Materials PGR <u>Student</u> Requirements and Concise Timeline for Transfer & Confirmation of Status

For completeness also showing:
Project management form (PMF) submissions. Mandatory GSR submissions. Whole-cohort events.

Illustrated for a Michaelmas Term starter, on the DPhil in Materials programme, with a 4-year studentship
Includes Faraday Institution and EPSRC iCASE studentships, the latter of which normally includes an internship of at least three months at the collaborating company (to be carried out within the 4-year period).
* Indicates Mandatory Divisional Requirement or University Requirement by Regulation

Y1	**MT+HT**		**Pass two assessed lecture courses, complete the University's on-line Research Integrity course and attend a minimum of seven colloquia plus the three compulsory workshops**
	MT	**Wk0**	**Induction**
		Wk4	**SUBMIT 'NEW GRADUATE STUDENT' ON-LINE QUESTIONNAIRE**
		Wk7	**Informal introductory meeting with your Department Advisor**
		Wk7-9	***Student report to GSR**
	HT	**Wk0-1**	**PMF1 to the 'Materials: PGR Progression' on-line site**
		Wk7-9	***Student report to GSR**
	TT	**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 and/or technology to which it is anticipated the project will lead]
		Wk7-9	***Student report to GSR**
		Wk8	**Lit Review to 'Materials: PGR Progression' (5,000 to 6,000 words)** [* Assessors are required to judge a candidate's understanding of the literature]
	LV	**July**	**PMF2 to 'Materials: PGR Progression'**
		July	***Apply to be considered for Transfer of Status**

*Apply to be considered for Transfer of Status
● Submit an **on-line GSO.2** application[a,b] within which you have uploaded a copy of your Certificate of Completion for the University's on-line Research Integrity course.
● When subsequently prompted by our Education Support (ES) team, upload the two 'milestone' documents - namely your 2,500 word summary of progress to date and the full version of your up-to-date Gantt Chart.
● Soon after this your assessors will be alerted that your application is ready for review and our ES team will prompt you to contact your assessors in order to arrange the date for your transfer interview.
[a]**Before** you submit your GSO.2 you must have (i) submitted your literature review (see above), (ii) submitted to our ES team your colloquia attendance record (see our Graduate Student Handbook), and (iii) informed our ES team of the titles of the two lecture courses for which you have submitted work for assessment.
[b]**Before you complete this form read the guidance in Section 10 of our current Graduate Student Handbook.**

		mid-Sept	***Student report to GSR**
Y2	**MT**	**Wks -3 to +1**	***Transfer of Status Interview with Assessors**
		Wk7-9	***Student report to GSR**

HT	**Wk0-1**	**PMF3a to 'Materials: PGR Progression'**
	Wk7-9	***Student report to GSR***
	Wk7	**Research Talk** (Upload abstract & slides to 'Materials: PGR Progression')
TT	**Wk7-9**	***Student report to GSR***
LV	**July**	**PMF3b to 'Materials: PGR Progression'**
	mid-Sept	***Student report to GSR***

Y3 **Wk6HT to Wk6TT** ***Apply to be considered for Confirmation of DPhil Status***
● Submit an on-line GSO.14 application[b] within which you have uploaded a copy of your Certificate of Completion for the University's on-line Research Integrity course (you will recall you completed this course during your first year).
● When subsequently prompted by our Education Support (ES) team, upload the 'milestone' document - namely the full version of your up-to-date Gantt Chart.
● Soon after this your assessors will be alerted that your application is ready for review and our ES team will prompt you to contact your assessors in order to arrange the date for your Confirmation interview.
[b]**Before you complete this form read the guidance in Section 12 of our Graduate Student Handbook.**

MT	**Wk7-9**	***Student report to GSR***
HT	**Wk0-1**	**PMF3c to 'Materials: PGR Progression'**
	Wk3	**Submit A3 version of Poster <u>if</u> entering competition**
	Wk6	**Poster Session** (Upload A3 version to 'Materials: PGR Progression')
	Wk7-9	***Student report to GSR***
TT	**Wks 0 to 10**	***Confirmation of Status Interview with Assessors***
	Wk7-9	***Student report to GSR***
LV	**July**	**PMF3d to 'Materials: PGR Progression'**
	mid-Sept	***Student report to GSR***

Y4 | **MT** | **Wk7-9** | ***Student report to GSR*** |

HT	**Wk0-1**	**PMF3e 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**

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 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 3.5 year 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.