inc *Preparing for Confirmation of Status form)

  TT **Wks 0 to 8** *Confirmation of Status Interview with Assessors
    [* Note: Assessors' report proforma includes a prompt to comment on the proposed thesis structure]

    Wk6-7 *Student report to GSS

    Wk6-7 **PMF3d to WebLearn**

  LV **Nil**

Y4 **MT** **Wk0-1** **PMF4 to WebLearn (includes thesis outline)**

    Wk6-7 *Student report to GSS

  HT **Jan-Feb** **Apply for appointment of examiners – GSO3**

    Wk6-7 *Student report to GSS

    March SUBMIT THESIS

  TT   DPHIL VIVA

PTO for:

1. A note on the Project Management Scheme and the 'Termly' GSS Reports

A note on the Project Management Scheme and the 'Termly' GSS Reports

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 'career skill' that is valued by employers (and often is needed by academics too when applying for funding). 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 scheme.

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

Student submits their end-of-term or, in the future, quarterly report to GSS. [From 2018/19 onwards the University intends to set the window for this to weeks 7-9 and to require **four** such reports per year – MT, TT, HT & LV.]

Following this submission, and **prior** to submission** of the **supervisor's** GSS report, it is best practice for the supervisor(s) to meet with the student to discuss the student's progress and GSS report.
[** from 2018/19 onwards the University intends to set a **strict four-week window** for this submission.]

At the two such 'GSS' meetings each year that will **precede** a week 0-1 HT or July 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 GSS 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 new 2018/19 GSS process includes 'Training Needs Analysis'.

Having read the supervisor's formal GSS report, and in the light of the discussion at the most recent 'GSS' meeting with their supervisor(s), the student is well-placed to capture by means of the PMF a review of their project management and revision of their Gantt chart ready for the imminent week 0-1 HT or July PMF submission to WebLearn.

For the two quarterly GSS reports per year that do **not** precede a Materials six-monthly project management review it is anticipated the Department will **not** expect a training needs analysis to take place. Indeed it may be that in Materials we shall decide that unless student or supervisor(s) need to raise concerns these two quarterly GSS reports will be very light-touch.