

Materials PGR Student 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 4-year Oxford Materials **Fusion Power CDT and Materials 4.0 CDT DPhil** programmes. * Indicates Mandatory Divisional Requirement or University Requirement by Regulation

Y1	MT	Wk0 Wk4	Induction 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	Informal introductory meeting with your Department Advisor
		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
		Wk8	*Apply to be considered for Transfer of Status <ul style="list-style-type: none"> ● 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. <p>^aBefore 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.</p> <p>^bBefore you complete this form read the guidance in Section 10 of our current Graduate Student Handbook.</p>

	TT	Wk0-1	PMF3a to 'Materials: PGR Progression'
		Wks 1 to 5	*Transfer of Status Interview with Assessors
		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
LV		Aug-Sept	*Apply to be considered for Confirmation of DPhil Status
			<ul style="list-style-type: none"> • 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.
		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
		Wk7-9	*Student report to GSR
	HT	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	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

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.